

Faculty of Humanities

Unconfirmed Notes of the Teaching & Learning Administrators' Network (TLAN) Meeting 23 March 2017

Present: Lee Felvus and Kevin Little (SALC); Katrina Clark & Lorena Fernandez Sanchez (SEED); Amanda Brereton, Amanda Bridgeman & Bernadette O'Connor (SoSS); Gareth Hughes & Madeleine Ryan (AMBS); Gail Bradbury (UCIL); Stephanie Farrar & Sarah O'Neil (Student Records) and Lisa McAleese (Chair).

1. Apologies

Noted: Apologies were received from: Matt Casey, Fiona Fraser & Sara Latham (SALC); Janice Dodds & Gail Divall (SEED); Abi Robinson (SoL); Chris McGlinchey & Kirsty Sheppard (AMBS); Joanne Davidson (HR); Nicola Lord & Rachel Walton (Faculty).

2. Previous Notes

Confirmed: The notes from the meeting on 2 February 2017 were confirmed as an accurate record.

3. Matters Arising

Ref 4. Issues with the Exam period and problems arising this January

Reported: Lisa McAleese will be meeting with Rita Kenwright to discuss the issues experienced during the examination period.

Ref 5.1 Humanities Computer Cluster use for On-line Examinations

Reported: Lisa McAleese has asked Richard Cockcroft if for the examination period the booking of the Humanities computer clusters is not available via the self-service and only be made available via Syllabus+ ; awaiting response.

4. Use of the Central Funding Database for PGT Funding Opportunities

Reported: Due to the presenter's illness this item was not discussed. A background paper will be circulated and the consultation undertaken by email correspondence.

5. Potential Improvements to Graduation

Reported: In July 2016 six separate undergraduate graduation ceremonies were held for SALC graduands over two days; one with c. 270 students attending (on a hot day!). Having the ceremonies conducted over two days means extra time commitment from all staff involved in celebrating the students' success and the numbers involved could have contributed to some of the issues experienced. Given the size constraints of the venue some staff in the School are questioning whether Whitworth Hall remains suitable. It would be helpful to know whether or not the University has considered a change of venue. It was noted that Manchester Metropolitan University use Bridgewater Hall.

Discussed: SoSS had four ceremonies with c.250 students at each ceremony. SoSS PGT students completing the current Postgraduate Taught Experience Survey will be entered into a prize draw for an additional guest graduation ticket; the students have welcomed this prize.

It was suggested that technology could be used during the ceremony i.e. use of a screen to display the graduands programmes / names. This would help to eliminate the need for 'stage bombing' when the presenter is reading out of date information from the printed programme. It was also noted that the printed programme listed the programme names in bold and also the first couple of names; this resulted in

some slight confusion as the names in bold were being missed when sorting out the order of the seating for the graduands.

There doesn't appear to be any rules governing the booking of the graduation marquee (Food on Campus). It would be helpful if first refusal could be given to Schools for the time slot immediately preceding their ceremony.

Action: **Lisa McAleese** to feed the issues / suggestions to the Graduation Team.

6. **Counselling Service**

Reported: At a recent School Undergraduate Committee Academic Advisors expressed concern about the delays in being able to get students timely appointments with the Counselling Service. The School's Teaching and Learning Director is going to raise this at the Faculty's Teaching and Learning Committee.

Discussed: All members agreed that this was a big problem. More students are presenting with problems for which seeing a counsellor would be beneficial. Both the University's Counselling Service and GPs services are stretched; the waiting time to see a GP can be c. 10-12 weeks, with the time for the Counselling Service c. half this time.

In November 2016 the Counselling Service stopped using the paper referral forms and introduced a new on-line form. Whilst the on-line form has significantly reduced the administrative load on the Counselling Service this load has been transferred to the Schools; it can sometimes take up to an hour to go through the form with the student. It is often junior members of the Professional Support Service (PSS) staff who help students complete the form. Concern was expressed that the PSS staff have not received any training to support students through the completion of the form and fear that they could make the situation worse. It was questioned whether it was appropriate for PSS staff to be expecting students to divulge some of the information requested on the form; in a Counselling session the students know it is confidential.

It was suggested that additional boxes need to be added to the form.

Action: **Katrina Clark** to forward suggestions to Lisa McAleese.

Institutional mental health awareness training would be welcomed so that staff can recognise the signs / symptoms and also where to draw the line in the support given and when to refer to the appropriate services. Concern was also expressed about the perceived lack of personal support available to those staff supporting students with mental health issues.

7. **A.O.B**

7.1 **Course Unit Coding**

Discussed: The practice in Schools as to when a course unit should start with a 6, 7 or an 8 code was discussed. It was thought that historically Schools had used the 6 prefix for PGT units (the taught element – 120 credits) and 7 as a prefix for the dissertation level units, however there is no consistency across the University. It was suggested that this may be addressed via the Student Lifecycle Project.

7.2 **Ethical Grand Challenge Implementation Group**

Reported: Lee Felvus is a member of the University's Ethical Grand Challenges Implementation Group; the next meeting will be held on 28/03/17. The Ethical Grand Challenges programme provides every Manchester undergraduate with the opportunity to work in interdisciplinary teams to confront

environmental sustainability, social justice and ethics in the workplace issues; the Sustainability Challenge is part of this programme.

Action: Lee to circulate the agenda for the meeting to members of TLAN. *Secretary's Note: completed.*
Members of TLAN to forward any issues to Lee to raise with the Group.

8. Briefing Note

Received: A briefing note for information and dissemination, as appropriate, containing information on:

- Manchester Master's Bursary

It was queried whether or not there was any further information about the WP criteria than that included in the briefing note. *Secretary's Note: The following 'Widening participation criteria is available on the website <http://www.manchester.ac.uk/study/masters/funding/uk-eu-student-advice/masters-bursary>*

- *You must meet at least one of the criteria below to be considered for the bursary:*
- *You have been in public care for a minimum of three months since the age of 11.*
- *You are from a low-income background evidenced by receipt of maintenance grant during undergraduate studies. Consideration will be given to the number of years that a maintenance grant was received and the amount awarded.*
- *You come from one of the most deprived areas of the UK as indicated by ACORN and LPN data. This is based on home postcode before attending university. Check your eligibility by entering your postcode into our geo-demographic indicator finder.*
- *You are/were in receipt of a Disabled Student Allowance (DSA) as part of their undergraduate studies or is receiving/received support from their undergraduate university's disability office.*

While not part of the bursary criteria, we encourage application from BAME students.

If you have faced challenging personal circumstances during your undergraduate studies or prior to entry, we encourage you to include this information in the relevant section of the application form. For example, you may have with caring responsibilities for another family member, or have asylum seeker/refugee status'.

- Improving Student Information

Secretary's Note: In March 2015 the Competition and Markets Authority (CMA) provided guidance to HEI's, making recommendations on how we should publish information about our programmes in order to comply with Consumer Law. The guidance requires us to take a number of actions to remain within the law, which if we breach, could result in enforcement action. In response to this report a Task & Finish Group (CMA Group) was set up, chaired by Kersti Börjars (Associate Vice President Teaching, Learning and Students), with representation from key institutional areas with responsibility for published information and Faculties. A communication will be issued, in due course, about the requirements.

- Checklist for Approval of a New or Amended Course Unit

9. Date of Next Meeting

11 May 2017, 10.00-12.00, Committee Room A (Knowles), Whitworth Corridor.

Summary of Actions

Agendum	Action	Who
5	Discuss the issues raised about graduation with the Graduation Team.	Lisa McAleese
6	Forward suggestions for additional boxes which need to be added to the counselling on-line referral form to Lisa McAleese.	Katrina Clark
7.2	Circulate the agenda for the Ethical Grand Challenges Implementation Group to TLAN members (completed).	Lee Felvus
7.2	Forward any issues re ethical grand challenges / sustainability challenge to Lee Felvus to raise with the Ethical Grand Challenges Implementation Group.	TLAN members