**Minutes of the Humanities Teaching & Learning Committee meeting of**

**Wednesday 9 November 2016, 2pm – 5pm, Knowles Committee Room A, Whitworth Corridor**

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| **Item** | **Noted** | **Action** |
| 1. **Welcomes &**

**Apologies**  | **Present:** Fiona Smyth (Chair); Mark Baker (SEED); Becki Bennett (SoL); David Brown (SALC PGT); Ken Clark (SoSS); Sharon Clarke (AMBS); Kieron Flanagan (AMBS UG); Paul Gratrick (Careers); Liam Harte (SALC UG); Nicola Lord (TLO); Lisa McAleese (T&L Manager); Guy Percival (IS Business Partner); Carol Rowlinson (Head of TLSS); Laura Tatham (SoL UG); Rachel Walton (TLO); Katy Woolfenden (Library); Judy Zolkiewski (AD TL&S); Emma Sanders (Secretary).**Apologies:** Emma Atkins (Education Officer); Elinor O’Connor (AMBS UG); Bruce Wardhaugh (SoL PGT). **Welcomes:** Kirsty Sutherland (UG Student Faculty Officer); Sabina Negut (PGT Student Faculty Officer);Professor Pam Vallely (Director of the Centre for Distance Learning); Ian Hutt (Head of Distance Learning Operations). |  |
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| 1. **Distance Learning (DL) – Presentation from Professor Pam Vallely (Director of the Centre for Distance Learning) and Ian Hutt (Head of Distance Learning Operations)**
 | Prof. Vallely delivered a presentation about the establishment of the Centre for Distance Learning, and the University’s vision for the strategic expansion of Distance Learning. **2.1** Centre for DL Staff: * Academic Director (Prof. Vallely)
* Head of Distance Learning (Ian Hutt)
* Project Manager (Diane Bennett)
* eLearning Technologists
* Graphic Designer
* IT
* Finance
* Market Insight Officer

+ Student Support AdvisorsA Distance Learning Officer has also been appointed within SRID.**2.2** Strategy: * July 2016 – UoM Senior Leadership Team took the decision to invest internally, including the appointment of a marketing and market intelligence role, rather than partner with another organisation
* plan is for significant expansion - an additional 3,000 DL students, across 10-12 Masters programmes - by 2021
* UoM to raise its profile in DL and be seen as at the cutting edge by 2021
* structure will be 8 x 15cr units + 60cr dissertation
* mode of delivery will be modular, with 4 x entry points per annum: 2 x pre-requisite units to be followed by “carousel” delivery of remaining 6 core/optional units
* progression may be CPD/PGCert/PGDip/Masters, over a maximum 5 year registration period
* method of delivery will be Master – Tutor, whereby an academic “Master” is responsible overall for the unit, but Tutors provide responsive support to students, moderate discussion boards, mark etc. (There should be c.1 Tutor to every 20 students)
* CDL technologists will provide start-up support, with long-term support being handed over to Faculty-based Learning Technologists
* there is expected to be some cross-over from DL teaching and assessment methods to campus-based provision

**2.3** PortfolioThe following programmes are slated for development with support from CDL:16/17* MA Health Care Ethics and Law (Humanities)
* MSc Electrical Power Systems (FSE)
* MSc Management of Projects (FSE)

17/18* MSc Genomics (FBMH) (t.b.c.)
* MSc Implantology (Dentistry, FBMH) (t.b.c.)

CDL would welcome ideas for more PGT programmes – the new Marketing/Market Insight Officer will assist with investigating demand (in addition to conducting horizon-scanning more generally).**2.4** Proposal ProcessStaff with ideas for a DL Masters should 1. email Pam or Ian to request an “Expression of Interest” form
2. submit EOI for consideration by CDL
3. submit full NPP1 documentation to Faculty PASC
4. submit full NPP2 documentation to Faculty PASC

Quality Assurance will be undertaken within Schools/Faculties, with input from the DL team as appropriate.**2.5** Steering GroupA Distance Learning Steering Group would be established – representation from Humanities was requested. | **HTLC to discuss potential Hums proposal****HTLC to agree Hums rep on Steering Group** |
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| 1. **Minutes of the last meeting of 12 October 2016**
 | [HTLC/1/16] Approved as a correct record. | **ECS to post on Humnet**  |
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| 1. **Actions and Matters Arising from of 12 October 2016** [HTLC/2/16/4]
 | **Carried forward from HTLC of Weds 09 December 2015:**

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| ***Item*** | ***Action*** | ***Who*** | ***Update*** |
| **14. Recommendation for dealing with suspected plagiarism in group work assignments [3/15/14]** | Take Faculty recommendations to the TLSO and determine what the University is doing in this area. | LMcA | **Ongoing:** the proposals are being looked over by the University’s lawyers. |

**Actions Arising from HTLC of Weds 12 October 2016:**

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| ***Item*** | ***Action*** | ***Who*** | ***Update*** |
| **4.1 Humanities IT Priorities update 2016** | Add IT Priorities List to HTLC Agenda for Feb 2017. | ECS | **Completed.**  |
| **5. Chair’s Report – PTES 2016** | Renew petition to TLG to have the PTES deadline extended beyond end April so as to capture better information on dissertations. | FS | **Completed.**  |
| SoSS to pilot a survey to ask PGT students about their dissertation experience, and report back to HTLC | KC | **Underway.** |
| **6.1 Revised Terms of Reference** | Revise HTLC Terms of Reference for 2016/17 | ECS | **Completed.**  |
| **6.2 Revised T&L Director Role Descriptor** | Revised Role Description for 2016/17 | ECS/FS | **Ongoing:** Taking to DAG / HPRC…. |
| **10. Distance Learning Update** | Raise concerns about Distance Learning turnaround times at TLG, and/or ask Keith Brown to raise at SMT. | FS | **Completed.**  |
| **11. 1 Faculty of Humanities Moderation Procedure** | Faculty to run a Workshop on Moderation. | TLSS | **Ongoing:** |
| Contact the VD if they would like her to attend School T&L Committees to talk about the University’s thinking about moderation and marking. | T&L Dirs  | **Completed.**  |
| Return comments on the proposed Step-Marking Scheme to the Faculty T&L Manager, Lisa McAleese. | T&L Dirs  | **Completed.**  |
| Inform Lisa McAleese if your School is going to adopt Step-Marking (and use the version circulated by Faculty for consistency). | T&L Dirs  | **Completed.**  |
| **14. Framework of Minimum Requirements for Scheduled Teaching and Learning Activities and Opportunities for Contact / Interaction with Academic Staff (PGT)** | Implement from 2017. | T&L Dirs  | **Underway.** |
| **15.2 A.O.B. Tackling Academic Malpractice** | Ask TLG to consider allowing vivas to be held as a means of handling cases of suspected academic malpractice.  | FS | **Ongoing.** |

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|  | **Arising from 15.1 Access to Previous Years on Blackboard** - HTLC members had felt this was important for helping students reflect on feedback, and potentially closing the “feedback loop” on Unit Surveys, too.*Secretary’s Note**Following HTLC Judy Zolkiewski emailed Richard Reece about this, who replied, “This issue was discussed at the last Blackboard partnership meeting at the end of October. My understanding is that, technically, there is no reason why we cannot do this. It is more the case of ensuring that appropriate resource is available to enable the work to be undertaken. Andy McGinn at Blackboard is scheduled to send examples from other HEIs that do this to David Cartwright (copied in here for information). Once these have been received then we will attempt to map a suitable way forward. I will endeavour to provide updates as and when they occur.” (10/11/16)* |  |
| 1. **Chair’s Report**
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| **5.1 Verbal Report**  | Continuous Monitoring * Continuous Monitoring meetings are being held between Faculty and Schools, reviewing progress in 15/16 and plans for 16/17, with reference to SEAPs and other data
* The University Teaching and Learning Group’s Annual Monitoring day will take place on 1st December – all School SEAPs will be reviewed.

Exam Papers and Boards of Examiners* T&L Directors were reminded that there must be a process for signing off final version Exam Papers before they are sent for copying – there have been unacceptable errors, e.g. papers being printed with the answers on etc.
* A Faculty Board of Examiners meeting will be held on 24th November to deal with any cases where classification/progression decisions are affected by External Examiner industrial action earlier in the year.

Admissions* As projected, Faculty UG intakes were down by 150 for 2016, and 2017 is expected to be challenging as applications are currently 6% down on the same point last year, compared with only a 1% decline across the sector as a whole.
* EU applications have declined by 17% across the sector as a whole (although this is not expected to account for any significant impact on our intake stats).
* UoM’s Academic Qualifications Group has been looking at how to rephrase and reconfigure Tariffs to make us as attractive as possible.

Training* The University is piloting A 3-session Training Programme for Teaching and Learning Directors in FBMH
* A list of Staff Training priorities has been released by the centre – Fiona will speak to Prof. Kersti Borjars about getting training for Peer Reviewers added to the list

Teaching Excellence Framework (TEF)* TLG had heard student views not to participate in TEF, but it was felt that it would not be in their interests to incur a £3.5m loss in income as a result.

NSS and PTES* NSS would run 30th January – 29th April 2017
* PTES would run 6th March – 12th May 2017
* The PTES participation target for 2017 is 40%
* In addition, SoSS would pilot a survey of PGT students asking them specifically about their experience of the Dissertation

Timetabling and Curricula* There is a view centrally that one of the biggest problems in scheduling classes to rooms is caused by staff making multiple changes and overbooking. There have already been 6,0000 changes to room bookings this year.
* Apparently FSE have largely solved this problem.
* DAG have discussed whether there is something Faculty can do as a whole, e.g. 'simplifying' the curriculum by reducing choice in first year.

**Discussed:** It was suggested that the VP (TL&S) should meet with some Teaching and Learning Directors in Humanities to discuss what issues they are facing and what forms of support they would find helpful. | **FS to ask Prof. Borjars to add Peer Reviewer Training to the Staff Training priorities.****FS to ask Prof. Agnew to consider meeting with T&L Directors re: Training** |
| **5.2 Briefing Note\***  | Received:[HTLC/2/16/5.2] |  |
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| 1. **Student Matters**
 | Sabina Negut (PGT Student Officer) raised some suggestions on how to improve Induction on her programme in the School of Law. | **LT and SN to discuss outside HTLC.** |
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| 1. **Employability Data (UG & PGT) Presentation**
 | Paul Gratrick (Faculty Careers Manager) delivered a presentation on:#NewDLHE* Graduates’ salary data will pulled from HMRC and DWP
* Data on graduates going on to further will be pulled from HESA
* The census date will be later (c.12-18 months)
* An alternative metric will be added to measure outcomes other than occupation and salary
* Data collection will either be centralised, or subject to heavier audit, to improve rigor and reliability. (The DHLE is self-reported in two respects, first by students and then by universities).

The latest DLHE data (School-level)* UG outcomes have improved significantly across all Schools in Humanities between 10/11 and 14/15
* PGT outcomes are more volatile but still show significant overall improvement between 10/11 and 14/15

Reasons are:* Increased ‘careers’ delivery within existing lecture time
* Increased number of, and engagement, by employability leads
* Graduate interns in Schools working on the student experience
* Collaborations with student societies/PEER/PASS
* Careers Service re-structure in 2014/15
* Better data capture and analysis
* Increase alumni interactions

TEF and the Careers Service* DLHE will feed into TEF, and will therefore impact directly on the financial well-being of universities
* Schools should continue to work with Careers to build on the successes above.

Current problems and potential solutions* Not enough staff or students know the basics about graduate employment/further study
* Graduates soft skills are below par, i.e.
* Phone/email/networking etiquette
* Problem solving/adaptability
* IT skills
* CV and application quality is poor, causing students to fall at the first hurdle and become disillusioned

*Secretary’s Note:* *Programme-level DLHE data is cascaded via School Employability Leads, but there is so much of it that this can prove challenging. The next Employability Sub-committee will discuss how best to ensure this information reaches programme-level contacts.***Discussed:** It was not yet clear exactly which elements of DLHE will be used as TEF metrics. |  |
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| 1. **Retention Report (Judy Zolkiewski)**

[HTLC/2/16/8] | Received: [HTLC/2/16/8]* Retention involves elements of engagement, support and attainment, and it is difficult to separate them out.
* Monitoring engagement from the start is important so as to allow staff to take preventative action. Would Blackboard analytics be the best means of measuring engagement?
* It is difficult to gather meaningful data on why we lose students to other HEIs.
* It should be easier to see who we lose students to.
* Could we do more to make sure that we attract students who are suited to Manchester, i.e. we present an accurate picture so they have accurate expectations.
* Could we provide better pre-arrival support, to ease the transition from School/College to University, and from home to Manchester?

Noted: * The centre is now providing training for Academic Advisors.
* The library is researching transition and skills development in partnership with CHERIL.
* Attrition data continues to be based on withdrawals post the 1st December HESA census date.
* TEF will look at withdrawals from 1st year rather than from programmes across the full 3/4 years.

**AGREED:** * **Disaggregate data so that we can see a) when and b) why students leave.**
* **Formulate concrete actions to improve retention.**
* **Resurrect the proposal that the University has a 1-week break between Semester 1 and Semester 2 to allow students some breathing space.**
 | **JZ** |
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| 1. **Consultation on Mitigating Circumstances Policy (Lisa McAleese)**
 | Received: [HTLC/2/16/9]Reported: Feedback had been received from SALC and AMBS.Noted: Some changes requested earlier, e.g. by SALC, had not been incorporated into the document and no response had been provided to explain why. If the changes are not made, Schools will have to continue to implement workarounds in areas where the policy is not practicable. | **LMcA to forward to the TLSO, and seek more transparency in the consultation.** |
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| 1. **Distinguished Academic Achievement: Dean’s Award (Fiona Smyth)**
 | Discussed:* Whether there is potential to make a Dean’s Award for Distinguished Academic Achievement.
* Should link into the sharing of good practice.
* What would be appropriate to reward? Programme Directorship? “Citizenship” i.e. support outside of the classroom in the form of Academic Advising?
* Recipients should feed into the Showcase.
 | **T&L Directors to feed ideas back to Fiona Smyth.** |
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| 1. **NSS Timeline (Carol Rowlinson)**

 [HTLC/2/16/11] | Received: [HTLC/2/16/11]Discussed: * It was suggested that reporting to October HPRC would be too late to have any turnaround impact on that year’s NSS results (unless HoS’ can provide T&L Directors with support to implement change later in the year)
* The T&L Directors receive no feedback from HPRC on their reports or proposed actions, which called into question how important they were.
* It was assumed that HPRC was a rubber stamp rather than an approval of School plans.
* It was queried whether a deadline in September to allow reporting to HPRC really was critical? Unless changes were required to Welcome Week Induction, actions could be implemented during the academic year.
* Schools and Subject Areas monitor student satisfaction throughout the year through SSLCs etc. so NSS results in August should not usually throw up any surprises – are we being too reactive?

**Agreed:*** **Bring back an amended NSS timeline to HTLC for further discussion.**
 | **Carol Rowlinson**  |
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| 1. **A.O.B.**
 | Reported:Unit Surveys will be for Schools to manage:* Schools can create their own questions
* Schools can set their own response windows
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| 1. **AP(E)L Requests\***
 | Received for information: [HTLC/2/16/13]AP(E)L requests received, granted or refused. |  |
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| 1. **Reduced Scale Step Marking\***
 | Received for information: [HTLC/2/16/14] |  |
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| 1. **Effective Managemt of Consultations\***
 | Received for information: [HTLC/2/16/15] |  |
| 1. **Date of next meeting**
 | Wed 7th December, 2 – 5pm, Knowles Cttee Room A, Whitworth Corridor |  |