**Faculty of Humanities**

**Confirmed Minutes of the Teaching & Learning Committee meeting of 8th June 2016**

**2pm – 4pm, Hanson Room, Bridgford Street Building**

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| **Item** | **Noted** | **Action** |
| 1. **Welcomes and Apologies**
 | **Present:** Judy Zolkiewski (Chair); Becki Bennett (SoL); David Brown (SALC PGT); Ken Clark (SoSS); Sharon Clarke (MBS); Anna Goatman (MBS UG); Liam Harte (SALC UG); Norma Hird (SoL UG); Nicola Lord (TLSS); Lisa McAleese (TLSS); Guy Percival (IT); Carol Rowlinson (Head of TLSS); Anna Verges (HeLM); Rachel Walton (TLSS); Katy Woolfenden (Library); Emma Sanders (Secretary).**Welcomes:** Tim Westlake (Student Lifecycle Project)**Apologies:** were received from Mark Baker (SEED); Ally Routledge (UG Student Rep); Fiona Smyth (AD, TL&S); Bruce Wardhough (SoL PGT) |  |
| 1. **The Student Lifecycle Project**
 | Presentation from Tim Westlake on the Student Lifecycle Project.See attached presentation and StaffNet article: <http://www.staffnet.manchester.ac.uk/news/display/?id=16039> |  |
| 1. **Minutes of 4 May 2016**
 | Approved subject to noting wrt 12.1 – final bullet point. It is now possible to do a word count of a word document before the Post Date. |  |
| 1. **Matters arising**
 | **From Weds 9th March 2016:** Revised policy on Academic Advising – Academic Advisors want to be able to see a student’s number (aka student SPOT-ID) and level of study in the “My Students” portal. Richard Reece has responded as follows: * The project board at a relatively early stage decided that this was not required by Academic Advisors in order for them to undertake their normal function. Clearly, if an advisor needs to access Campus Solutions then the SPOT-ID is incredibly useful, but one of the purposes of “MyStudents” is to reduce or even eliminate the need for Advisors to access Campus Solutions.
* Year of Study: this can be deduced by looking at the programme title for each of the students. For example, the programme title will be something like BSc (Hons) Basket Weaving, year 03.
* However, Richard agreed that it would be helpful to be able to “sort” by year of study, and will see whether this can be added to the wish list of future functionality.

**From Weds 4th May 2016:** IT Priorities: Guy Percival to meet with Carol Rowlinson re: Humanities IT Priorities and assigning “owners” for each requirement. Then circulate the document by email to T&L Directors for feeding back to their staff. Policy on Advising Taught Students: There is still no progress on training for Academic Advisors as yet. TLSO hope to pick this up again with Staff Learning and Development over the summer. |  |
| 1. **Chair’s Report**
 | **TLG May 2016 and TLG June 2016:** NSS: Discussion that incentives to complete NSS would be better as donations to charity rather than, say, money for parties, although there was no official Policy about this.Brexit & Tuition Fees: A University statement has been prepared for sending to new entrants with concerns about the potential impacts of a Brexit vote on tuition fees.Response to TEF Technical Consultation: The White Paper [*Success as a Knowledge Economy: Teaching Excellence, Social Mobility & Student Choice*](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/523396/bis-16-265-success-as-a-knowledge-economy.pdf) (May 2016) reiterates the Government’s manifesto commitment to introduce a Teaching Excellence Framework (TEF). The University’s draft response to the TEF Technical Consultation will be circulated more widely. The consultation runs until 12 July 2016.Principles & Policies of Moderation: Discussion ongoing around whether the University should set a target average range to assist moderation.University College Strategy: It was agreed that interdisciplinarity is still a key objective of the University. Discussion acknowledged that University College is not the only means by which interdisciplinarity can happen. The “20cr rule” is still supported by Deans of Faculty, i.e. that every single honours students should have the opportunity to take up to 20cr of University College courses.Non-completion rates: work continues on how to improve retention rates, with the focus expected to be on 1st Year students.Manchester Advantage Award: this has been approved for implementation, in a tiered format.Academic Contracts: Currently we have 550 staff on 13 different types of teaching-only contract. Work is underway to standardise academic contracts into just three types: * Academic teaching
* Academic research
* Academic teaching and research

Peer Review: descriptors are expected to be reduced to three, in response to feedback from the Unions. Training for academic staff was raised again, and it was agreed that Jonathan Winter should return to TLG for further discussion. Recruitment, Selection and Admissions Policy: This Policy will have to be aligned with what with the Admissions Group recommends.Principles for rescinding awards: These relates to Integrated Masters programmes, and what should happen if you a student ends up being eligible for a better award at BA level (e.g. 2.1) than in their final Masters year (e.g. Pass).UNIAC audit of SEAPs – the audit has now taken place and included scrutiny of a SEAP from Economics.KIS Consultation: following the external review of Unistats and the KIS in 2015, there will be a consultation on changes (data specification, presentation of data and how to communicate uncertainties in the data to the user, etc.) to the Key Information Set (KIS) data collection for 2017 following the recent audit. The consultation is expected to open on 28 June for four weeks.Blackboard (BB) and My Manchester: Further to discussion on 4th May, there have been several unrelated incidents impacting student’s access to essential services in recent weeks and IT-S are working with the respective suppliers/teams to understand and mitigate future impact.* 3rd May My Manchester - Service was unavailable following a new release, service was restored by rolling back. Root cause of issue has been identified and reimplementation of My Manchester should take place in early June.
* 9th May Blackboard – This externally hosted and managed service was unavailable for c. 3 hours until the supplier made a configuration change and restarted the service. Root cause analysis is continuing.
* 5th and 11th May Various – Our connectivity to other universities and the Internet is via the JANET network, there have been two apparently unrelated issues within JANET.  These incidents have had a wider impact than just University of Manchester

To help assure that the availability of services, the University is imposing a “change freeze” around the key systems during the exam period, i.e.:* CAS (Central Authentication System)
* Campus Solutions
* Blackboard
* Managed Desktop

Given recent experience of aging infrastructure and networks, IT Services will also be executing a period of enhanced change control during the exam period on all other services. In addition, an enhanced out of hours and on call support service is in place.   The ITLT will also be having daily focus meetings on stability of services to ensure any immediate direct focus and attention can be given.**AGREED:** HTLC strongly recommends that Blackboard going down is a significant risk (particularly around exam time) that should be added to the Faculty Risk Register. Turnitin Upgrade in Summer – an email was circulated this morning to all TL& Directors notifying them of a Tii upgrade which means students will be able to see the initials of the marker who marked their work. This will also affect second markers and anyone who add online comments. Humanities could request a postponement of the upgrade from Summer 2016 to April 2017. Noted: There is a workaround if you mark in BB not Tii.**AGREED:** HTLC accepted there was no benefit to delaying the upgrade, and agreed to notify colleagues of the impacts. Faculty eLearning Network: this will now meet on 7th July. Open Discussion on Teaching Excellence in Humanities (20.05.16)The AD will take forward some ideas from this meeting. **Briefing Note\***Received for information. | **Action:** JZ/FS toinform Russell Ashworth that HTLC strongly recommend adding breaks in BB service to the Faculty Risk Register.**Action:** T&L Directors to notify colleagues about the impact of Tii upgrade over summer. |
| 1. **Student Matters**
 | Thanks were expressed by the committee to Ally Routledge and Fred Craig for their valuable service as Humanities’ UG Student Reps for 15/16. |  |
| 1. **Distance Learning Update**
 | **Reported:** Pearson have not been able to assist with marketing, but a soft launch of the revamped PGDip/MSc Health Care Ethics and Law will go ahead in September. However, Law will not be pushing the development of MSc International Law without more guarantees from the centre about tuition fees, marketing and resources. The decision that the University has yet to decide is whether to: 1. do everything in house
2. outsource everything
3. do a combination of both

(As previously reported a Distance Learning office has been set up centrally and some central technologists have started to assist with Healthcare Ethics and Law). **Reported:** Prof. Pam Valleley will be coming to HTLC to speak about DL in October. |  |
| 1. **Employer Insight Days**
 | Paul Gratrick explained that Employer Insight Days had been running successfully for 3 years in AMBS, and queried whether this activity should be rolled out to the other Schools. In brief, this is a 3-hour networking event where academics and PSS staff meet informally over a coffee with employers to discuss their recruitment processes, what they are looking for in graduates, trends and opportunities relevant influence to course content or support activities etc. In the past, only AMBS programme directors attended, but this year any member of staff was able to go, so there was a mixed group, which worked well. Given that there would be some overlap in employers for SoSS, SALC and SEED Paul proposed to host a joint day, if there is an appetite for it. Questions for HTLC:1. Should we expand Employer Insight Days?

**AGREED:** Yes1. Should SALC, SoSS and SEED hold a joint one?

**AGREED:** Yes. A separate event would also be put on for SoL.1. If so, when?

**AGREED:** Earlier in the year would be better as you can alter the curriculum for the following year, and be informed for Academic Advising in the current year. 9am – 11.30am followed by lunch on a teaching day would be best. | **Action:** Paul Gratrick to organise Employer Insight Days for SoL, and SALC+SoSS+SEED. |
| 1. **PGT Attainment**
 | **Noted:**  Distinction: Merit: PassEPS 20.4% 45.2% 34.4%Hums 18.5% 54.1% 27.4%FLS 36.5% 46.2% 17.3%MHS 24% 38.8% 37.1%**Discussed:** It was not clear what the benefit was of comparing data across very different discipline areas, and across programmes with differing purposes and intake profiles. The same issues seem to apply to PGT as have been discussed for UG, i.e. need to encourage staff to use the full range of marks and reconsider PGT grade descriptors.Would one expect there to be more differentiation between Masters students than UG as entry levels may be are wider? Colleagues did not find much to comment on in the report, as it was not felt that meaningful conclusions could be drawn. It was agreed that it would be more useful to compare Humanities’ subject performances in relation to comparator institutions offering the same subjects. |  |
| 1. **Advising Taught Students**
 | Lisa McAleese explained that it was a requirement of the revised University Policy to report on Academic Advising each year. Lisa had circulated a proforma to all School Employability Leads to assist with this.The responses indicated that compliance with the Policy is more problematic at PGT than UG.**Discussed:** * SoSS, like SALC, conducted a survey of Academic Advisers - they found some students were not engaging, and while some staff were very engaged others were not. Some staff felt they were still not being supported enough in the role, e.g. through access to student data in a timely and user-friendly manner, provision of some kind of online system where you can make notes as you are talking to the advisee that goes onto the student’s record.
* AMBS is not currently able to comply due to having large PGT numbers, and it was queried how SoSS manage PGT Advising. KC explained that one DA is not fulfilling the Policy but gets 100% satisfaction in PTES, so it did not seem appropriate to interfere with this. The DA concerned has c. 60-80 PGTs across c. 4 programmes. However, another DA is being encouraged to engage with the policy and invite students to a meeting to improve the student experience.

**Circulated:** SoSS’ *Staff Guide to Academic Advising,* for reference. The pack was a mixture of University policy and School-based practice built up over several years. *Secretary’s Note:* *TLSO’s Advising Taught Students’ Toolkit, which was launched last autumn, now contains a link to a new ‘HEA Academic Advising for Employability toolkit’ which was developed by colleagues at Manchester.* *The Advising Toolkit can be found below, with the link to the ‘HEA Academic Advising for Employability Toolkit’ available from the ‘Employability and further study section’:* *•* [*Advising Taught Students Toolkit*](http://www.tlso.manchester.ac.uk/advising/) |  |
| 1. **Interruptions Report**
 | It is a requirement that Schools report interruptions to the Faculty quarterly.For 15/16, in addition, a graphic summary has been compiled from data from 2008 to present. **Reported:** A central group is working on the development of a Fitness to Study / Support to Study Policy.  |  |
| 1. **Course Unit Registrations**
 | Carol Rowlinson presented data for the annual audit of Course Units with fewer than 10 students registered. * Sheet 1 presents “raw” data provided by Planning Support Office against EVERY unit <10, regardless of context.
* Also, it was reported that across the Faculty there are 51 UG and PGT units still open that have 0 students on them.
* Sheet 2 is a table of manually adjusted data that takes into account circumstances such as whether a unit is a Dissertation, a UG course co-taught with a PGT course etc.
* Sheet 3 shows trends for each School across last 6 years.

LEAP courses have been listed separately. There was only one LEAP unit with <10 students last year, but this year there are a lot (as had been the case in previous years).SALC50% of the disciplines have all the same units as last year with <10 students on them.SEEDRecurrences of units running with <10 students are in Geography and Planning.**Discussed**: A couple of units in MBS show up as having students registered when the member of staff is not here and definitely not teaching. It was assumed that there must be repeating students registered on these units for BB purposes.T&L Directors can see the individual course unit information behind the data – they should email Carol Rowlinson if they want this. |  |
| 1. **Draft Policy for Supporting New Student Parents**
 | Received for consultation.**Noted:** The title should be changed to “Policy for Supporting Student New Parents”. | **Action:** T&L Directors to consult on the draft Policy and feed back to LMcA by 25.07.16 |
| 1. **Student Representation at Faculty Committee**
 | Received for information: “Student Representation at Faculty Committees” guide setting out expectations.Action: Add HESC to the list of sub committees.  |  |
| 1. **A.O.B.**
 | The members expressed their thanks to Judy Zolkiewski for her service as AAD (TL&S) over the last 3 years. |  |
| 1. **Dates of HTLC Meetings for 2016/17**
 | Wednesday 5th October 2016, 2 – 4pm**\*** Knowles Cttee Room (A), WhitworthWednesday 9th November 2016, 2 - 4pm Knowles Cttee Room (A), WhitworthWednesday 7th December 2016, 2 – 4pm**\***  Knowles Cttee Room (A), WhitworthWednesday 15th February 2017, 2 – 4pm Ken Kitchen Committee RoomWednesday 22nd March 2017, 2 - 4pm**\*** Whitworth Council ChamberWednesday 5th April 2017, 2 - 4pm Ken Kitchen Committee RoomWednesday 17th May 2017, 2 – 4pm Kitchen Committee RoomWednesday 14th June 2017, 2 - 4pm**\*** Kitchen Committee Room**\*PAG** will meet beforehand from **1-2pm** in the same venue.Additionally, PAG will meet on Tuesday 17th January 2017, 10am – 12noon.  |