

University Teaching Committee

[Confirmed] Minutes of the Meeting held on 15 February 2024, 09.30-12.30, in HG/21, Heslington Hall and via video conference.

Meeting Attendance

Members present:

Tracy Lightfoot, Pro-Vice-Chancellor (Teaching, Learning & Students); Chair
Duncan Jackson, Head of Academic Quality and Development (Secretary)
Steve King, Associate Pro-Vice-Chancellor (Teaching, Learning and Students)
Claire Hughes, Associate Dean for Teaching, Learning and Students (Sciences)
Jill Webb, Associate Dean for Teaching, Learning and Students (Social Sciences)
Tom Cantrell, Associate Dean for Teaching, Learning and Students (Arts and Humanities)
Patrick Gallimore, Chair of Standing Committee on Assessment
Meely Doherty, YUSU Academic Officer
Cytherea Shen, GSA Vice-President, Academic
Tom Banham, Director of Student Administration and Academic Affairs
Jen Wotherspoon, Deputy Director, Student Services
Zoe Devlin, Head of Online Partnerships
Kirsty Lingstadt, Director of Library, Archives and Learning Services
Petros Kefalas, Vice-President Learning and Teaching, CITY College
Louise Thurston, Associate Director for Careers and Employability
Michelle Alexander (representing Arts and Humanities)
Richard McClary (representing Arts and Humanities)
Michael Bate (representing Sciences)
Paul Bishop (representing Sciences)
Simon O'Keefe (representing Sciences)
Scott Slorach (representing Social Sciences)
Matthew Perry (co-opted member, Director of the International Pathway College)

In attendance:

Claire Pinder, S&AS Admin Team (Assistant Secretary)
Niall Booth, SIA, M23-24/94
Jane Neal-Smith, School of Business and Society, M23-24/102
Sarah Reynolds-Golding, Apprenticeships, M23-24/98

Apologies: Claire Ball-Smith, Jan Ball-Smith, Lisa O'Malley

Section 1: Standing Items

Welcome

23-24/85 The Chair welcomed members to the Committee.

The Committee **noted** that:

1. Michelle Alexander's term of office would be extended, to account for her forthcoming maternity leave. During her absence, a further representative from Arts and Humanities will be appointed to the Committee.
2. Tom Cantrell will step down from his role as Associate Dean for Teaching, Learning and Students (Arts & Humanities) at the end of August 2024, and will be replaced by Sam Hellmuth, from the Department of Language and Linguistic Science.

Declarations of interest in items on the agenda [oral report]

23-24/86 Members were invited to declare any potential conflicts of interest relating to the business of the meeting; none were declared.

Unreserved minutes of the last meeting held on 7 December 2023 [UTC.23-24/52, Open]

23-24/87 The Committee **confirmed** the minutes of the meeting held on 7 December 2023 as an accurate record.

Action tracking and matters arising from the minutes not covered elsewhere on the agenda [UTC.23-24/53, Open]

23-24/88 The Committee **noted** that there remained a number of outstanding actions which would be followed up as a priority.

Action: Tracy Lightfoot, Pro-Vice-Chancellor (Teaching, Learning and Students), Duncan Jackson, Head of Academic Quality and Development and Claire Pinder, UTC Assistant Secretary

The Chair was continuing to explore a move to a more accessible spreadsheet format for the recording and monitoring of actions, which would be editable by members.

An update on actions taken since the last meeting was **reported**.

Report of Chair's action taken since the last meeting [UTC.23-24/54, Open]

23-24/89 The Committee **received** a report on decisions taken by Chair's action since the last meeting, and **noted**:

1. Approval on 25 January 2024 of the progression of the proposed partnership between the Department of Education and Nicholas Postgate Catholic Academic Trust, for the Trust to be a Lead Partner in Initial Teacher Training from 2025/26 (recruiting trainees in the 2024/25 recruitment cycle).
2. Confirmation of the approval of the appointment of City College teaching appointments.
3. Approval of revisions to the Special Cases Policy presented to UTC at its meeting on 7 December 2023.
4. Approval of the BA in Social Work [degree apprenticeship] following the response to conditions set by UTC at its meeting on 7 December 2023.

Chair's report [oral report]

23-24/90 The Chair **reported** the following:

1. An email from the Vice Chancellor outlining forthcoming University staff structure / role changes has been sent to staff members.
2. Jan Ball-Smith has been appointed interim Head of Academic Affairs.
3. Thanks were given to professional services for their work to process marks, and graduate students, affected by the Marking and Assessment Boycott. Thanks were also given to YUSU for ongoing support to students affected by the Marking and Assessment Boycott.

4. The division of responsibility for who approves programme modifications that come to UTC was outlined. The APVC will approve online programmes, and the PVC will approve CITY College programmes, IPC apprenticeship programmes and collaborative provision.
5. UTC meetings will increase in frequency in 2024/25 with the addition of January and June meetings, noting that this may lead to a reduction in the length of meetings.
6. The University of York will not host a Teaching and Learning conference this year but will instead collaborate with White Rose Universities, (The University of Leeds and The University of Sheffield), and attend their Teaching and Learning conferences.
7. Vice-Chancellor Teaching and Student Experience Awards will be introduced (in place of previous Vice-Chancellor Teaching Awards). Criteria, introduction date, and process is underway development.
8. The Russell Group is responding to recent media coverage related to international student recruitment. Committee members were advised to forward any queries relating to recent media coverage to the University central communications team.

Deputy Chair's report [oral report]

23-23/91 The Deputy Chair **reported** the following:

1. A Russell Group meeting about Artificial Intelligence (AI) had recently been held . A collaborative approach to the creation and sharing of policy documents and other resources among member Universities was discussed.
2. The UTC AI working group has discussed setting up an AI Clinic, and the group is intending to share further guidance around AI policy soon.
3. FLTG's have discussed department and school annual review reports and action plans have been summarised. UTC will receive an institutional level report at its March 2024 meeting.

Student Representatives' reports [oral reports]

23-24/92 Meely Doherty, the YUSU Academic Officer, **reported** that:

1. The merged Students' Union elections will be held shortly and the structure for Full-Time and Part-Time Officers would be shared with UTC committee members.
Action: Claire Pinder, UTC Assistant Secretary to circulate.
2. YUSU has been working with staff on information to support joint honours students, a guidance document will be shared with UTC Committee members.
Action: Claire Pinder, UTC Assistant Secretary to circulate.

Action: Associate Deans to review guidance on programme design to ensure it captures support for joint honours students.
3. YUSU has been working on exam related issues that arose during the Common Assessment Period (CAP).

23-24/93 Cytherea Shen, the GSA Vice-President (Academic), **reported** that international students from China had been pleased that graduation dates were scheduled for before the Chinese New Year.

Section 2: Strategic Development, Performance Monitoring and Student Insight– items for consideration and/or decision

23-24/94 **Initial Analysis of Degree Outcomes for Undergraduate and Postgraduate Taught Provision**

The Committee considered a report on Initial Analysis of Degree Outcomes for Undergraduate and Postgraduate Taught Provision presented by Niall Booth (Strategic Planning and Performance). A further report is due to be presented to UTC in May following HESA publication of Student and Qualifiers data 2022/23.

23-24/95 The Committee **observed** the following:

1. For PGT students there was a correlation between higher IELTS scores and outcomes.
2. Outcomes could be affected by changes to the definition of merits and distinctions that were made under COVID rulings, and may also be affected by changes to award and progression rules from 2023/24.
3. PGT figures included students studying on HEP online programmes and it was questioned whether this was appropriate given the particular nature of the study cycles of these students, or whether an alternative way of providing data would be more appropriate for this group. Computer Science online were not included in SIA's report on degree outcomes.

Action: Niall Booth, SIA to consult with Zoe Devlin, Head of Online Partnerships, Simon O'Keefe, Computer Science and Steve King, Associate Pro-Vice-Chancellor (Teaching, Learning and Students)

4. The way data relating to IPC students is presented will also need specific consideration.

Action: Niall Booth, SIA to consult with Matthew Perry, Director of International Pathway College

5. The discrepancies between Arts and Humanities and Social Science faculties might be explained by the numbers of international students on particular programmes.
6. It will be important moving forward to ensure that analysis is located at the right level (for instance at the level of the programme rather than department/school), taking account of key contextual factors (including for example the impact of leaves of absence on student outcome data). SCA can help in drafting a narrative / contextual explanation, but before extensive work is undertaken, a plan for future analysis should be brought to UTC.

Action: Niall Booth, SIA

7. Data futures has affected the HESA return. The date of release is currently set to 24 April 2024.

8. It was agreed that prior to release of any tableau reports, they should be shared with UTC to ensure appropriate contextual information is provided.

Action: Niall Booth, SIA

Reports on Student Representation [UTC.23-24/56a (YUSU) and 56b (GSA), Open]

23-24/96 The Committee **considered** reports on Student Representation from YUSU and GSA which were presented by Meely Doherty, YUSU, and by Cytherea Shen, GSA. It was **reported** that:

1. YUSU's co-opting of academic representatives was successful and resulted in a group that is more engaged and representative of the student body. YUSU wished to carry on co-opting academic representatives.
2. GSA's recommendations included:
 - a. To improve recruitment via engagement with Departments/Schools, particularly focusing on PGRs and Graduate Teaching Assistants.
 - b. To enhance the model of representation within the new union and link academic

representatives with wider democratic work; to review and continue to provide a high quality training package for all academic representatives.

- c. To incorporate the recommendations of the report to the development of the new union's academic representation strategy.

Action: Meely Doherty - YUSU Academic Officer, to bring a paper to the UTC which outlines future arrangements of sabbatical officers to capture student voice.

Section 3: Policy and Regulatory Matters

YGRS B Condition Assurance Report [UTC.23-24/57, Open]

23-24/97 The Committee **considered** an assurance report from York Graduate School Board (YGRS B) on compliance with OfS B Conditions for PGR students, presented by Duncan Jackson, Head of Academic Quality and Development. This paper had been endorsed and its recommendations approved by YGRS B. UTC was asked to consider the paper before its submission to Senate. It was **noted** that:

1. The paper was focused on assessment of the efficacy of the policies and processes which are in place to ensure that the B conditions are met. The paper contained actions to address potential issues.

The Committee **considered** and **endorsed** submission of this paper to Senate.

Section 4: Quality Assurance Processes

Annual Report on Higher and Degree Apprenticeships [UTC.23-24/58, Open]

23-24/98 The Committee **considered** a presentation of the annual report on Higher and Degree Apprenticeships. Sarah Reynolds-Golding, Head of Apprenticeships, delivered this presentation.

23-24/99 The Committee **observed** that:

1. There was a typographical error on the paper which had been corrected on the presentation. It was noted that the OFSTED review had taken place in November 2023, and not February 2024.
2. The team were congratulated on the "Good" outcome of the OFSTED report, and on their strategy around widening access and links to the Access and Participation Plan.
3. Further conversations would be had regarding careers and employability as apprenticeship provision grows.

Undergraduate External Examiners' Reports: Summary of Key Issues [UTC.23-24/59, Open]

23-24/100 The Committee **considered** a paper on Undergraduate External Examiners' Reports: Summary of Key Issues. Patrick Gallimore (SCA Chair) presented this item.

1. UTC was asked to consider a revision of policy and guidance in relation to rescaling marks and the introduction of clearer guidance on moderation expectations as part of the ongoing work on assessment policy, process and guidance.
2. UTC was asked to approve a recommendation that the external examiner's form be revised to include a specific question relating to the feedback provided to students.

3. MAB issues focused on specific departments, notably English, but also with comments Languages, Politics, Law and Mathematic external examiners. MAB adjustments would be reflected on.

23-24/101 The Committee **noted** that:

1. Policy and guidance in relation to rescaling marks should be revisited. Guidance could be delivered in a more creative way to inform students when and why it has been used (for example, by way of a video).

Action: Patrick Gallimore, SCA Chair

2. The Department of Maths has high NSS scores related to assessment feedback and could be consulted about best practice.
3. The recommendation that the external examiner's form be revised to include a specific question relating to feedback provided to students was considered appropriate.

3-Year Review Follow-up: York Online Management Programmes [UTC.23-24/60, Open]

23-24/102 The Committee **considered** the 3-Year Review Follow-up: York Online Management Programmes. Zoe Devlin, and Jane Neal-Smith, Head of Online Partnerships, School of Business and Society, presented the paper. UTC was asked to **note**:

1. The updated action plan to assure itself of progress made.
2. Course representatives had typically not been very engaged, which was an ongoing issue with online programmes, and which affected closure of the feedback loop "you said, we did". YUSU and GSA would be consulted about options to support this.

Action: Zoe Devlin, Head of Online Partnerships

23-24/103 The Committee **noted**:

1. The development of learning from online programmes feeding into campus programmes, and vice versa, which was being achieved through adopting best practice in assessment from the MBA programme.
2. York Online Management Programmes team would be notified if/when another update report should be submitted.

Action: Duncan Jackson, Head of Academic Quality and Development

3. It would be useful to compile a report identifying common actions from the Computer Science and Management reviews to inform the MBA review, and to share this with the UTC Chair, Deputy Chair and Tom Banham, who would ascertain resource implications.

Action: Zoe Devlin, Head of Online Partnerships

Section 5: Sub-committee Summaries and Meeting-related information

[Secretary's Note: there were no items under this part of the agenda for this meeting]

Section 6: Category 2 Items Items for Information

[Secretary's Note: With regard to its Category II agenda, UTC was provided with the following Category 2 Agenda Items which were provided for: [a] information only, where UTC discussion is not required or anticipated, unless a request is made to escalate an item is from Category II to Category I for consideration OR as [b] supplementary information and data for items on the Category I agenda.]

With regard to its Category II agenda, UTC received:

- 23-24/104 **Summary of Standing Committee on Assessment meetings (8 December 2023 and 24 January 2024) [UTC.23-24/61]**
- 23-24/105 **Minutes / Outcomes of the NMC-UTC Joint Approval Event confirming that the BSc Nursing Degree Apprenticeship Programme (28 November 2023) should be approved without conditions [UTC.23-24/62]**
- 23-24/106 **Chair's Update York Online Quality Review Group (26 October 2023 and 16 November 2023) [UTC.23-24/63]**
- 23-24/107 **Minutes from Apprenticeship Monitoring Board (21 September 2023) [UTC.23-24/64]**

Claire Pinder, Academic Quality Team
February 2024