



SENATE

TEACHING COMMITTEE

Minutes of the meeting held on Monday 3 February 2014

Present: Professor J Robinson (Chair), Mr T Clarke, Mr N Dandy, Ms C Dantec, Mrs K Dodd, Dr J Grenville, Dr J Hardman, Dr S King, Mr B Saynor (York College) Dr K Selby, Dr A Shiel, Professor C Thompson, Dr J Thijssen, Dr R Vann, Dr R Waites, Mr D Whitmore (YUSU Representative), Dr C van Wyhe, Ms X Yang (GSA Representative), Professor A Young

In attendance: Professor S Bell (Academic Co-ordinator, Social Sciences), Mr M Burton (Accommodation & Timetabling, for M13-14/94), Mr D Clarke (ASO), Dr D Jackson (ASO, for M13-14/90), Mr A Knock (Planning, for M13-14/92), Mr J Meacock (Estates and Campus Services), Ms L Stead (ASO), Professor A Tyrrell (Academic Co-ordinator, Sciences)

Apologies: Professor W Bonefeld, Dr M Roodhouse

M13-14/81 Welcome

The Chair welcomed all members to the meeting.

M13-14/82 Minutes

The Committee **approved** the minutes of the meeting held on 2 December 2013 (UTC.13-13/55).

M13-14/83 Matters arising

The Committee **considered** the matters arising from the minutes (UTC.13-14/55 **Appendix 1**) and **noted** that all items were now **closed**.

M13-14/84 Oral report from the Chair

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

- *Structure of the academic year:* During 2014 the Vice-Chancellor would chair a strategic review in order to develop a new University Strategy. This would be based on three strands; research, teaching and learning, and sustainability. A draft consultation document was underway and would be considered by the Senior Management Group and Senate in April and May 2014 respectively in time for consultation with staff and students over the summer. The resulting strategy would then be considered by committees between September and November 2014. In the light of the review the

proposed changes to the academic year would be put on hold. The Learning and Teaching Strategy Development Group (formerly the Pedagogic Working Group) would continue to meet and feed into the review, and the Chair would bring a report on progress to the March meeting of UTC.

ACTION: Chair

- *New teaching building:* The Chair reported that there had been a re-phasing of plans for a new teaching building on Heslington West, due for completion in 2016. The Teaching Building Steering Group had reconvened and a report would come to the March meeting of UTC.

ACTION: Chair

M13-14/85 Oral report from the Student Representatives

YUSU

YUSU would be running a campaign throughout weeks 9-10 of the current term for an increase in library resources including key texts. Elections for YUSU student representatives would also take place later in the term.

GSA

A working group to support postgraduate research students had recently been set up, and the GSA representative reported that the focussing of time on research students had been well received.

M13-14/86 History, Christianity and Culture: PG Diploma in History, Heritage and Fabric of the Parish Church

The Committee **considered** a proposal for a PG Diploma in History, Heritage and Fabric of the Parish Church from the Department of History and the Centre for Christianity and Culture (UTC.13-14/56) to start in October 2014. The proposal had been **considered** in advance by Jan Hardman, Cordula van Wyhe and Richard Walker (E-Learning Development Team), and had their support and that of the external assessor.

During the discussion it was **noted** that the department would retain close links to the Centre for Lifelong Learning, drawing on the Centre's experience in delivering similar Distance Learning programmes.

The Committee **approved** the proposal.

M13-14/87 Biology, NERC Doctoral Training Programme: PhD in Adapting to the Challenges of a Changing Environment

The Committee **considered** a proposal from Biology for a PhD in Adapting to the Challenges of a Changing Environment (UTC.13-14/57) as part of the NERC funded Doctoral Training Programme, in collaboration with the Departments of Archaeology, Chemistry,

Environment and the Universities of Liverpool and Sheffield, to start in October 2014. The proposal had been considered in advance by Roddy Vann and Katherine Selby.

The Committee were very supportive of the programme and it was reported that the Department was underway in addressing the points outlined below.

- a) Receipt of written clarification from NERC that the funding would cover the full four years of fees and four years of stipend for each student.
- b) Confirmation that Archaeology, Chemistry and Environment have formally agreed their involvement.
- c) Clarification on how many students are likely to be admitted to York under the programme and how the students would be allocated across the contributing institutions.
- d) Clarification on how the number of students coming to each contributing department would be managed.
- e) Details of the research themes common across the programme and how these map onto the supervisor pool's research expertise.
- f) Clarification on how students (and their supervisors) would fully appreciate the wider context of their research.
- g) Further details concerning the management and operation of the internships (e.g. the student selection and assignment process and the process for choosing partners; the monitoring process of activities during the internship and details of the responsibilities for insurance and safety).
- h) Details of any sanctions if students do not participate in the taught elements specific to the ACCE DTP.
- i) Clarification on the role of the primary and secondary supervisor.

The Committee **approved** the programme subject to confirmation of the above. These would be considered by the UTC reviewers and the Chair for final approval.

ACTION: Department

The Committee **noted** the growth of doctoral training centres and programmes and subsequent management of them would result in multiple models giving rise to cross departmental issues, particularly concerning supervision. It was also **noted** that the University approval stage (both Planning and UTC) of such programmes should run in parallel with the initial drafting of the bid for funding in order to identify and address any issues early on in the process and build up staff expertise and cooperation. This would prevent revisiting issues that may have been agreed during discussions between the departments and partner organisations, including funders. Further to this any matters specifically concerning such programmes would be considered during the review of the University's research policy and procedures this summer. The Chair reported that discussions were underway for the introduction of a Graduate School which would bring together oversight of such programmes.

M13-14/88 Computer Science, EPSRC Doctoral Training Programme: PhD in Intelligent Games and Game Intelligence

The Committee **considered** a proposal from Computer Science for a four-year PhD in Intelligent Games and Game Intelligence (UTC.13-14/72) as part of the EPSRC funded Doctoral Training Programme, in collaboration with Goldsmith's College University of London and the University of Essex, to start in October 2014. The proposal had been **considered** in advance by Katherine Selby and Richard Waites and it was noted that the department had recently received a list of queries to be addressed. These included:

- a) Clarification on the roles of Theatre, Film and Television and YCCSA within the programme.
- b) Clarification on how the TFTV Board of Studies and similarly those from the other two institutions are involved.
- c) Consideration of a TAP meeting six months into the programme to ensure students are tracked and supported.
- d) Clarification on the length of placements.
- e) Clarification concerning the recruitment process, and what students apply to do initially.
- f) Clarification on the role of the 'primary' supervisor in relation to the provision of administrative and intellectual support and similarly those of the co-supervisor and the second supervisor. The Committee noted that students would be able to transfer to an appropriate supervisor within the network for intellectual direction but with the understanding that their York supervisor would provide oversight of administration and support to ensure quality.
- g) Confirmation that students will not be assigned to YCCSA (as it does not come under the remit of a Board of Studies or Graduate School Board) and that a department would take responsibility for them.
- h) Further information about ethical procedures in relation as some of the research involved human subjects.
- i) Clarification on the assigned 15 credits for the three 'formal' modules, further details on how these will be assessed, marked and reassessed and how termination would work in practice.
- j) Clarification of the 12 months formal progression point
- k) Further details on the expectations from the Literature Review and if appropriate learning outcomes are in place.

- 1) Further detail on what the collaboration agreement will cover

The Committee was very supportive of the programme but decided to withhold full approval until satisfactory responses were received to the above. These would be considered by the Chair of UTC, the UTC reviewers, the Chair of SCA and the Chair of SCC for final approval.

ACTION: Department

**M13-14/89 International Foundation College in partnership with INTO
FOIA EXEMPT**

M13-14/90 Framework for Professional Development in Learning and Teaching

Dr Duncan Jackson, Senior Academic Staff Developer, attended for this item.

The Committee **considered** a proposal for the creation of an inclusive York framework for professional development in learning and teaching, (UTC.13-14/59) in response to earlier discussions and endorsements at UTC at the meeting in September 2013 (M13-14/13 refers).

During the discussion the Committee **agreed** that the framework, currently aligned with the UKPSF to allow accreditation by the HEA, should also articulate further expectations specific to teaching at York as suggested in the proposal. It was **noted** that work was also underway by HR to improve teaching through the Teaching Excellence Project.

It was **noted** that staff participation was voluntary in nature and staff engagement could be a challenge, particularly due to heavy workloads for some staff. HEA accreditation was used as a condition of promotion in some institutions, with benefits for career progression acting as an incentive. It was suggested that the HoDs Forum could be a valuable arena to help promote the framework and subsequently with staff in their departments.

- Members agreed that the development of courses around curriculum leadership would be appropriate.
- The proposed governance structure overseen by the Board of Studies for Academic Practice was agreed as appropriate.

The Committee **endorsed** the development and implementation of the proposed framework, dependent on resources. Evaluation would be undertaken following a pilot and would be reported to a future meeting.

M13-14/91 Annual Programme Review

The Committee **considered** a summary report on the outcomes from the Annual Programme Review for the academic year 2012/13 (UTC.13-14/60). The Chair thanked members of the Committee for providing comments which fed into the report, and **noted** that it had been gratifying to see the reflective nature of most reports.

The Committee **noted** and **approved** the actions arising from the report.

- Under Action 3, the Committee **considered** the impact of expansion in student numbers and the challenge of balancing contribution targets with strategic vision. Members **noted** that this issue had varying impacts on different areas of the University and that an active process of trying to improve the current Planning model was ongoing.
- Under Action 10, the Committee **noted** that improved communication about bid decisions would inform part of the new Policy for Research Degrees, and should also inform the potential development of a Graduate School (see also M13-14/87).

The ASO had compiled a table of issues raised that would be disseminated to central offices, and departments would receive letters from UTC responding to individual issues raised.

M13-14/92 Undergraduate results 2012/13

Alistair Knock, Business Intelligence Development manager, attended for this item.

The Committee **considered** the 'shallow' analysis of undergraduate results from the 2012/13 academic year (UTC.13-14/61). The paper was a revised version of a paper **considered** by Senate in July 2013 (Senate M12-13/42 refers). The analysis showed a continued rise in the percentage of good degrees at institutional level, although departmental variability remained.

Further analysis and comparison with Russell Group peers would be conducted following the publication of undergraduate outcomes by HESA and would be **considered** by UTC at the May meeting. It was anticipated that this data would give a better indication of the implications of the departmental disparities, when put into context against comparators.

The Committee **noted** the contents of the report, and that the 'deep' analysis was ongoing. Any resulting actions would be **considered** alongside the 'deep' analysis and would be reported at the May meeting.

M13-14/93 Course Representative Elections

The Committee **considered** reports on Course Representative elections from YUSU (UTC.13-14/62) and the GSA (UTC.13-14/63).

YUSU had experienced a slight drop in positions filled in 2013/14, and members **noted** that steps were being taken to ensure these positions were filled for the next academic year. YUSU had also piloted an expansion of the student representation system by appointing 15 Departmental Representatives to lead Course Representative Teams.

The GSA had assisted departments in using a variety of methods to elect postgraduate Course Representatives. Efforts had been made to increase the visibility of Course

Representatives within their departments through the distribution of business cards. Facebook groups and email lists had proved successful in improving communication.

Encouraging students to stand for election had been the biggest challenge to recruitment for both YUSU and the GSA. The Committee **noted** that both YUSU and the GSA had received positive feedback on the training of student representatives.

The Committee **noted** discrepancies between the two reports in respect of numbers of postgraduate representatives, and stressed the importance of communication between YUSU and the GSA in future.

M13-14/94 Annual Timetabling Report

Matt Burton, Timetabling and Accommodation Services Business Manager and Jon Meacock, Director of Estates and Campus Services, attended for this item.

The Committee **considered** the annual report summarising progress made, and current issues facing timetabling in 2013/14 (UTC.13-14/64).

Teaching space continued to be a problem, with room usage running at approximately 90%. This was resulting in incorrect sequencing, a lack of flexibility and compromise on rooms requested. It was expected that the addition of ten temporary teaching rooms for 2014/15 would alleviate some of this pressure. Development of the new teaching building was also moving ahead and it was anticipated that completion would significantly assist the delivery of an effective timetable.

Further consideration had been given to how the timetable was built, and Accommodation and Timetabling continued to further develop processes within competing constraints. It was envisaged that allocating members of staff to departmental 'clusters' would encourage stronger dialogue and help develop a timetable that worked for departments.

Members highlighted problems caused by over recruitment and increasing numbers of students which forced a reactive response by Timetabling. It was suggested that where logistical impacts on timetabling were anticipated, they could be flagged up with departments in advance in order to manage expectations.

Members also highlighted concerns that the schedule of the timetable's production meant that departments believed their issues could not be addressed after the deadline. This had been an emergent theme in APR reports. It was **noted** that changes could be made after the timetable was built and this was part of the day to day business of Accommodation and Timetabling. Departments may need to be made aware that this flexibility is in place.

The Committee **noted** that a further constraint was student availability within programme structures. Accommodation and Timetabling continued to work with departments on this

issue and it was **agreed** that in future more clearing defining module options would be essential.

It was reported that the Space Management Policy would be considered by Senior Management Group shortly (4 February 2014). It was agreed that as a working document, members were welcome to forward comments to Matt Burton after the meeting.

M13-14/95 Natural Sciences

The Committee **received** a report from the UTC sub group meeting on 19 December 2013 on the progress of actions by the Natural Sciences Development Group (UTC.13-14/65). The Committee **noted** the minutes and that the group was due to meet again in March 2014. The group would report back to the Committee as further milestones were reached.

M13-14/96 Re-validation visit to the Weald and Downland Open Air Museum

The Committee **considered** a report on a re-validation visit to the Weald and Downland Open Air Museum (MSc in Building Conservation and MSc in Timber Building Conservation), held on 25 November 2013 (UTC.13-14/66). The panel had noted that both programmes were highly appreciated by students and unique to the sector. There were however significant points to address, which had been taken seriously and met with a keen response from Weald and Downland Open Air Museum.

The Committee **noted** the panel's recommendation for the re-validation of the two programmes for four years (September 2014-August 2018), subject to the Museum addressing the points raised.

M13-14/97 MSc in Mathematical Finance

The Committee **considered** and **approved** a report and action plan arising from the three year review of the MSc in Mathematical Finance (UTC.13-14/67), held on 1 July 2013. It was noted that the action plan would be followed up after one year.

M13-14/98 Modifications and Withdrawals of Programmes

The Committee **received** and **noted** a report on modifications to, and withdrawals of, programmes of study approved by Chair's action between December 2013 and February 2014 (UTC.13-14/68).

M13-14/99 Student Employability Strategy

The Committee **received** and **noted** a report on the progress of the Student Employability Strategy action plan by the Employability Coordinating Group (UTC.13-14/69).

M13-14/100 Accreditation from the Institute of Mathematics

The Committee **received** and **noted** a letter of accreditation from the Institute of Mathematics (IoM) for the following programmes: MMath, Math/MPhys which met the requirements for the Chartered Mathematician (CMath) and the BSc (Hons) Mathematics, BSc (Hons) Mathematics and Statistics and BSc (Hons) Mathematics and Physics which

would meet the requirements of the CMath when followed by experience in employment to obtain equivalent competences for taught masters degrees. Accreditation was granted from 2011/12 to 2016/17 and there were no recommendations from the visit (UTC.13-14/70).

M13-14/101 Register of Distance Learning programmes

The Committee **received** and **noted** the 2013/14 register for programmes that involve distance learning (UTC.13-14/71).

M13-14/102 BA and MA in Social Work

The Committee noted that the Chair had given final approval to the redesigned BA and MA in Social Work, and the named exit awards Postgraduate Certificate and Diploma in Social Welfare (not accredited) and Postgraduate Diploma in Social Work. It had been agreed that further work would be undertaken on the module descriptors and the details of the assessment, prior to the programmes commencing in September 2014.

M13-14/103 Year Abroad and Year in Industry

The Committee **noted** that the **Chair** had approved that titles for new programmes with additional years should be designated as either 'with a year abroad' or 'with a year in industry'. Following discussions with departments existing programmes in Biology, Biochemistry and Maths, and the combined Maths and Physics programmes would retain with a year in Europe. The Framework for Programme Design had been updated.

M13-14/104 LFA Electives

The Committee **noted** that a memo about LFA electives had been circulated to departments. The Chair had **approved** a minor amendment to UTC M13-14/15 to allow the continued use of lower level LFA as core and optional modules in stage 1.

M13-14/105 Combined Degrees Policy

The Committee **noted** that the Chair had approved minor revisions to the Combined degrees policy. Revisions had been made to the presentation and to incorporate references to the decision to permit combined degrees to be governed by a single Board of Studies if all parties agreed that their interests could be represented sufficiently (UTC M12-13/175 refers). The Policy was available at: <https://www.york.ac.uk/staff/teaching/programme-development/programmes/programme-design/>

M13-14/106 Link between the Departments of SPSW and Politics at York and the Graduate School of Public Administration, Seoul National University, Korea

The Committee **noted** that the Chair had **approved** further development of a proposed link between the Departments of SPSW and Politics at York and the Graduate School of Public Administration, Seoul National University, Korea. This link would enable students on a two-year Masters programme at SNU to undertake a Masters programme at York in place of a second year at SNU.

M13-14/107 Exchange Agreements

The Committee **noted** that the Chair had **approved** the following exchange agreements;

- Between the Department of Chemistry and Victoria University, Wellington, New Zealand
- Between the Department of Biology and University of Strasbourg.

M13-14/108 Renewal of Agreements

The Committee **noted** that the Chair had **approved** the renewal of agreements between the Department of Education and the Lorna Whiston Education International Pte Ltd (Singapore), and the University of Teacher Education Central Switzerland, pertaining to the Initial and Mid-course modules of the MA in Teaching English to Young Learners.

M13-14/109 External Assessors and Review Panels

The Committee **noted** that the Chair had **approved** the following external assessors for upcoming reviews;

- Professor Lynn Newton, University of Durham and Professor Andrew Stables, University of Roehampton and as External Assessors for the Periodic Review of Education 24 April 2014.
- Ann Qualter , University of Liverpool and John Ballam, University of Oxford as External Assessors for the Periodic Review of the Centre of Lifelong Learning 12 June 2014.
- Professor Dame Janet Nelson , University of London and Professor Richard Gameson, University of Durham as External Assessors for the Periodic Review of the Centre for Medieval Studies Learning 8th May 2014.

M13-14/110 Dates of next meetings

The Committee **noted** the dates of the next meetings (all at 1.00pm in HG15, Heslington Hall unless otherwise stated):

- Monday 3 March 2014
- Monday 19 May 2014
- Monday 23 June 2014