**CONFIRMED Minutes of the Faculty of Humanities Teaching & Learning Committee of**

**4 October 2017, 2pm – 5pm, Ken Kitchen Room, John Owens Building**

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| **Item** | **Noted** | **Action** |
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| 1. **Welcomes and Apologies**
 | **Present:** Fiona Smyth (Chair); Caroline Hargreaves (IT); Steve Bagley (IT); David Brown (SALC); Ken Clarke (SoSS); Liam Harte (SALC); Anna Verges-Bausili (eLearning - AV); Katy Woolfenden (Library - KW); Kieron Flanagan (AMBS); Laura Jewkes (Marketing); Lisa McAleese (Interim Head, TLSE); Anna Goatman (AMBS); Becki Bennett (AD – DL - BB); Elinor O’Connor (AMBS); Guy Percival (IT); Rachel Walton (TLO); Nicola Lord (TLO); Jen Cousins (TLO/Secretary - JC); Thea Cameron-Faulkner (AD - TCF)Tammy Goldfield (Careers) for item 4.**Apologies:** Emma Rose (Head, TLSE), Paul Gratrick (Careers), Emma Atkins (SU), Xavier Duran (AMBS) |  |
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| 1. **Minutes of the last meeting**
 | **Received: [HTLC/6/16]*** The minutes were approved as an accurate record.
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| 1. **Matters arising**
 | **Received: [HTLC/1/17/3]****Actions Arising from HTLC of Weds 14 June 2017****Carried forward from HTLC of Weds 09 December 2015:**

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| ***Item*** | ***Action*** | ***Responsibility*** | ***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, as this is not covered in the University’s “Academic Malpractice: Procedure for the Handling of Cases.” | LMcA | **Ongoing:** Faculty proposal sent to General Counsel for approval. Paul Redmond (Director of Student Life) and TLSO agreed to take it to the Student Conduct and Discipline Committee (SCDC) in Jan 2017.  |

**Carried forward from HTLC of Weds 07 December 2016:**

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| **Item** | **Action** | **Responsibility** | **Update** |
| **4.1 Chair’s Report** | Revise Faculty Guidance on SEAPs following UoM Annual Review discussion of 05.12.16. | LMcA/TLSS | **Completed.** |
| **8. Summary of UG External Examiner Comments 14/15 and 15/16** | Review Faculty Guidance on UG Dissertations | ECS/LMcA | **Ongoing.**  |
| Take the External Examiner Comments Summary (PGT) to HPRC. | ECS/Fiona Smyth | **Completed:** Comments were taken to HPRC. |

**Actions Arising from HTLC of Weds 14 June 2017**

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| **Item** | **Action** | **Responsibility** | **Update** |
| **4.1 Briefing Note\*** | Chair to report HTLC’s comments to see if there may be an opportunity to ask more appropriate programme level survey questions. | FS | **Completed:** The UoM UG Programme level survey will use the NSS questions;  Schools which already do UG Programme Surveys can opt out of this survey, but the data must be reportable so that it can be included in the institutional level data.  Schools have been contacted directly by the TLSO about this. |
| **5. Teaching Quality Task and Finish Group report** | Ken Clark to forward SoSS PD job description to LMc | KC | **Completed:** All School’s forwarded PD Job Description to TLSS. A generic PD Job Description was created and circulated. |
| **5. Teaching Quality Task and Finish Group report** | Anna Verges-Bausili to investigate further if survey’s had to be completed through Blackboard and how to conduct survey’s through mobile devices. | AVB |  |
| **5. Teaching Quality Task and Finish Group report** | Anna Verges-Bausili to investigate further whether results could be published as they come in so they are displayed to students in Blackboard (pilot being undertaken by Dan Rigby for unit surveys). | AVB |  |
| **6. Academic Advising Task and Finish Group report** | FS to raise the matter regarding issues with the WAM with HPRCFS to liaise with Louise Walmsley on how Humanities will be involved in the development and testing of systems, particularly in reference to recording academic advising. | FS |  |
| **7.**  **Placement Task and Finish Group report** | HESC to take forward the recommendations, and develop guidance on incorporating placements into programmes. | RW? |  |
| **8. Draft Moderation Procedure** | FS to feedback HTLC comments to the TLSO | FS | **Completed**: 21/06/17 |
| **10.1 Appeals, and complaints report 15/16** | BS to liaise with FS on the development of guidance for staff to ensure that they are not the subject of a DAWS complaint. | BS |  |
| **10.2 Good academic practice discussion paper** | The discussion paper to be presented to HPRC | FS |  |
| **11.DLHE Update: 15/16 figures** | Report to be taken to HPRCReport on LEO to be completed and circulated. | FSPG |  |
| **13.SEAPs** | LMc to liaise with TLSO on the points raised by Schools and HTLCSALC to send comments on the difficulties with the SEAP template to LMc. | LMcLH | **Completed.****Completed:** Meeting held, agreed only School level SEAP to be on UoM template. |

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| 1. **Employability Update**
 | **Received:** [HTLC/1/17/4] Tammy Goldfield**Reported:*** The Careers Service is focusing its efforts on Faculty-wide events to suit the wide nature of careers of interest to students. Some notable new events in 17/18 include;
1. Coding for Beginners
2. Excel for Beginners
3. The Little Careers Fair on 18th October (an alternative to the large scale careers fairs which aims to showcase SME’s).
* Embedding employability into course units is still a priority and the Careers Service hope to work with more Programme Directors to achieve this. A priority in 17/18 is to embed employability into final year course units.
* The Faculty of Humanities performed well in the 15/16 DHLE survey. 16/17 data collection is the final year of the DHLE and Schools are encouraged to work with the Careers Service to ensure the 80% response target set by HESA is met.
* From 17/18 the DHLE survey will be replaced with the Graduate Outcomes Survey (GOS). Unlike DHLE, GOS will be administered by an independent survey research company and will survey graduates 15 months after completion. Schools are asked to use their local connections with students to encourage them to complete GOS.
* Longitudinal Education Outcomes (LEO) data measures graduate salary information 1, 3 and 5 years after completion for 19 high level JACs codes.

**Discussed:*** It was noted that there would be a substantial gap between the last DHLE collection and the collection of GOS data, due to the new data being collected 15 months after completion. Schools should continue to focus on the final DHLE collection.
* It was questioned whether the new collection date would impact the figures in terms of students who progressed to further study, since they would have completed their further study 12 months upon graduation. It was noted that this had been considered and was not likely to be a problem with GOS.
* It was noted that UoM are currently 24/24 in the Russell Group for statistics related to ‘progression to further study’, which pulls down our overall position in terms of ‘positive graduate destinations’.
 | **Action: HTLC members are encouraged to contact the Careers Service with further suggestions for student interaction.****Action: Further discussion to take place at PAG.** |
| 1. **Discussion on two new areas of the NSS**
 | **Received:** [HTLC/1/17/5] Fiona Smyth**Reported:*** T&L Directors were asked to discuss their thoughts on the two new sections of the NSS; ‘Learning Community’ and ‘Student Voice’.

**Discussed:*** It was reported that there was a strong message within the physics department of both a physical and virtual community. Students’ lectures were mainly based in their ‘home’ building which helped build their sense of community.
* It was noted that Schools within the FoH had staff and students spread over multiple buildings so it is difficult to achieve a physical community. In particular, AMBS is currently spread from Denmark Road to Sackville Street, but it is hoped that the completion of the new building will improve staff relations.
* A discussion took place around Q22 ‘*I have had the right opportunities to work with other students as part of my course’*. In AMBS students are exposed to lots of group work activity, however they may not count this as the ‘right opportunities’ if they have had a particular experience with free-loaders, even though peer assessment can be used to mitigate this.
* It was confirmed that AMBS plans to create a ‘student voice’ working group to implement some quick win solutions in managing the student feedback loop. In particular, the group will investigate ways to close the feedback loop for the current cohort, for example by providing feedback on UEQ’s as soon as they are completed. It was reported that headline scores for geography course units were once published to students. It was noted that other universities publish course unit scores to students.
* There was a discussion around the need to gather student’s thoughts on the interpretation of NSS questions to understand how to improve. It was felt that this was key in understanding the data, particularly regarding ‘student voice’. It was confirmed that Faculty are planning to hold discussions with the wider student population to gain valuable insight on the interpretation of ‘student voice’. Schools were encouraged to have similar conversations with students via their Student Liaison Committees. It was noted that lots of data (from NSS, UEQ’s, and the new programme level survey) is available and should help schools spot emerging trends.
* It was reported that Faculty had received the Manchester Student Survey (MSS) data report from Emma Atkins, SU Education Officer. It was noted that this was a top line report only and did not give results for individual schools or programmes, nor student comments.
 | **Action: T&L Directors to gather feedback on the interpretation of ‘student voice’ via Student Liaison Committees, and report examples of good practice in terms of ‘Student Voice’ to HTLC.****Action: JC to circulate MSS report to HTLC members and request school level data.** |
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| **6.1 Chair’s Verbal Report** | **Received:** [HTLC/1/17/6.1a] [HTLC/1/17/6.1b] **Reported:*** The University is looking at the standardisation of academic leadership roles, such as Teaching and Learning Director, via a working group. Generic job descriptions will be produced for each role.
* It was reported that the Library Strategy had been shared with Schools via committee presentations. Some Schools were unaware this had taken place.
* The University has set up working groups to look at a smarter curriculum and teaching intensity.

**Discussed:*** The whole of the 17/18 semester 2 exam period will be affected by Ramadan. Schools were asked to feedback examples of how mitigating circumstances applications relating to Ramadan were dealt with in 16/17.
* It was reported that AMBS only had one mitigating circumstances application relating to Ramadan. The School looked to the Religious Observance Policy for advice and it was noted that the guidance had been developed in conjunction with Islamic scholars and imams. Using the guidance, AMBS rejected this particular application. It was noted that students will each follow advice from different imams so this is problematic for the University.
* It was reported that the University’s equality and diversity pages contained lots of advice related to religious observance. In addition, the Student Services Centre runs a central process to enable students to report religious observance prior to the start of the exam period. A discussion took place around whether affected exams could be scheduled in the afternoon, since it is know that morning exams impact students the most during Ramadan.
 | **Action: KW to give an update on the Library Strategy at the next HTLC** |
| **6.2 Briefing Note\*** | **Received:** [HTLC/1/17/6.2] |  |
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| **7. Recruitment and Admissions** | **Received:** [HTLC/1/17/7.a][HTLC/1/17/7.b][HTLC/1/17/7.c]**Reported:*** It was reported that the Faculty was roughly 100 students below UG target. The 3 stage admissions process will remain the same for 17/18 with a minimum requirement of ABB or equivalent.
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| **8. TEF Update** | **Received:** [HTLC/1/17/8]**Reported:*** TEF was reviewed this summer. Some of the notable outcomes are that LEO data will be used more widely and NSS metrics will be downplayed. It was noted that whilst the Faculty’s Operational Priorities are not developed in direct response to TEF, some priorities will feed into TEF metrics.

**Discussed:*** It was noted that the direction of TEF may change since the government announced a freeze on tuition fees. It was added that there was further speculation around the reduction of fees on low recruiting courses such as engineering.
* A discussion took place around the use of PTES in future years of TEF. It was noted that a consultation period was imminent regarding a National Student Survey for Postgraduates. *Secretary’s Note: see*

[*http://www.hefce.ac.uk/lt/PGT/*](http://www.hefce.ac.uk/lt/PGT/)* It reported that a number of colleagues across Schools had been asked to sit on TEF Subject- Pilot panels at other institutions. Clive Agnew has stated that whilst UoM will not engage in TEF Subject-Pilots, he is not opposed to colleagues sitting on these panels.
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| **9. Teaching and Learning Away Day** | **Received:** [HTLC/1/17/9]**Reported:*** It was reported that actions would be taken forward throughout the 17/18 academic year.
 | **Action: It was requested that T&L Directors look at actions assigned to Schools and feedback any questions to LMc.** |
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| **10. Operational Priorities 17-18** | **Received:** [HTLC/1/17/10]**Reported:*** It was reported that the Faculty’s Annual Performance Review would take place on 2 November 2017. New sections within the performance review cover cross-school teaching, use of University College course units and participation in Stellify. TCF will be working on initiatives to promote Stellify to staff and ensure it is particularly embedded into the Academic Advising Scheme.
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| **11. DL Update** | **Received:** [HTLC/1/17/11]**Reported:*** It was reported that Elaine Ferneley was leading the now re-named University of Manchester Worldwide (UMWW), which includes the Centre for Distance Learning. It was noted that UMWW had already committed to a number of programmes and was unlikely to commit to any new proposals. Schools were therefore encouraged to get in touch with BB, as the newly appointed AD (Distance Learning), if they had any projects which required DL support.
 | **Action: JC to ensure DL Update is added to HTLC agenda as a standing item.** |
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| **12. Student Matters** | **None reported.** |  |
| **13. Operation of Welcome Week** | **Received:** [HTLC/1/17/13]**Discussed:*** It was noted that the Postgraduate Festival, organised centrally, was very well received in AMBS. Events were organised at a number of museums, featuring the work of Delia Derbyshire. It was positive to see that a great deal of thought had been given to postgraduate students.
* It was reported that it is highly likely that the Sustainability Challenge for first year undergraduate students would continue in the following years. A Grand Ethical Challenge for second and final year students is being planned for implementation during 2017/18.
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| **14. Extended student access to blackboard courses**  | **Reported:*** It was reported that work had taken place over the summer to enable students to access previous course materials on Blackboard. This had been a longstanding request from students as they reported it would be useful to see materials from course units already completed as they progress through their degree.
* AV asked T&L Directors to remind their colleagues of the potential assessment implications due to this change. As the material will stay live in Blackboard once a student has completed the course, Course Coordinators should hide any assessment material, such as practice questions, if they intend to use them the following year. Work is taking place to identify who is responsible for managing a site if a Course Coordinator leaves the University.
* It was confirmed that final year students would only have access to course materials until their IT Account is automatically closed in the summer, following their graduation. Students will only be able to access Blackboard for previous courses they have studied.

**Discussed:*** HTLC felt this was a positive change for students. TCF thanked AV for her hard working in preparing the implementation of this over the summer.
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| **15. A.O.B** | **None reported.**  |  |
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| **16. For information\*** | **Received:**[HTLC/1/17/16.1][HTLC/1/17/16.2] |  |
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| **17. Date of next meeting\*** | Wednesday 8th November 2017 2pm-5pm in Committee Room A, Knowles. |  |
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**HTLC Actions Arising from 4th October 2017**

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| ***Item*** | ***Action*** | ***Responsibility*** |
| **4. Employability Update** | HTLC members are encouraged to contact the Careers Service with further suggestions for student interaction. | HTLC Members |
| **4. Employability Update**  | Further discussion to take place at PAG. | FS/ NL |
| **5.Two new sections on the NSS** | T&L Directors to gather feedback on the interpretation of ‘student voice’ via Student Liaison Committees and report examples of good practice in terms of ‘Student Voice’ to HTLC.JC to circulate MSS report to HTLC members and request school level data. | T&L DirectorsJC |
| **6.1 Chair’s Report** | KW to give an update on the Library Strategy at the next HTLC | KW |
| **9. Teaching and Learning Away Day** | It was requested that T&L Directors look at actions assigned to Schools and feedback any questions to LMc. | T&L Directors |
| **11. DL Update** | JC to ensure DL Update is added to HTLC agenda as a standing item. | JC |