

University Teaching Committee Agenda

Meeting to be held on Thursday 27 March at 9.30 am in HG/21, Heslington Hall, Campus West.

Papers are available in the UTC Papers Folder. Members unable to attend are asked to inform Sally O'Connor in advance (email sally.oconnor@york.ac.uk or decline the Google Calendar invite).

Please see the Category 2 Agenda [final page] for items which are: [a] information provided for information only, where discussion is not required or expected, unless a request is made to escalate an item to Category 1 and [b] supplementary information and data for items on the Category 1 Agenda.

Category 1 - Main Agenda

Section 1: Standing Items

No.	Item	Item Code	Status	Lead(s)
1.1 9.30 hrs	Welcome and apologies for absence	N/A	To note_	All Members
1.2	Declaration of Interests in items on the Agenda	N/A	To note_	Chair
1.3	Unreserved Minutes of the UTC meeting held on 16th February 2025	UTC.24-25/69	To confirm	Chair
1.4	Action Tracking and Matters Arising from the Minutes	N/A	To note	Chair
1.5	Report of Chair's Action taken since the last meeting	UTC.24-25/70	To note	Chair
1.6 9.35 hrs	Report from the Chair	N/A	To note	Chair
1.7	Report from the Deputy Chair	N/A	To note	Deputy Chair
1.8	Oral report from the Student Representatives	N/A	To note	Student Reps
1.9 9.40	NSS Update	N/A	To note	AD TLS (Sciences)
1.10 9.45	AI Update	N/A	To note	Associate PVC TLS

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

No.	Item	Item Code	Status	Lead(s)
2.1 9.50	Support for Interdisciplinary Teaching Update	UTC.24-25/71	To Approve	Sally Quinn (Director of Interdisciplinary Teaching), AD TLS Arts and Humanities
2.2 10.05	Special Cases and Complaints Annual Report	UTC.24-25/72	To Consider	Deputy Director Student Services
2.3 10.20	VLE Licensing	UTC.24-25/73	To Approve	Richard Walker (Associate Director - Digital Education)
BREAK				
2.4 10.45	Assessment and Feedback Project Update (presentation)	N/A	To Consider	AD TLS Social Sciences, Head of Student Success

Section 3: Policy and Regulatory Matters

No.	Item	Item Code	Status	Lead(s)
3.1 11.00	Assessment and Feedback Policy Proposals <ul style="list-style-type: none"> a) Policy on Academic Judgement; b) Policy on Standards in Marking; c) Policy on Assessing Students on Study Abroad Programmes; d) Policy on Assessing Visiting Students; e) Policy and Procedure on Boards of Examiners for Taught Provision; f) Policy on Setting Assessments; g) Policy on Students' Responsibilities in Assessment; h) Policy on Submitting Assessments [Electronically]; i) Policy on Markers and Internal Examiners; j) Policy on How to Undertake Marking. <ul style="list-style-type: none"> a) Assessment Definitions; b) Template for School/Department 	UTC.24-25/74	<p>To Approve</p> <p>To Consider</p>	Adrian Lee (Academic Quality Policy Manager)

No.	Item	Item Code	Status	Lead(s)
	Maximum Assessment Word Count and Duration Policy.			

Section 4: Quality Assurance Processes

No.	Item	Item Code	Status	Lead(s)
4.1 11.30	Undergraduate External Examiners Report	UTC.24-25/75	To Consider	Becky Lloyd-Jones (AQ Quality Support Officer), Chair SCA

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

No.	Item	Item Code	Status	Lead(s)
5.1	No items for this section			

Date of the next meeting: 15 May 2025

Duncan Jackson (duncan.jackson@york.ac.uk)

Items relating to the Meeting to be held on Thursday 27 March 2025 at 9.30 am, in HG/21, Heslington Hall, Campus West

Category 2 Agenda Items are 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.

Section 6: Category 2 Items

Items for Information

No.	Item	Item Code	Cross-reference to Category I Agenda Item (where relevant)
6.1	CITY College Validation Decisions: a) LLM European and International Business Law (in English) b) LLM Business Law (in Greek)	UTC.24-25/76 UTC.24-25/77	1.5 Report of Chair's Action taken since the last meeting.
6.2	Standing Committee on Assessment: a) Summary of the meeting held on 14 March 2025	UTC.24-25/78	

No.	Item	Item Code	Cross-reference to Category I Agenda Item (where relevant)
6.3	Faculty Learning and Teaching Group: summary from the following meeting on 18 February 2025: a) Arts and Humanities	UTC.24-25/79	
6.4	Professional Programmes Forum Annual Review	UTC.24-25/80	
6.5	Validated Provision Update	UTC.24-25/81	
6.6	CITY College Approved Teaching Appointments	UTC.24-25/82	

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