**Confirmed Minutes Faculty of Humanities Teaching & Learning Committee of**

**Wednesday 12 October 2016, 2pm – 4pm, Knowles Committee Room A, Whitworth Corridor**

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| **Item** | **Noted** | **Action** |
| 1. **Welcomes and Apologies**
 | **Present:** Emma Atkins (UMSU); Mark Baker (SEED); Becki Bennett (SoL); David Brown (SALC PGT); Ken Clark (SoSS); Sharon Clarke (AMBS); Kieron Flanagan (AMBS UG); Liam Harte (SALC UG); Laura Tatham (SoL UG); Nicola Lord (TLSS); Lisa McAleese (TLSS); Carol Rowlinson (Head of TLSS); Rachel Walton (TLSS); Emma Sanders (Secretary); Fiona Smyth (Chair); Judy Zolkiewski (AD).**The Chair welcomed new members to the meeting:** Emma Atkins (Education Officer); Kieron Flanagan (AMBS UG); Laura Tatham (SoL UG).**By invitation:** Steven Bagley (IT Services Relationship Manager); Felicity Wicks (Faculty Communications & Engagement Manager)**Apologies:** Paul Gratrick (Careers); Elinor O’Connor (AMBS PGT); Guy Percival (IS); Bruce Wardhaugh (SoL PGT); Katy Woolfenden (Library). |  |
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| 1. **Minutes of the last meeting June 2016**
 | [HTLC/7/15]**APPROVED** as a correct record. | **ECS to post online.** |
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| 1. **Actions and Matters Arising from June 2016**
 | **Carried forward from HTLC of Weds 9th 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:** still being looked over by the University’s lawyers. |

**Actions Arising from HTLC of Weds 8th June 2016:**

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| ***Item*** | ***Action*** | ***Who*** | ***Update*** |
| **5. Chair’s Report**  | Inform Russell Ashworth that HTLC strongly recommend adding breaks in BB service to the Faculty Risk Register. | FS/JZ | **Completed:** This is an item for the University Risk Register. |
| **Reported:** In response to feedback from Faculties the University will move the major annual upgrade, which requires downtime, from Easter to end of July. (A minor upgrade will still need to be carried out at Easter).  |

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|  | **Training for Academic Advisers:** Academic Training is now being piloted via [Staff Learning and Development](http://www.staffnet.manchester.ac.uk/employment/training/).*Secretary’s Note:* *“We will be running some more training.  Our plan is to design the training running on 2 November, trial it with the pilot group that have enrolled and then, depending on feedback, run more as it is or adapt and run more refined sessions.  … Watch out on StaffNet for further news/adverts” Sarah Teagle – Staff Development Advisor (07.10.16)* |  |
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| 1. **IT (Steve Bagley)**
	1. **Humanities IT Priorities update 2016**
 | [HTLC/1/16/4.1a & b]**Reported:** During 15/16 Guy Percival IT Business Partner (ITBP) for Humanities worked with academic and PSS colleagues from across the Faculty to generate a prioritised list of IT requirements, which was presented back to TLC in February 2016.At the same time, a wider review of IT Services’ performance by the Change and IT Projects (CITP) Sub-Committee of SLT was underway, chaired by the Deputy President Professor Colin Bailey. The CITP Review determined that IT Services were too heavily committed and in order to ensure that a number of key initiatives, such as the Student Lifecycle Project, could be delivered, 40+ existing projects were stopped in July 2016.Consequently, the 16/17 IT Services order book is already full, which means that none of Humanities IT requirements will be prioritised.Nevertheless HTLC assumed that at least Humanities’ first requirement would be accomplished as part of the wider IT improvements: *“ensure that all IT enabled physical teaching space is equipped appropriately for both traditional and flipped classroom scenarios, and its operation is consistent across all facilities.”*The generation of a Faculty IT Requirements List will become an annual exercise. **Discussed:** * Could the University’s Online Learning Strategy Group (OLSG) sign off certain projects? It was sometimes a grey area as to what falls within the remit of eLearning and what is IT’s responsibility. For example, IT own the relationship with Blackboard.
* There was concern about how the Student Lifecycle Project was being presented as a panacea, and how long it might take. (Planned to deliver over the next 3 years).
* It was understood that the Student Lifecycle Project is not an IT Project but about standardising core student business processes across the university. However, it will have an impact on IT, e.g. one of its goals is to improve integration of end-to-end business process ownership and IT systems architecture.
* Fiona Smyth is a member of the Student Lifecycle Project Board.
 | **ECS: Add IT Priorities List to HTLC Agenda for Feb 2017** |
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| **4.2 Start of Year: PC Cluster issues & MyManchester** | [HTLC/1/16/4.2]Malc Whitehouse, the new IT Director, had written to all staff to apologise for two major IT incidents that had occurred at the start of the 16/17 year: **Cluster PCs and applications**The setup of PCs for Semester 1 teaching was behind schedule due to: * planning starting too late
* technical problems with new equipment and infrastructure
* reduced capacity (skills, knowledge and expertise)

**MyManchester**Problems, primarily around the online timetable, meant new and returning students missed lectures and appointments, and created considerable additional burdens on PSS and academic staff in Schools at what is already a busy time of year. IT put this down to:  * insufficient investment in IT monitoring tools
* reduced capacity (skills, knowledge and expertise)
* conflicting priorities, placing pressure on key individuals
* testing did not replicate the full breadth and complexity of the live environment

**Discussed:** Members expressed dissatisfaction that the Start of Year Project had begun so late and that communication of the problem had been inadequate.  It was also noted that Start of Year has been problematic for at least 3 years, with apparently no lessons learned. They reiterated the damaging impact that this has had on students and their impression of the University, and commented more generally about the lack of effective consultation on large scale projects such as these.In future, T&L Directors should be communicated with directly, not just Heads of School and Heads of School Administration. **Next Steps:** A technical review is underway to stabilise the situation, after which a full “lessons learned” analysis will be conducted. A full report on the outcomes will be sent to Schools, Faculties and Directorates. |  |
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| 1. **Chair’s Report**
 | **NSS**Faculty overall of 86% is 1% higher than University average. Meetings have been held with Schools to discuss subject areas of particular concern. Tabled: Amended and additional questions for NSS 2017.New questions: * Qu. 4 My course has challenged me to achieve my best work
* Qu. 7 My course has provided me with opportunities to apply what I have learnt

New sections: * Learning Community
* Student Voice

**PTES** Low response rates continue. SoSS want to introduce a survey to ask PGT students about their dissertation experience.**Agreed:** Renew petition to TLG to have the PTES deadline extended beyond end April so as to capture better information on dissertations. **Agreed:** SoSS to pilot a survey to ask PGT students about their dissertation experience, and report back to HTLC.**JustFest** The Humanities-based strand of the “Ethical Grand Challenges” programme, for second year UG students. This has been brought forward to 18 October 2016**Faculty & Teaching and Learning Showcase** TLSS is looking to broaden participation. Following a meeting with Teaching Excellence Award-winners last year, T&L Directors were asked to forward ideas for revitalising the showcase, nominate new speakers etc. to Fiona Smyth.**University of Copenhagen** The VD had been part of a Faculty visit to the University of Copenhagen to explore closer collaboration. As Copenhagen teach only in Danish the possibilities for T&L collaboration were limited, but Fiona had discussed possibilities for collaboration at PGT in the area of American Studies.**Classification Review (formerly Mark Review)** Boards of Examiners should refer ONLY to the University’s “Classification Review Guidance” which is Appendix C of the “Guide to the Taught Degree Regulations”.*“its purpose is to allow some flexibility to apply academic judgement to borderline cases, when a mechanistic approach is inappropriate, in exceptional cases.”* The expectation is that the majority of students in the boundary who do not satisfy the rule for mark distribution should not be raised to a higher degree classification. | **Fiona Smyth****Ken Clark** **T&L Directors** |
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| **5.2 Briefing Note**  | Received: [HTLC/1/16/5.2] |  |
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| **6. Revised ToR 2016/17** * 1. **HTLC**

**6.2 eLearning Network**  | [HTLC/1/16/6.1]**APPROVED** subject to the following amendments: 1. Remove reference to Malpractice Network.
2. Amend Associate Vice-Deans to Associate Deans.
3. Amend Guy Percival’s title to IT Business Partner (Humanities)

[HTLC/1/16/6.2]**APPROVED.** | **ECS** |
| **7. Revised T&L Director Role Description**  | [HTLC/1/16/7]**APPROVED** subject to the following amendments: 1. strengthen wording of the paragraph beginning, “*This is a significant role”*
2. amend final bullet point of para. 3.1 to make clear that T&L Directors are not expected to contribute directly, e.g. in the form of giving a presentation, but rather to provide ideas.
3. amend para. on tuition fees to make clear that this refers only to non-standard tuition fees, as part of PAG business
 | **ECS/FS** |
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| 1. **Student Matters**
 | The Education Officer reported that training is underway for those Student Reps who have already been elected. Elections and training will be ongoing until end October.  |  |
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| 1. **Report on Recruitment 16/17**

 | **UG Intakes** [HTLC/1/16/9.1] and **PGT Intakes** [HTLC/1/16/9.2]Faculty had planned to come in below target but performance has been better than expected, especially in SALC, and the hard work of the Admissions teams was acknowledged. There had been a strong performance overall given the changes in admission strategy and their timing. |  |
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| 1. **Distance Learning (DL) Update**
 | SoL had found working with the Centre for Distance Learning (CDL) on DL materials a very slow process, and was concerned about materials being refreshed in time for testing and delivery.SoL were also still unclear about the level of market research and marketing that would be available to them. They were therefore unwilling to go through with Phase 2 of the plan – to make the programme modular - until it was clear that marketing support would realise a significant increase in student numbers.It was understood that Mike Gibbons was in the process of appointing a Marketing Officer to the CDL. | **FS to raise concerns about CDL at TLG, and/or ask KB to raise at SMT** |
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| 1. **Faculty Teaching and Learning Away Day output**
 | * 1. **Faculty of Humanities Moderation Procedure** [HTLC/1/16/11.1]

The VD and Chair presented some data to inform a discussion on moderation and marking.The AVP for Teaching, Learning and Students expected that the average mark for a course unit a UoM should fall within the 60-70% range. Within Humanities, average Course Unit marks in 2015/16, by School were as follows (based only on units with >15 students):AMBS - 62.8%SoSS - 61.8%SALC - 60.7%SEED - 60.7%Law - 59.4%Apart from in Geography, the average module marks ranged widely, e.g. from 31% - 74%.This suggests that degree classification is affected by choice of course units, which should not necessarily be the case.Each School should set a mark range for course unit marks to fall within, based on what it judges appropriate. The idea is that anything that falls outside of that expected range should be investigated to see why, and determine whether remedial action such as scaling of marks would be appropriate. SoSS cautioned that according to an analysis they had undertaken, degree attainment was higher among white UK students than either BME or overseas students , which implies that the issue is not just about marking standards overall being too tough.AMBS noted that moderation could also be effective through moderating the range and types of assessment used, so that different skills and aptitudes are all rewarded.**Agreed**:L4 should be subject to internal moderation, despite the fact that the marks don’t “count” towards final degree classifications.**Agreed**: Faculty to run a Workshop on Moderation.**Agreed**: T&L Directors should contact the VD if they wanted her to attend School T&L Committees to talk about the University’s thinking about moderation and marking.* 1. **Step Marking** [HTLC/1/16/11.2]

There was no policy as such enforcing the adoption of reduced scale marking. However, if a School does adopt it, then they should: * Use the enclosed Faculty marking scale
* Inform Lisa McAleese

**Agreed:** T&L Dirs to return comments on the proposed Step-Marking Scheme to the Faculty T&L Manager, Lisa McAleese. | **LMcA** **TLSS****T&L Dirs****T&L Dirs**  |
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| **11.3 Assessment Framework**  | Carried forward. | **ECS** |
| 1. **University Guidance on Late Submission (Fiona Smyth)**
 | Received: [HTLC/1/16/12]This document had been produced by the TLSO to clarify how the [Policy on Submission of Summative Assessment for Taught Programmes](http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonsubmissionofworkforsummativeassessment/) should be implemented, regarding the application of late submission penalties.Agreed: Lisa McAleese to seek further clarifications from TLSO including* What the rationale was for saying, “There should be no sliding scale in operations for resits/referrals” (B1.)
* inconsistencies between this Policy (referring to ‘calendar days) and the Policy on Feedback to Undergraduate and Postgraduate Taught Students (referring to ‘working days’). (B2.)
* 5i. and ii. (“UG marks *after the penalty* of *between 31 and 39* are recorded as 31-39R”) required re-wording to clarify
* 5iii. should refer to “reduced” mark (after penalty) to avoid confusion with “capped” marks (after referral)

etc. (An annotated copy of the Policy incorporating the full list of queries is available from Lisa McAleese). | **LMcA** |
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| 1. [**Stellify**](http://www.dse.manchester.ac.uk/our-projects/stellify/) **(Felicity Wicks)**
 | Presentation on a new, student-focused communications campaign – Stellify – that has grown out of 'The Manchester Advantage project'. The [Stellify](http://www.stellify.manchester.ac.uk/) campaign is targeted at students so as to emphasise what is distinctive about a Manchester graduate and encourage them to get involved in the unique opportunities on offer to them during their time with us. It has been informed by feedback from employers, who said that Manchester graduates need to be better at articulating what they can do.It includes:* Participation in all 3 Grand Challenge events (Sustainability; Social Justice; Workplace Ethics)
* 40 hours minimum volunteering
* Participation in PASS or Peer Mentoring

Students who complete all elements will receive the Manchester Leadership Award.**Agreed:** Disseminate awareness through* Isabella Fairclough (isabella.fairclough@manchester.ac.uk) is the Teaching and Learning Advisor (Peer Support) in the TLSO.  She has responsibility for the management of the University Sabbatical Interns, who liaise with the School Peer Mentors and PASS Leaders.
* The contact in the Students’ Union for a list of all the School / programme student representatives is Lisa Tighe (lisa.tighe@manchester.ac.uk)
* Each School’s Senior Academic Advisor
 | **Felicity Wicks**  |
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| 1. **Framework of Minimum Requirements for Scheduled Teaching and Learning Activities and Opportunities for Contact / Interaction with Academic Staff (PGT)**
 | Received: [HTLC/1/16/14]**APPROVED.**For implementation from 2017/18. | **T&L Directors/****PGT Directors** |
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| 1. **A.O.B.**
 | **15.1 Access to Previous Years on Blackboard** It was queried whether students can retain access to a previous year’s course materials and assignments on Blackboard after September of the next academic year. This had been requested before and had not been progressed. It was understood that it was technically possible - there were licensing/cost implications, but the centre is speaking to colleagues at the University of York who do this. **Agreed**: HTLC members felt it was important for helping students reflect on feedback, and it could potentially close the feedback loop on Unit Surveys, too.**15.2 Tackling Academic Malpractice**SALC had noted an increase not only in the number but in the sophistication of academic malpractice incidents, which were very hard to detect and/or prove, e.g. students submitting essays that they have purchased.**Agreed:** HTLC members asked TLG to consider allowing vivas to be held as a means of handling cases of suspected academic malpractice. | **FS to request vivas for academic malpractice at TLG.** |
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| 1. **For information\***
 | **16.1 Summary of HTLC Business 15/16** [HTLC/1/16/16.1] |  |
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| 1. **Date of next meeting**
 | Wednesday 09 November, 2 – 4pm, Knowles Committee Room A, Whitworth Corridor |  |
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