

**Faculty of Humanities
Teaching & Learning Committee
Wednesday 8th May 2013, 2 - 5pm
Committee Room A, Whitworth Building**

1pm – 2pm: Pre-meeting on the Lecture Capture project led by Stuart Phillipson (Media Technologies Coordinator, Project Lead).

Received Latest version of the draft 'Policy on the Recording of Lectures and other Teaching and Learning Activities' as discussed by Senate on 1st May along with a background document from Prof. Richard Reece. A document from Cath Dyson was also supplied.

The AD TL&S reported that all centrally bookable theatres and large seminar rooms will have the lecture capture facilities installed from September 2013. The Faculty IS Manager is looking into how it can be extended to Faculty-owned teaching spaces. The revised version of the Policy now allows colleagues to opt-out if they do not wish to have their lectures recorded without giving a specific reason. The June meeting of Senate will consider any further comments on the draft Policy with a view to approving it at that meeting for implementation at the start of next session.

SP explained that the pilot scheme undertaken in 2011/12 showed that students liked the system, and recording of lectures did not have an effect on attendance. This will however be kept under review as part of the rollout.

The system is designed to be autonomous, and is almost completely hidden in the lecture theatre. It starts recording on the hour and finishes at 5 minutes before the hour. The recording is then automatically sent to Blackboard and is available for students to use 60 minutes later.

The team will send out generic emails to all staff using timetabled lecture spaces to provide them with the opportunity to opt-out of recording. Users can opt out for one lecture or for the whole unit.

Users are asked to wear a wireless microphone (if appropriate) although the system has a second boundary microphone which is linked to the recording system. This will pick up the sound of the voice if the lecturer forgets the microphone.

A QR code is available which can be added to any slides within the presentation which the lecturer does not want included. The system will then automatically delete any such slides.

Recorded material cannot be shared, broadcast or published etc. Strict disciplinary procedures are being put in place for students who violate these rules. Recordings can only be accessed via Blackboard and are only available to students on that unit, they are not made available to any one else and students are not allowed to share material they access. University regulations are in place that cover the restricted use of material recorded in a lecture.

The system is operated on a server in Manchester. The recordings will be kept for two years, based on current storage resources.

Issues

Student voices cannot be included in the recordings, so colleagues are asked to repeat any questions asked by students for the benefit of the recording. This could be problematic for those who have a high level of interaction with students during teaching. This is considered a reason for opting out – however some staff have asked if student voices can be recorded if all students on the unit agree. This will be investigated further.

The wireless and boundary microphones have not been shown to pick up student voices during the pilot, but content can be deleted if necessary.

Where high levels of interaction with students are required, colleagues should be aware of the limitations of the system or opt out if the teaching style does not lend itself toward recording. The intention of the Policy is that colleagues should not need to change their teaching style.

Students should be informed about the workings of the system at induction, in handbooks etc.

Concerns

The system may encourage a risk-free approach to teaching. Lecturers may not wish to invite questions they know they may have difficulty answering.

Action: Any further comments on the draft Policy should be fed back to Nicola Lord by 19th June in advance of discussion at Senate.

Teaching and Learning Committee business

Present:

Dr. Chris Davies	Associate Dean for Teaching, Learning & Students (Chair)
Prof. Matthew Jefferies	Assistant Associate Dean for Teaching, Learning & Students
Dr. Judy Zolkiewski	Assistant Associate Dean for Teaching, Learning & Students
Mrs. Lisa McAleese	Senior Faculty Taught Programmes Administrator
Mrs. Emma Rose	Senior Faculty QAE Administrator
Prof. Catherine Cassell	Deputy Director, MBS
Dr. Fiona Smyth	Director of Teaching and Learning, SED
Dr. James Garratt	Director of Undergraduate Education, ALC
Dr. Abigail Gilmore	Director of Graduate Education, ALC
Dr. David Williamson	Director of Teaching and Learning, Law
Mrs. Diane Slaouti	Director of Undergraduate Studies, Education
Dr. Liz Smith	Director of Postgraduate Studies, Education
Dr. Veronique Pin-Fat	Director of Undergraduate Studies, SoSS
Dr. Mark Elliot	Director of Postgraduate Studies, SoSS
Mr. Luke Newton	Education Officer

Ex-officio members:

Ms. Norma Hird	Director of Undergraduate Studies, Law
Mrs. Nicola Lord	Faculty QAE Administrator (Secretary)
Ms. Emma Sanders	Faculty QAE Administrator
Ms. Cath Dyson	Faculty eLearning Manager (for item 1)
Mrs. Katy Woolfenden	JRUL Head of Teaching, Learning & Students

1. Apologies

Iain Brassington, Veronique Pin-Fat

2. Trevor Byrne, Media Services Manager, Media Centre

Received Presentation outlining the purpose and role of the Media Centre in supporting teaching and learning.

One of the Centre's main aims at present is to promote use of technology and provide services and facilities to support both staff and students in the production and delivery of materials for teaching and learning.

1. Teaching space support: Media Services supports all 274 teaching spaces with the aim of introducing a standard level of provision across all spaces. They also promote and offer training and guidance in the use of technology for teaching.
2. Media production: Lecture recording, TV studio, Edit Suites
3. Graphics support: Facilities are provided for the production of graphic media and support of work produced by staff and students
4. Equipment loans: There are stocks of a number of technologies, free to use by staff and students for teaching and learning activities, such as voting systems, voice recorders, video conferencing, camera equipment, laptops
5. Training on graphics and media production packages for staff and students
6. Video conferencing facilities
7. Communication and consultation: new website, social media (use Twitter) and there is a generic email account for enquiries: mediaservices@manchester.ac.uk.
8. Developments: New theatres in the Simon Building, a dedicated Lecture Capture studio; teaching PC upgrades; Skype conferencing support.

The Centre does not prioritise requests for its support. Its services have been expanded based on requests for support and trends.

Colleagues were encouraged to visit the website at <http://www.mediaservices.manchester.ac.uk/> for further information.

3. Minutes of the last meeting

The minutes of the last meeting (HTLC 4/12) which took place on Wednesday 16th January 2013 were approved as a correct record.

4. Matters arising

To discuss any matters arising from the minutes.

<i>Item</i>	<i>Action</i>	<i>Responsibility</i>	<i>Update</i>
Item 5 Chair's Report	Schools were asked to investigate whether there was a blockage within Schools. The data which had been provided to a meeting of TLMG would be circulated to Schools.	UG / PGT / T&L Directors	The data was circulated and responses received from Schools accordingly. A digest of the responses has been provided to Mike Mercer who is Chairing a Sub-Group of SAMG which is looking at these issues.

5. Chair's report

5.1 Student-led teaching awards

Reported These awards are now run by the Student Union. The awards ceremony was held on the evening of Friday 3rd May. It was noted that some Schools had not been notified about the winners.

Action Luke Newton to send out the names

5.2 Laboratory and technical support

Reported The TLO would like to understand the level of laboratory and technical support we have in the Faculty in order to demonstrate to the University what we have and what

is needed. This should cover anything which needs to be equipped and maintained e.g. dedicated rooms, scale of equipment, technicians, approximate spend on consumables etc. A report to Faculty SLT will be made in September

Action The AD TL&S to draft a note for circulation to T&L Directors, Heads of School Administration and Heads of School to give guidance on what is required.

5.2 Briefing Note

Received for information (HTLC 5/12/5.2). The note contained the following information:

i. Teaching Excellence Award Winners in Humanities 2012-13

This year's winners are as follows:

- Dr. Mark Brown, School of Social Sciences (CCSR)
- Ms. Annie Morton, School of Arts, Languages and Cultures
- A Commendation was given to Dr. Andrew Whitworth, School of Education

ii. Distinguished Achievement Awards (DAA)

The University's Awards and Honours Group has now met to consider all of the University level DAA awards. The Group formally endorsed all of the recommendations for the Distinguished Achievement Awards from the Faculties in the Teacher, UG, PG and Researcher categories.

The UG and PG Student of the Year nominations were considered at January's meeting of HTLC and the nominations which have been endorsed are as follows:

UG Student of the Year: Eleni Papadopolous (Arts, Languages and Cultures)

PG Student of the Year: Erica Buurman (Arts, Languages and Cultures)

The 2013 Distinguished Achievement Award ceremony and lunch will take place on Friday 28 June.

iii. Semester 2 Unit Surveys

All taught students will be asked for their feedback on the quality of their teaching from **Monday 29 April onwards**. The surveys will be open for three weeks, until Friday 17 May.

iv. Survey: Resources for Media Production in Teaching and Learning

The Faculty is carrying out a survey of media resources for teaching and learning, to inform a report for the Dean. The latest edition of Humanities eNews included an article about the survey.

The Faculty Teaching and Learning Office wants to know what audio visual and other media production resources (hardware, software, and support) is required for teaching. We are keen to ensure sufficient support for current teaching practice, and also expand access to resources such as editing, camera equipment and technical and training support, to help maintain and develop a variety of taught courses which include media production elements. The survey is available at:

<https://selectsurveys.humanities.manchester.ac.uk/TakeSurvey.aspx?SurveyID=72K0nm9K>

The survey will close on Friday 10th May.

6. Penalty scheme for exceeding word count (Lisa McAleese)

Received Draft scheme for discussion (HTLC 5/12/6).

Reported It was agreed at the January 2013 meeting of HTLC that a Penalty Scheme for Exceeding the Word Count should be implemented from September 2013 in order to ensure consistency of practice across the Faculty, especially for students on joint programmes.

It was agreed at TLC that the following Penalty Scheme would be implemented:

Extent to which Word Limit is Exceeded	Penalty to be Applied (deduction)
Up to 10% over the specified word limit	None
11% - 25% over the specified word limit	10 marks
26% - 50% over the specified word limit	50 marks
In excess of 50% over the specified word limit	The work will not be marked and a mark of zero will be recorded

Discussion of the chosen system was raised again as ALC would prefer an absolute limit. Some Schools would prefer to allow a range, with the penalty applied when students exceed the upper limit. However, it was noted that the chosen scheme would still allow students a further 10% within which they would not be penalised.

Schools would welcome guidance on how to count the words. This task would be likely to fall to Examiners as it would be too difficult to manage administratively.

Action: Lisa McAleese to ask TLSO whether they could provide this.

Action: Lisa McAleese and Chris Davies to review the document and consider a principles-based approach which will be brought to a future meeting of HTLC. The Penalty scheme is not now intended to be in place for September 2013.

7. Additional charges for UG and PGT students

Received For discussion, paper setting out draft principles relating to additional charges for students (HTLC 5/12/7).

Reported Comments will be provided to the 13th May meeting of the University's Teaching & Learning Group.

Discussed It was not clear whether the 1% of £9k referred to in the document would be of the gross or top-sliced amount.

It was suggested that if any equipment is required which is not supplied as part of the fee, the first option should be for the department to make it available to students if possible.

We should investigate what other institutions are doing in this area to ensure that we are not charging more than competitors.

It was suggested that there should not be a charge for the Disability Support Assessment, although it was noted that support can be sought and the cost of £100 is cheaper than seeking assessment privately.

There was discussion of printing of the dissertation, noting that we are not moving to electronic submission until 2016 and that this Policy should work with the Policy on electronic submission. There are problems with the dissertation in that visiting certain areas to complete the necessary work may cost more – not all work can be Manchester-based. There can be problems of consistency of treatment across areas.

Any costs incurred would need to be listed in the pre-arrival programme marketing information, rather than in the Handbook.

Action Any further comments should be sent to Nicola Lord

8. Reports from eLearning Strategy Group (eLSG) and University eLearning Management meeting

Received Minutes from the eLSG meeting which took place on Monday 18th March 2013 (HTLC 5/12/8).

Reported Judy Zolkiewski reported that School quality reports will be published on the 15th May. The Blackboard upgrade went well.

Discussed P.4 of the eLSG minutes note that 'RR supported the move forward with a local UoM 'building block' solution'. JW explained that the University may be able to develop bespoke solutions for problems with Turnitin, rather than lobbying Turnitin to make the changes.

Reported A communication regarding Turnitin had been circulated which stated that the 'post date' can no longer be changed before the release point as it may cause problems with anonymity and data may be lost. The eLearning Team should be contacted.

Action Lisa McAleese to ask Cath Dyson to provide further information.

9. Use of marks ending in '9' (Lisa McAleese)

Received Discussion paper entitled *Use of marks ending in '9'* (HTLC 5/12/9).

Discussed There was discussion of whether there is a need for a Faculty position or guidance on the use of marks ending in 9. It was agreed that the overall unit mark is the issue.

Agreed The AD TL&S to bring a discussion paper on a new banding scheme for marking to a meeting during the next session.

10. Revised Periodic Review schedule 2012/13 – 2016/17

Received Revised schedule for consideration (HTLC 5/12/10).

Reported James Garratt noted that for the ALC review preparation of the discipline-level material might be preferable in advance of the School Review taking place. Emma Rose noted that the split had been proposed following discussion between Jeremy Gregory and Emma Sanders.

Action The date for the Review of the School of Social Sciences should be added to the list. Nicola Lord to add the list to the TLO website.

11. Faculty annotated UG and PGT Degree Regulations

Received For information, versions of the regulations which have been annotated by the Faculty of Humanities to clarify certain points or make them more specific HTLC 5/12/11.1 and 11.2). These documents should be read in conjunction with the University documents the Guide to the Taught Degree Regulations and the Glossary of Terms (<http://www.tlso.manchester.ac.uk/degree-regulations/>).

These documents are for administrative purposes only and should not be circulated to students.

12. Interruptions requests 2012/13

Received List of interruption requests received by School so far this academic year (HTLC 5/12/12). The interruptions are reported to HTLC in line with the University's document entitled 'Principles for Granting Interruptions to an Undergraduate or Postgraduate Taught Programme of Study'.

Discussed JG asked whether there were any concerns at Faculty level about the number of interruptions which had been approved by ALC. The AD TL&S noted that he would favour a flexible approach to approving interruptions to allow students to undertake other activities where necessary. LM noted that the TLSO is reviewing the interruptions Policy to address issues of inflexibility.

13. Information circulated since the last meeting

Received For information, list of documentation circulated to the members since the last meeting (HTLC 5/12/13).

14. A.O.B.

14.1 Peer Review of Teaching

Received Draft document 'Faculty Peer Review of Teaching' circulated to members on 3rd May by email and discussed at Senate on 1st May. The document had received a reasonable amount of support at Senate.

Discussed A number of issues were identified with the proposed document, including the proposed workload for the College of Peers, how they would be selected, and whether T&L Directors etc. would be required to be involved. It was noted that a workload allocation may need to be attached to this role as the workload would be likely to be high, or funded posts created.

There was also a query regarding who would be in charge of administration at Faculty level. There is no resource available within the TLO at present.

It was also noted that certain Schools have their own local schemes running successfully. The document states that 'It is recommended that a process for more frequent local peer reviews of teaching be developed at School level' and therefore it is likely that Schools could retain existing processes.

Action Any further comments should be sent to Nicola Lord by 30th May.

15. Date of next meeting

The next meeting will take place on Wednesday 12th June from 2pm – 4pm in Committee Room A, Whitworth Building