

**Faculty of Humanities
Teaching and Learning Committee
Wednesday 10th October 2012, 3 - 5pm
G.035/36 Arthur Lewis Building**

Present:

Dr. Christopher Davies	Associate Dean for Teaching, Learning & Students
Prof. Matthew Jefferies	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, SALC
Dr. Abigail Gilmore	Director of Graduate Education, SALC
Dr. David Williamson	Director of Teaching and Learning, Law
Mrs. Diane Slaouti	Director of Undergraduate Studies, Education
Mr. David Hall	Acting Director of Postgraduate Studies, Education
Dr. Mark Elliot	Director of Postgraduate Studies, SoSS
Mr. Luke Newton	Education Officer, Students' Union

In attendance:

Dr. Ilias Petrounias	MBS Director of Undergraduate Studies
Mrs. Nicola Lord	Faculty QAE Administrator (Secretary)
Ms. Emma Sanders	Faculty QAE Administrator
Ms. Cath Dyson	Faculty eLearning Manager
Mrs. Katy Woolfenden	JRUL Head of Teaching, Learning & Students
Mr. Guy Percival	Head of Faculty IS
Prof. Philip Keeley	Director of UG Education, School of Nursing, Midwifery and Social Work
Ms. Collette Cooke	Assistant Director, Careers and Employability Division (for item 4).

1. Apologies for absence

Reported	Apologies had been received from Dr. Iain Brassington (School of Law). It was noted that UMSU was still in the process of electing the faculty representatives that will sit on TLC, thus the first meeting of TLC each year will be understrength. The UMSU Education Officer will attend however and brief the new representatives once appointed. The new Humanities representatives (2 UG, 1 PGT) will attend from 12 th November.
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2. Welcome to new members

Reported	New members were welcomed to the meeting. It was noted that Luke Newton is the new Education Officer in the Students' Union.
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3. Terms of reference

Received	The revised Terms of Reference for the Committee (HTLC 1/12/3).
Tabled	Terms of Reference for new Faculty Information Systems and Web Sub-Committee
Reported	The Committee's terms have been modified. The UG and PGT Sub-Committees will have a greater role to play in consideration of relevant business and will be chaired by one of the Assistant Associate Deans. A new Faculty IS and Web Sub-Committee will be created alongside the existing eLearning Strategy Group (eLSG). The eLearning Manager will sit on both the IS and Web Committee and eLSG. The second AAD will chair these two sub-committees. The minutes of the sub-committees will be presented to TLC and the appropriate AAD will report any issues that need consideration by TLC.

- Action Nicola Lord to circulate the ToRs for the eLearning Strategy Group.
- Action Emma Rose to revisit the membership of the IS and Web Group to make it wider and circulate the revised ToRs for approval by email.

4. Update / Recommendations from the Employability Working Group and Employability Audit Tool (Collette Cooke, Assistant Director, MLP, Careers and Employability Division)

- Received To receive for information and discussion, update from the Employability Working Group (HTLC 1/12/4). The Audit Tool was tabled.
- Reported Progress has been made since the EWG recommendations of 27th June.
- A new Discoverer Tool has been developed with IT to allow colleagues to be able to engage with the DLHE data and training is now available for this.
 - The FAQ sheets for Academic Advisors have been updated.
 - A searchable online database of good practice has been built and Careers will be in touch with Schools about this. The focus of activity so far is UG.
 - The Careers Division has been working with Robertson Cooper to come up with a set of employability skills for students. They are to fit with the Manchester Matrix.
 - An Audit Tool has been developed to assist Schools and programmes to review existing activity to assist with ascertaining action to be taken and to inform the Employability and Graduate Destinations element of the SEAP. The Careers Division can help with this. Colleagues are encouraged to use this and develop an action plan.
- Noted One member noted that the DLHE Discoverer training had been useful. The School of Arts, Languages and Cultures would be interested in trialling the Audit Tool.
- Reported As placements and internships count towards a positive destination, the University is looking to create a number of internships for graduates.
- Discussed The Unistats employment data which combines the data from the 6 month and 40 month DLHE surveys. There was discussion of whether the 40 data could be used more prominently within Unistats as this would be useful for Humanities subjects. It was noted however that the numbers responding to the 40month survey are much reduced.
- Action Collette Cooke to investigate and provide a response for the committee.
- Action Schools should send the names of their nominated Employability Champion to Matthew Jefferies (matthew.jefferies@manchester.ac.uk) by 25th October 2012.

5. Minutes of the last meeting and matters arising

- Reported The minutes from the last meeting held on 4th July 2012 (HTLC 8/11) were approved pending a change to the apologies list.

5.1 Matters arising

Item 10.2 Blackboard Downtime and Upgrade to Service Pack 8: Cath Dyson had reported that the first two weeks of Easter should be set aside for downtime and this had been noted.

3.2.1 Student Charter: The T&L Office had investigated how information and instructions relating to the Charter were to be disseminated to Schools and passed on this information.

3.2.2 Employability: Emma Rose had circulated the NSS publication dates to Schools.

3.2.5 Funding for investing in teaching & learning: Emma Rose had written to Schools providing further information.

4. New degree regulations: Lisa McAleese has arranged meetings to take place in October to go through the regulations to ensure consistency of understanding (one UG and one PGT). Requests for variation from the regulations should be sent to the Associate Dean for Teaching, Learning & Students.

6.1 Faculty of Humanities Guidance on Group Work and Assessment: The new guidance has been circulated and is available online at:

<http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/guidelinesandpolicydocuments/>

7.1 Faculty eAssessment project report: The comments provided were included within the report, and revised recommendations submitted to the University.

9.1 Guidance for Schools with regard to the requirements on students to print course materials: The IS Manager has been informed of the guidance and it is available on the TLO website at:

<http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/guidelinesandpolicydocuments/>

9.2 The Printing Project: The document had been circulated to members via email

10 Governance of the Faculty of Humanities Study Skills website: Emma Sanders has contacted Rosie Jones and Humanities is to feed into the study skills support to be developed by the Learning Commons

14.1 Library: Katy Woolfenden had confirmed that 'when digitising recommended reading held in photocopy format, the original books from which the copy was taken would be retained in order to comply with the CLA licence but would remove any multiple photocopies from the HD photocopy collection. "Free" access is therefore still available by reading online or borrowing the original book. It is just the option to borrow the photocopy that would have been removed. In practice very few students actually borrowed the photocopies; mostly they re-photocopied them, which rather defeated the object and is also questionable in terms of copyright compliance.'

6. Briefing Note / Chair's Report

6.1 Briefing Note

Received For information, briefing note containing updates on the following T&L matters (HTLC 1/12/6.1):

- Teaching & Learning Director/UG Director/PGT Director -Faculty roles and responsibilities
- The Humanities Teaching and Learning Office & Website
- Teaching & Learning Committee information
- Key Information Set (KIS) and Unistats release
- Access to centrally timetabled lecture theatres
- Penalty for Late Submission Policy
- PGT Strategy
- Unit Survey – circulation of results
- PROVISIONAL tuition fee timetable for tuition fee setting 2014-15

6.2 Chair's Report

Alan Gilbert Learning Commons (AGLC)

Tabled Documents on use of the AGLC as a central hub for skills. It was reported that the AGLC will be opening 24/7 from the start of November.

Additional charges for essential elements of UG and PGT programmes

Tabled	Report on the above. Fiona Smyth and Cathy McCrohan had been approached to provide a report on this issue which had been discussed at a meeting of the University's Teaching & Learning Group (TLG). An audit of compulsory and additional costs for UG and PGT programmes had been undertaken. The report noted that ideally students should be able to complete their programme without incurring any additional costs above the tuition fee, although some additional costs are not unreasonable such as specialist activities etc. that form an essential component of a student's embarking on a professional career and contribution towards travel and subsistence for expensive field work where a 'free' option is available. The report lists a set of 'easy wins' and areas for further discussion.
Action	Schools should discuss the paper and provide comments to Nicola Lord by 1 st November. A digest of the comments will then be reported to TLG and recommendations would be taken to the Finance Committee.

Work Allocation Model (WAM)

Reported	The AD TL&S had chaired a WAM Working Group which had reached agreement on a broad-based set of principles to form the basis of WAMs within Schools in the Faculty. The principles will be sent to Schools for comment and then on to the Humanities Policy & Resources Committee (HPRC) for approval.
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Recruitment & Admissions

Reported	<p>The Faculty is c.450 students down on its recruitment target for September 2012, although this is not out of line with other Russell Group institutions. Consideration is being given to improving recruitment by improving conversion methods and web presence. It has been reported from decliner surveys that some competitors are actively poaching students from Manchester by referring to NSS results. Not all of the University's student number control (SNC) allocation was used in 2012. The SNC will apply only to students with grades of BBB in 2013 (BBB will be the University's minimum offer). The University is awaiting notification of the SNC allocation for 2013.</p> <p>PGT numbers are holding up relatively well. Portfolio review of all UG and PGT programmes will be undertaken this year. A consultancy has been reviewing the programmes alongside 12 metrics (intake, employability, retention etc.) and will be providing the results to the University in November when the process will start.</p>
Action	Minutes from the Faculty Intake Management Group will be circulated to HTLC members.

National Student Survey

Reported	<p>This year's results were improved (83% from 79%) taking the University to joint 22nd of 24 Russell Group institutions. RG institutions have an average score of 87%; all HEIs 84%. Manchester had the largest rise in student satisfaction of any RG University except Queen's University Belfast. Manchester's target is to reach the top quartile of the Russell Group with a score of 89%.</p> <p>The University is in general doing well in the areas of personal development, learning resources and organisation and management. However the areas of academic support, teaching quality and assessment and feedback are all 2-3% away from the Russell Group average. In addition, the Faculty's six largest programmes have not improved their score as much as hoped. There are also some concerns that within students' written comments, commendations for positive aspects of the student experience are often reflected by noting the negatives of the equivalent aspects.</p> <p>However, no major changes to strategies are intended. Meetings to discuss Schools' SEAPs will be held with the Faculty but Student Experience Review Group (SERG) meetings with the Vice President for Teaching, Learning & Students will not be necessary this year.</p>
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A detailed spreadsheet of NSS results within the Faculty, looking at both JACS level 3 and 4 had previously been circulated to schools.

Discussed The Student Union response to the score for Q23, satisfaction with the Students' Union (67%). This is one point above the national average and one below the Russell Group leaving us 13th of 24. This is likely to be due to refurbishment work in the Union and other changes, however the Union is now doing more to engage with students, particularly those in halls and postgraduates. The Union has a strategic plan through to 2016. There seems to be no particular correlation between the response to that question and others, although there was a varied response across programmes.

Key Information Set (KIS)

Reported Emma Rose has circulated an email to T&L Directors with updates on the process. The KIS Widget will be live within the University site from the end of October. The IS Team will be contacting School KIS Champions with regard to whether the widget should also be embedded within School sites. The Faculty is awaiting a report from the University's Teaching & Learning Group regarding the data, which the Faculty will use to review the accuracy of the data.

Discussed SED programmes with a Study Abroad element are having the contact element for the year included within the overall average, which is bringing the down the score.

In Education, some programme scores have been amalgamated with those for previous years due to the student response not meeting the required threshold for publishable data. However, it was reported that we have no ability to influence the published score.

Action Emma Rose will investigate the SED issue.
If Schools feel any further areas require investigation, please contact Emma Rose.

Central Timetabling

Reported The Central Timetabling Unit has issued a policy that lockable rooms (presently those with electronic locks) should be locked when not in occupation and opened ten minutes before class. The drivers behind this policy are derived from reasons of security, clearing & maintenance, and avoidance of conflict over booked rooms. However some colleagues have noticed that some rooms with an electronic lock are also being locked while they are in use, and in some cases not unlocked in time for the lecturer to set up their class.

Action Nicola Lord to follow up with CTU whether there is to be any review of this Policy.

7. Proposal on reform of the UG degree classification system (Matthew Jefferies)

Received For discussion, paper on the above (HTLC 1/12/7).

Reported A group of seven Russell Group universities (Birmingham, LSE, Nottingham, Sheffield, Warwick, UCL, and York) began meeting in early 2011 to consider alternatives to the existing degree classification system. Bristol has since joined the group and Manchester is monitoring their discussions closely.

These universities were motivated by their conviction that as UK students graduate into an increasingly global marketplace, universities must make certain that the system of measuring achievement at undergraduate level is sufficiently flexible and well-understood to ensure that UK graduates are best-placed to compete in that marketplace.

The group considered several alternatives. The US approach to GPA served as the starting point, although they also explored how countries such as China, Hong Kong, and Australia have begun to use GPA approaches. The group chose to benchmark aspects of its proposed approach on the US system but to diverge from the US

practice where it would either run counter to the UK's marking culture or to the underlying aims of the group's work.

The group has produced a report which is being discussed in a number of institutions, including Leeds, Southampton and Kings, as well as the original seven participants. The VP TL&S intends to take a paper on the subject to Senate in February and has asked Faculty Teaching & Learning Committees to consult on the matter in the meantime. A summary of how the GPA scale might be applied in Manchester was circulated. It was suggested that the GPA equivalent could be added to the HEAR in the first instance, although if other RG institutions move towards full use of the GPA this may become more urgent. This could address the problem in some areas of reluctance to use the full range of marks. Other considerations could include use of a letter grade.

Action The proposal to be circulated to Schools with a request that it is discussed within teaching and learning committees.

Comments relating to the strengths and weaknesses of the proposal should be returned to Nicola Lord (Nicola.lord@manchester.ac.uk) by 1st November. A digest of the comments will be fed into the next meeting of the University's Teaching and Learning Group in November.

8. Windows 7 update (Guy Percival, Head of Faculty IS)

Received For information, written and verbal report on the above (HTLC 1/12/8).

Reported The portfolio of software applications made available on computer clusters has undergone a major revision this year, a guide to which can be found at: <http://www.bridgewater-support.its.manchester.ac.uk/appslst.php>. Colleagues are advised to check that any required applications are available where expected.

Although it was intended that Windows 7 would be made available on all student PCs, difficulties in installing and testing the applications used to directly support teaching within the Faculty has led to our teaching clusters remaining on Windows XP in order to avoid any potential disruption.

We currently anticipate migrating our teaching clusters, and starting the migration of staff desktop PC's during the Christmas vacation. We recognise that this may mean some colleagues having to change versions of software and we are working to ensure that any such issues are avoided.

Action Colleagues concerned about a Christmas migration should contact John Smith (j.h.smith@manchester.ac.uk) as a matter of urgency.

Reported Not all applications used Humanities may be available on clusters which use Windows 7. A new process has also been defined for making additions to the portfolio of applications in clusters and this can be found in the Knowledge Base article: <http://servicedesk.manchester.ac.uk/portal/app/portlets/results/view/solution.js?solutionid=041211708103341>.

9. Academic Malpractice Panel Hearings – revisions to process (Lisa McAleese)

Received For discussion, paper on revisions to the process for academic malpractice hearings by Faculty (HTLC 1/12/9).

Reported At the December 2011 meeting of HTLC the following was agreed:

- Academic members of staff, from all Schools, will be identified to act as Chairs of Academic Malpractice Panels held at Faculty level.
- The academic staff from the Schools are to be drawn from those staff who have formerly had dealings with this activity at School level as well as the current post holders.
- Along with the Associate Dean (Teaching, Learning & Students) and the two Assistant Associate Deans (Teaching, Learning & Students) the Academic Staff identified from the Schools will form a pool of Chairs.
- Members of staff in the Faculty's Teaching & Learning Office, as well as the Administrator will form a pool of secretaries to the Panels (5 in total).

Reported Blocks of dates will be identified during which hearings will take place. This system will be trialled this year. This should ensure that cases are dealt with more quickly to avoid delays.

Action Schools should provide names to act as panel Chairs to Lisa McAleese (lisa.mcaleese@manchester.ac.uk).

10. Outstanding Academic Achievement Awards (OAAA) discussion paper (Lisa McAleese)

Received For discussion, paper on the process for determining which students should receive an award (HTLC 1/12/10).

Action This paper will be discussed at the UG Sub-Committee on 31st October.

11. Distinguished Achievement Awards 2012/13

Received Process and timetable for making nominations for the above awards (UG Student of the Year and PG Student of the Year).

Reported The above documents had been circulated to members by email before the meeting. The process will be also be distributed to Heads of School Administration by the end of the week.
Due to their larger size, the Schools of Social Sciences, Arts, Languages and Cultures and MBS are invited to submit **two** nominations for the award of Undergraduate of the Year, with the remaining Schools invited to submit one.

These larger Schools are also invited to submit **four** nominations (**two PGT** and **two PGR** students) for the award of Postgraduate of the Year, with the remaining Schools invited to submit two (one PGT and one PGR). Nominations will be considered by TLC (PGT) or PGRC (PGR). Each committee will select its preferred nominee and the Chairs of those committees will agree one Faculty nomination.

12. eLearning & Blended Learning (Cath Dyson)

Received For information & discussion, report on eLearning & blended learning activity (HTLC 1/12/12), including the following:

- The eLearning Strategy Group agreed with HTLC to move towards full online submission and marking of summative coursework within 3 years pending addressing key barriers, to include External Examiner access to marked worked and issues with Tii supporting moderation, second marking and identification of late submission. An updated copy of the eAssessment report is available at:http://www.humanities.manchester.ac.uk/tandl/resources/networks/eL_strat_gp.html

Prof. Richard Reece has agreed to establish an institutional relationship with iParadigms (the company behind Tii) to address requests for change. A meeting will be taking place during October 2012.

- **School Plans for eLearning**

Meeting with eLearning leads/officers in each School are underway to discuss plans for eLearning, this will be taken forward at the next eLearning Strategy Group meeting in October/November and brought to TLC for information.

Operational Priorities for eLearning

These are still to be agreed and will be discussed at eLSG and will be report to TLG before Christmas. Key issues are:

- Mobile developments to include development /repurposing content for mobile delivery and requirements gathering for mobile delivery of teaching and learning
- eLearning engagement with the Periodic review of Law
- eAssignment (was eAssessment) project to engage with Schools to meet target of all summative coursework being submitted online. The 2012/2013 project will focus on the use of Grademark to improve feedback and students engagement with feedback

- **iManchester App**

While not specifically eLearning it is worth noting that the iManchester App has been launched. The App features Maps, linked to Campus Services and Events, Directory, News, Library and access to Blackboard Mobile Learn. Blackboard Mobile Learn is available as its own App, however inclusion in the iManchester App will increase students using mobile devices to access teaching and learning content. The eLearning team will be exploring the opportunities this presents.

13. Integrated Masters paper (Emma Rose)

Received For discussion, document on Integrated Masters, and to consider whether any existing Integrated Masters programmes would be appropriate as a pilot for extension to full Masters (HTLC 1/12/13).

Action This will be discussed at the next meeting of HTLC.

14. Library

14.1 Library Research & Learning Services Update

Received For information, update on relevant aspects of the Library's Research and Learning Services restructure (HTLC 1/12/14.1).

14.2 Library Strategy 2012/13: Improving Access to Core Texts

Received For discussion paper on the above (HTLC 1/12/14.2)

Reported This will be discussed at the UG Sub-Committee meeting on 31st October 2012.

15 Sabbatical Internships for Humanities (Peer Support) - End of Year Report

Received For information, report on the work of the Humanities Sabbatical Interns during 2011/12 (HTLC 1/12/15). This is also available online at:

http://www.humanities.manchester.ac.uk/tandl/resources/peersupport/end_of_year/index.html

16 Research Abroad / Conference Funding for Self-funded Postgraduate Taught (PGT) Students, 2012/13

Received Information on this source of financial support for PGT students in 2012/13 (HTLC 1/12/16)

Information on the process is also available on the TLO website at:

<http://www.humanities.manchester.ac.uk/tandl/resources/funding/>

17 Report from the Periodic Review of the School of Social Sciences, 2011/12

Received For information, summary of commendations and recommendations from the above review (HTLC 1/12/17). (NB: A copy of the full report is available from the Faculty Teaching and Learning Office. Please contact nicola.lord@manchester.ac.uk.)

18 North West Doctoral Training Centre – Operating guidelines for students undertaking modules at Partner Institutions

Received The latest draft of the above document for information (HTLC 1/12/18). The guidelines are to be approved by the Manchester Doctoral College and Teaching and Learning Group, and also be the equivalent bodies at Lancaster and Liverpool.

19 New programme approval process

Received For information, update on the process for considering new programmes and major amendments (HTLC 1/12/19).

20 Study Abroad / Industrial Placement and Access Agreement

Received For information. Please note that although the decisions have been agreed by the Vice-President for Teaching Learning & Students, the information within the document should be treated as intended policy only until this is confirmed in 2013 (HTLC 1/12/20).

21 A.O.B**22 Date of next meeting**

The next meeting will take place on Wednesday 7th November 2012, 2pm-4pm in Committee Room A, Whitworth Building.