

UNIVERSITY OF YORK

Senate

TEACHING COMMITTEE

Minutes of the meeting held on 9 June 2022

Present:

Michelle Alexander	Claire Hughes	Lisa O'Malley
Wayne Campbell	Matt Johnstone	Matthew Perry
Tom Cantrell	Ekansh Kapoor	Andrew Pickering
Martin Cockett	Steve King (Chair)	Dave Smith
Sam Cobb	Barry Lee	Jane Warne
Patrick Gallimore	Kirsty Lingstadt	Jill Webb
Jen Gibbons	Sinéad McCotter	Jen Wotherspoon

In Attendance: Debayan Dey

Apologies: Tracy Lightfoot (Chair), Petros Kefalas, Sabine Clarke, Tom Banham, Michael Bate

CATEGORY I BUSINESS

M21-22/69 Welcome

The Chair thanked Matt Johnstone for his work as Academic Officer for YUSU and the Committee wished him well for the future. The Chair welcomed Deb who was observing the meeting and will be taking over from Matt.

M21-22/70 Declarations of Interests

There were no declarations of interest relating to the business to be discussed.

M21-22/71 Minutes and Matters Arising

The Committee **approved** the minutes of the meeting held on 17 March (UTC.21-22/**43**) and there were no further comments relating to the SCC update (M21/22/62). Members received an update on matters arising (UTC.21-22/**43a**).

M21-22/72 Oral Update from the Chair

The Committee **received** an oral update from the Chair:

- The Chair noted that the NSS has closed and the University had reached the threshold for reporting.
- The OFS pilot survey for PGT students has closed. The University has achieved a response rate of 46.4%. The national average is 43.7%.
- PTES will close on 10 June. The University has a response rate of 11% and a final push for engagement with the survey is encouraged. The national response rate is 18%.
- The OFS has pushed the submission deadline for TEF back.
- There has been a very positive visit to York by City College colleagues. Discussions have generated new ideas for teaching, research and student engagement.
- The Associate Deans have been meeting with Departments, AQ, Planning and MRAO to discuss next steps for modularisation and semesterisation. The Associate Deans thanked Departments for their engagement with the meetings. Guidance on Phase 3 for modularisation and semesterisation has been circulated to Departments.

M21-22/73 Oral Update from the Student Representatives

The Committee **received** an oral report from the YUSU representative as follows:

- Matt thanked members for their support during his time in post and introduced Deb who would be joining the Committee in July.

The Committee **received** an oral report from the GSA representative as follows:

- The GSA elections have closed and Teng Lingshuai Zhang is taking over from Ekansh as Vice President Academic on 1 September. Viviane has been re-elected as President.
- The GSA Advice service is dealing with a high number of cases relating to students receiving their results.
- The GSA is aware of complaints from students in Computer Science and Health Science. The Chair confirmed that the FLTG was aware of the issues.

M21-22/74 Recruitment, training and engagement of Course Representatives

Gabby Morgan attended to present the paper

The Committee **received** a report on the recruitment, training and engagement of Course Representatives (UTC.21-22/44) which recommended that new student voice initiatives were trialled in pilot departments.

Members **noted**:

- That engagement with Course Representative elections has been disappointing, in spite of efforts from YUSU.

- The positive feedback which YUSU has received on its training for Course Reps

Members discussed YUSU's plans to trial a new approach for representation in six departments in 2022/23:

- Members were supportive of proposals to trial student rep assemblies.
- The Committee is supportive of plans to trial a recruitment based model and feels this might encourage students who were put off by the election process.
- Philosophy recruited students to its staff/student forum using a 'jury system' approach where students were randomly selected to attend, and this worked well.
- Members were supportive of plans to offer a stipend for the role in pilot departments. Members noted that processes would need to be put in place to manage a situation where a Course Rep did not engage with the role and payment needed to be withheld. Workload would also need to be even across Departments if students were to receive the same amount.
- Departments would be able to choose whether or not they were involved in the interview process but this would be managed by YUSU.
- It was noted that an election system gives students the opportunity to be involved in selecting their representative and that this would be lost with the recruitment model.

The Committee looks forward to hearing the outcome of the pilot.

M21-22/75 Review of regulation 7

Stephen Gow and Nicola Campbell attended to present the paper

The Committee received proposals to separate academic and non-academic misconduct procedures from Regulation 7 and to implement feedback obtained through consultation with staff and students (UTC.21.22/45).

Members agreed that separating the procedure from the regulation improved clarity for students and staff.

The Committee noted that the non-academic misconduct procedure would also be reviewed by the Student Life Committee. Members considered changes that had been made to the misconduct procedures.

- The Committee was reassured that at Panel hearings students could still be accompanied by another student. This would be 'by request' to ensure that other students involved in the case were not attending.
- Members were satisfied that the requirement to provide evidence to support a request to delay a panel hearing is fair.

The Committee considered changes which had been made to the Academic Misconduct Disciplinary Procedure:

- It was noted that in AM1.3.16 the reference to low credit modules might need to be reviewed in the light of the 2023/24 policy on 20 credit modules.
- It was suggested that AM5.4 should make it clearer that a student could be referred to the Fitness to Practise Policy.
- It was suggested that the list of Disciplinary offences in AM1.2.2 should include falsifying qualifications on entry to the University.
- It was suggested that a shortened procedure for cases where the student had admitted the offence should be considered.

The Committee thanked Nicola and Stephen for their work on the new Regulation and procedures and **agreed to recommend to Senate approval** of the revised Regulation 7.

M21-22/76 Exceptional circumstances and leave of absence for York Online programmes

Zoe Devlin attended to present the paper

The Committee **considered** a paper proposing new policies for exceptional circumstances affecting assessment (ECAs) and study breaks/leave of absence (LoA) for York Online programmes (UTC.21.22/46). The Committee was advised that the carousel model meant that changes were required to both policies, to support the student experience and to reduce administrative workload. The proposals are supported by SCA and SCC.

The Committee noted that:

- The proposals required a new workflow to be developed in e-vision and business proposals for this are being developed. Once complete, it would mean that students could be directed to support on the screen where they signed up for modules.
- P10. stated that where a student had informed the Department that they would defer but then submitted work, the mark would stand. It was noted that this could make managing workloads for marking difficult. The Committee was, however, satisfied that on the whole workloads would be reduced by the proposals.
- Steve King would send some comments to Zoe on phrasing. It was noted that the proposals would be re-written as a student facing document with references to 'we' and 'us' removed.

The Committee **approved**; the proposals, interim measures proposed in section 5, and the updates to the Policy on Aegrotat Degrees for York Online Programmes.

M21-22/77 Digital Accessibility

The Committee considered a paper on digital and accessibility training gaps amongst teaching staff, and recommendations to address this (UTC.21-22/48). Members were asked for their thoughts on the recommendations which would be discussed further with Faculty Deans.

The Committee discussed the recommendations:

- Members had concerns about mandatory training which they felt would be an additional burden for staff.
- Members were not in favour of training being delivered via a click through video.
- It was felt that the paper should not be circulated widely, as it may offend staff whose digital skills were good. It was noted that as a result of teaching moving online (during covid) staff had recently worked hard to increase digital skills.
- GTAs have different roles in different departments, and therefore identifying training requirements for GTAs is difficult.
- Members noted the importance of ensuring that staff, including non-teaching staff, understood how to create accessible documents.
- Providing support for staff and ensuring that staff know how to access support was considered to be critical for supporting any training gaps.

Wayne Campbell thanked members for their comments.

M21-22/78 Supervision

The Committee considered a draft final report from the Supervision Working Group 'Scoping Supervision at York' (UTC.21-22/47). Members were invited to make comments on the report or to send any further comments to Lisa O'Malley. It was envisaged that the recommendations contained within the report would be implemented in 2023/24.

Following UTC discussions in March (M21-22/58), CBoS and FLTGs had been consulted on proposals for: i.) a principles led approach to supervision; ii.) a change of role title to Personal Academic Advisor; iii.) a model of accountability and support. The report made recommendations in light of the comments received. There was support for the principles led approach and the change of role title. The report concluded that more work was required to establish how best to ensure accountability, and that the lead may need to be a member of support staff and an academic working together.

During discussion on the report the Committee noted that:

- the pastoral side of supervision had been made easier by improvements to student support services, meaning that it was easier to signpost students to access help and to be confident in the support that students would receive.
- consistency in some areas would be helpful, for example a set minimum number of supervision sessions that should be offered.
- when the policy is developed it would be helpful to describe a 'normal' number of sessions a student should expect to receive and a 'normal' maximum number of students that a staff member would supervise, to allow for circumstances which required exceptions.
- a role descriptor is required and this would be developed as part of the next phase of work.

The Committee thanked Lisa and members of the working group for the report. It agreed that the recommendations should be taken forward by an implementation group.

Action: TL/Secretary

CATEGORY II BUSINESS¹

M21-22/79 New Programmes and Modifications

The Committee noted that, following a submission to the accrediting body, the MSc Accounting and Financial Management is now accredited by the Chartered Institute of Management Accountants.

The Committee noted that:

- a. With the delegated authority of the Committee, panels chaired by the Chair of UTC, 12 and 19 April 2022, approved subject to conditions, the introduction of the following new programmes to be delivered by CITY College, University of York Europe Campus, from October 2022:
 - With the Department of Psychology as link department:
 - MSc in Clinical Psychology
 - MSc in Counselling and Psychotherapy.
 - With the Department of Politics as link department:
 - MA in International Relations and European Union Studies.
 - With the Department of Language and Linguistic Science as link department:
 - BA (hons) in Communication and Digital Media.
 - With the Department of Computer Science as link department:
 - MSc in Artificial Intelligence and Data Science.

¹ Chair in this section refers to PVC for Teaching, Learning and Students

- b. Additionally, the panel on 19 April approved a major modification to the BSc (hons) in Computer Science and specialised 'tracks' for introduction October 2022, which included:
- The introduction of a new track BSc (hons) in Computer Science (Artificial Intelligence and Data Science)
 - The track BSc (hons) in Computer Science (Internet Computing) renamed BSc (hons) in Computer Science (Web Technologies).

The Chair will sign-off any outstanding conditions in due course.

- c. The Chair had approved 19-27 April modifications to CITY College programmes as follows:
- MSc in Shipping and Port Management renamed as MSc in Shipping, Port Management and Logistics and mode of delivery changed to blended (predominantly online);
 - MSc in Software Development mode of delivery changed to online;
 - BA (hons) in English Language and Communication renamed BA (hons) in English Language and Professional Communication and added to the portfolio of programmes delivered with New Bulgarian University, Sofia;
 - MSc in Cognitive Neuropsychology and MA in Clinical Neuropsychology with a Practicum added to the portfolio of programmes delivered with New Bulgarian University, Sofia.
- d. The Chair had approved 23-25 May:
- As an addition to the approvals relating to the MSc in Artificial Intelligence and Data Science, a new Dissertation module to be used across the following Computer Science postgraduate programmes: Artificial Intelligence and Data Science; Web and Mobile Development; Software Development; Software Development (with Industry placement); Advanced Software Engineering – Big Data Engineering & Data Science.
 - Withdrawal of all 4 year undergraduate routes whereby stage 1 was completed in two years, the first of which being delivered in Greek, and the introduction of a new three year route whereby stage 1 would be completed in Greek with identical modules and assessment to the route delivered in English. This decision also introduced additional measures for the oversight and assurance of quality and standards for the modules delivered in Greek.
 - Change of mode of delivery for the MSc in Business Analytics and Decision Sciences and replacement of the core Econometrics module with a new core Applied Statistics module.

All of a-d to be implemented from October 2022.

M21-22/80 Partnerships

The Committee receive an update on Weald & Downland validated provision (UTC.21-22/49)
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M21-22/81 Sub-committees

SCA

The Committee received the SCA Summary for March and May 2022 (UTC.21-22/50).

Faculty Learning and Teaching Groups

The Committee received reports of meetings of Faculty Learning and Teaching Groups

- Social Sciences meeting held on 23 February and 27 April (UTC.21-22/**51a**, **51b**).
- Sciences meetings held on 21 February and 25 April (UTC.21-22/**51c**, **51d**).
- Arts and Humanities meeting held on 23 February and 27 April (UTC.21-22/**51e**, **51f**).

M21-22/82 Exchange Agreements

Members noted that the Chair had approved the following exchange agreements:

- University-wide student exchange with Hamline University, Minneapolis, USA. The agreement will be for an initial period of five years from the date of signing the agreement.
- History of Art Department student exchange with Rice University, Houston, Texas, USA. First students to exchange in 2022/23 and the initial agreement is 5 years.

M21-22/83 Meetings

- Thursday 14th July, 9:30 -12:00