



SENATE

TEACHING COMMITTEE

Minutes of the meeting held on 19 May 2014

Present: Professor J Robinson (Chair), Professor W Bonefeld, Mr T Clarke, Mr N Dandy, Ms C Dantec, Dr J Grenville, Dr J Hardman, Dr S King, Dr M Roodhouse, 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: Mr D Cashdan (for M13-14/140), Mr D Clarke (ASO), Dr Zoe Devlin (on behalf of Mrs K Dodd), Mrs J Fox (Secretary), Mr A Knock (for M13-14/140), Ms M Morgan (for M13-14/139)

Apologies: Professor S Bell (Academic Co-ordinator, Social Sciences), Professor B Fulton (Academic Co-ordinator, Sciences), Professor M Ormrod (Academic Co-ordinator, Arts and Humanities), Mr B Saynor (York College), Mrs K Dodd

M13-14/131 Minutes

The Committee **approved** the minutes of the meeting held on 3 March 2014 (UTC.13-14/85) and **noted** a clarification to the minutes of the meeting held on 2 December 2013 (UTC.13-14/55):

M13-14/60 Biology, Integrated Masters: MBiol in Biology, Biotechnology and Microbiology, Ecology, Genetics, Molecular Cell Biology, and MBiochem in Biochemistry (with year-in-Europe and year-in-industry variants)

The Committee **considered** proposals for an MBiol in Biology; MBiol in Biotechnology and Microbiology; MBiol in Ecology; MBiol in Genetics; MBiol in Molecular Cell Biology and an MBiochem in Biochemistry (with Year in Industry/Year in Europe variants). *Stage 3 of the programme will start in October 2015 (UTC.13-14/36). Current stage 1 students will be able to transfer and for current second years to transfer to Stage 3 in 2014 if they meet the requirements and applicants will be made aware of the programme.*

M13-14/132 Matters Arising from the Minutes

The Committee **considered** the matters arising from the minutes (UTC.13-14/85 **Appendix 1**) and noted that the item relating to the NERC Doctoral Training Programme: PhD in Adapting to the Challenges of a Changing Environment (ACCE) had not yet been closed (M13-14/87 refers) as there was an outstanding issue still to be resolved with the Department of Chemistry. All other items had been closed.

M13-14/133 Oral Report from the Chair

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

INTO

The Senior Management Group had decided not to proceed with the proposal to establish a foundation college as reported in the email to all staff on 27 March 2014 (M13-14/113 refers).

Marie Curie Innovative Training Networks

Two bids for Marie Curie Innovative Training Networks had been submitted to the EU in April in collaboration with other institutions: a European Training Network which would involve two York-based PhD studentships; and a European Joint Doctorate in Biomolecular Archaeology with the Universities of Stockholm and Copenhagen. The results of the two bids were expected in September 2014.

Vice Chancellor's Teaching Awards

VC's Teaching Awards had been awarded to eleven members of staff and would be presented at the summer graduation ceremonies. The Committee congratulated all colleagues concerned:

- Mr Matt Cornock, Web and VLE Co-ordinator, Social Policy and Social Work
- Dr Paul Genever, Reader, Biology
- Dr Zoe Handley, Lecturer, Education
- Miss Kate Horner, PGWT, Chemistry
- Dr Nick Jones, Teaching Fellow, Philosophy
- Miss Alison Leonard, PGWT, Archaeology
- Prof John Schofield, Head of Department, Archaeology
- Dr Jacco Thijssen, Reader, Economics
- Dr Gavin Thomas, Senior Lecturer, Biology
- Dr Nick Wood, Teaching Fellow, Chemistry
- Dr Stephanie Wynne-Jones, Lecturer, Archaeology.

Learning and Teaching Conference

Members were reminded to register for the Annual Learning and Teaching Conference on Wednesday 18 June 2014. The theme would be 'Thinking outside the module box' and the Vice Chancellor would be the keynote speaker.

NSS

The 2014 National Student Survey closed on 30 April. The final response rate was 74% (up from 71% in 2013). The national response rate for 2014 was 71%. The results were expected in August.

PTES

The 2014 Postgraduate Taught Experience Survey would close on 30 June. The response rate

was currently 26%, level with the sector average but lower than the University's response rate in 2012. Members were encouraged to continue promoting the survey in their departments.

York College

York College had been subject to a QAA Higher Education Review in April. The College was congratulated on a good outcome.

Day of meetings

The Committee welcomed Jo Fox as the new Secretary of UTC and **noted** that Committee meetings would move to Thursday afternoons from 2014/15.

University Strategy

The consultation document on the new University Strategy was expected imminently, and would be focused on three key areas: Research, Learning and Teaching, and the Student Experience. The document would be discussed in full at the June meeting.

Category II business

Members were reminded that Category II business could be moved to Category I, by request up to the Friday prior to UTC meetings.

QAA FHEQ consultations

The QAA was consulting on a revised version of the UK frameworks for higher education qualifications. Members were asked to provide comment via email to Jo Fox by Friday 6 June, to inform the University's response.

M13-14/133 Oral Report from the Student Representatives

YUSU

Nominations for the Excellence in Teaching and Supervision awards were currently taking place. Sixteen nominations had so far been received (more than in 2013) and UTC members were invited to attend the presentation event on 11 June.

YUSU had been pleased with the response rate for NSS, which it had contributed to through a large promotional push in the closing stages of the Survey.

Recruitment for Student Departmental Representatives was underway.

GSA

The GSA was actively promoting PTES. Incentives were being offered in the form of 10 x £10 Amazon vouchers which would be drawn at random from the respondents. £200 would also be awarded to the department with the highest response rate, to go towards a reception at graduation or dissertation hand-in.

M13-14/134 Natural Sciences

The Committee **received** an oral update from the UTC sub-group. The sub-group had met

on 6 and 13 May, and it was **noted** that considerable progress had been made. A large amount of material had been examined including programme specifications, specifications for new modules, and documentation relating to the governance structure. Further work was underway to address issues around student workload.

It was **noted** that a full report from the UTC sub-group, including a recommendation regarding full academic approval, would be **received** by the Committee in June.

Members can view the programme and module specifications on the UTC papers web pages: <https://www.york.ac.uk/about/organisation/governance/sub-committees/teaching-committee/utc-papers/>

M13-14/135 Departments of History and English and Related Literature: MA in Medical History and Humanities

The Committee **considered** a proposal for an MA in Medical History and Humanities from the Departments of History and English and Related Literature (UTC.13-14/87) to start in October 2015. History would be the lead Board of Studies on decisions regarding this programme.

The proposal had been **considered** in advance of the meeting by Jan Hardman and Andy Young, and had their support and that of two external assessors. It was **noted** that this was a distinctive, inter-disciplinary proposal which would build on good links with local and international organisations. Internship opportunities with the World Health Organisation would be available to students.

The programme would contain one core 20-credit module, 'Medical History and Humanities' which was still under development. The departments requested that as the only core taught module this module be non-compensatable. It was **noted** that following discussion with the UTC reviewers the module would be assessed by a summative 4,000 word essay (not the 2,000 word essay indicated in the documentation provided to the Committee).

During the discussion it was **noted** that the range of option modules available to students could be further diversified through involvement of additional departments, e.g., Health Sciences. The programme team were encouraged to consider this as the programme was further developed. Consideration should also be given to the balance and range of module choice available in the Autumn and Spring terms and the implications of pre-requisites. Furthermore it was **noted** that the programme would potentially recruit a diverse student body, and the programme convenors would need to be careful in managing learner expectations and supporting students from a non-Arts and Humanities background. The potential to recruit from students who had undertaken programmes in the Centre for Lifelong Learning was noted.

The Committee **approved** the programme, including the core module being non-compensatable, subject to:

- further detail being provided on which QAA subject benchmark statements had been consulted;

- confirmation that the external assessors had seen the indicative module descriptors, which had been provided to the Committee;
- a final version of the descriptor for the core module being seen by the UTC reviewers and external assessors prior to the programme starting.

ACTION: History, English & Related Literature

[**Secretary's note:** having received both Planning Committee and UTC approval, the programme may now be advertised].

During the course of discussion, the GSA representative commented on supervision during the summer vacation. The Chair **noted** that should the GSA, or YUSU, wish to bring forward a paper on this matter it would be considered.

M13-14/136 Department of Theatre, Film and Television: Masters by Research in Creative Practice

This item was withdrawn from the agenda.

M13-14/137 Centre for Lifelong Learning: University Certificate of Lifelong Learning (Science Theory)

The Committee **considered** a proposal for a University Certificate of Lifelong Learning (Science Theory) from the Centre for Lifelong Learning (UTC.13-14/89) to start in October 2014. The proposal had been **considered** in advance by Werner Bonefeld and Jacco Thijssen, and had their support and that of the external assessor.

During the discussion it was suggested that the Centre for Lifelong Learning give further consideration to: the title of the programme (there was a feeling amongst some members that Science Theory was too specialised), and the input of schools to the curriculum.

The Committee **approved** the programme, subject to the aims and learning outcomes being revisited to ensure that they were appropriate for level 4/C. The exceptions to the assessment rules previously approved for the Centre's other University Certificates would apply for this programme.

ACTION: Centre for Lifelong Learning

[**Secretary's note:** having received both Planning Committee and UTC approval, the programme may now be advertised].

M13-14/138 National Science Learning Centre

The Committee **considered** a proposal to extend validation for the current cohorts on the Postgraduate Certificate in Science Education and Leadership (UTC.13-14/90). A full re-validation of this programme was carried out in 2011, with an interim health check in 2013 (UTC.13-14/18 and M13-14/20 refer). The next re-validation exercise was due to take place in Spring 2014 with a view to re-validation for three years from 1 September 2014.

It had emerged that the NSLC was undertaking a review of its programmes and would report its recommendations in September 2014. It was therefore not appropriate to conduct a re-validation exercise at this time. UTC was asked to **consider** and **approve** the following

recommendations as an interim position:

- to extend validation without review to allow the current three cohorts on the programme to complete. The last cohort would complete in February 2016. This was proposed on the basis of the very positive outcome of the health check in June 2013. Progress would be monitored closely through University representation on the NSLC Professional Recognition and Accreditation Board (equivalent to a Board of Studies), alongside the active monitoring of the other NSLC validated programmes;
- if it emerged in Autumn 2014 that the programme was to be discontinued in its present form, and/or other information emerges such as significant changes to the programme team, then a further health check would be scheduled to maintain a regular formal review for the existing cohorts through to 2016;
- the re-validation visit would be postponed until such time as the NSLC had completed its internal review and was in a position to furnish updated details of the curriculum and other material required for the review;
- the NSLC would continue to admit students to a version of the programme from October 2014. Until a revalidation was agreed, future cohorts would operate on a non-validated basis, independent of the University and leading only to the NSLC's certificate of attendance.

The Committee **approved** the recommendations.

M13-14/139 Writing Centre

Madeleine Morgan (ASO) attended for this item.

The Committee **considered** an interim report on the Writing Centre (UTC.13-14/91), which was one year into its eighteen month pilot (M12-13/103 refers). It was reported that the pilot had been a success, with the Writing Centre offering a variety of services and experiencing continued growth. Over 500 students had used the Writing Centre in its first year, and the establishment of a permanent space in the Harry Fairhurst building had increased visibility and enabled students to identify with the service.

Members stated that they had been very impressed with the Writing Centre and that students saw it as a valuable resource for extra support outside of their department. It was **noted** that it took some pressure off departments and provided an additional tool for students to develop their academic potential.

During the discussion it was **noted** that there had been little attendance by students from some Sciences departments. The Writing Centre would continue to advertise and offer bespoke workshops to departments, though it was **noted** that recommendations from personal tutors was the primary reason for students attending drop-ins or appointments.

A potential risk was **noted** in that as a result of the Writing Centre, departments could begin to disengage with attempts to embed writing skills into curricula. It was confirmed that the aim of the Writing Centre was to support departments but not take over sole responsibility for any aspect of skills provision.

There was some discussion about efficiency and resourcing of the Writing Centre. Members **noted** that it was preferable to employ tutors on annual rather than short-term contracts, as it enabled the recruitment, and development, of high quality PGWTs and avoided a continual training process. There was also discussion of the pros and cons of appointing PGWTs from all disciplines versus a smaller number of PGWTs who could support writing skills across disciplines.

The Committee **agreed** to endorse the continued operation of the Writing Centre beyond its pilot, subject to the embedding of a continuous and robust evaluation of effectiveness and impact.

M13-14/140 Undergraduate Degree Classification Results

Dan Cashdan and Alistair Knock (Business Intelligence Unit) attended for this item.

The Committee **considered** a report on the undergraduate degree classification results from academic year 2012/13 (UTC.13-14/92). The report built on previous analysis of undergraduate degree classifications (UTC.13-14/61 and M13-14/140 refer), showing a sector comparison.

Members **noted** that the University compared well with the sector at institutional level, though there was a marked range in the amount of good degrees awarded across departments and how they compared to the rest of the Russell Group.

During the discussion members felt it would be useful for the results to be made public to departments for reflection via the Management Information Gateway. However there were some concerns about the reliability of the Russell Group comparison, as it did not include all departments' direct competitors. Members also felt it would be useful to compare the data with UCAS tariffs and A-level results in future analysis.

The Committee **agreed** to make a decision on how the data would be shared with departments (and any actions required) once the 'deep analysis' had been received by the Committee.

M13-14/141 External Examiners and Boards of Examiners

The Committee **considered** a report on External Examiners and Boards of Examiners (UTC.13-14/93) and proposal for a new structure to better incorporate and facilitate the work of External Examiners.

The Committee **noted** a need to revise the guidance to establish a framework that allowed meaningful input from External Examiners, at a meaningful time. Under the proposed structure substantive discussion would take place at a Departmental Exam board, to be held (for undergraduates) in late Week 9 or early in Week 10. Final ratification would happen at a much smaller 'ratification panel' on (or before) Friday of Week 10. External Examiners would be present at the Departmental Exam board but would normally 'sign off' final lists of degree recommendations remotely. A similar structure and timescale would apply to PGT awards.

Some members raised concerns over the tight timeline involved, as departments would be

under large amounts of pressure to have marks and moderation completed by Week 9. Due to these challenges, it was **noted** that there may be a need to move graduation to a later date. It was suggested that a flowchart of the decision making process and a timeline of 'hard' deadlines might be helpful, and that the guidance should make reference to progression (as well as award) decisions and where mitigating circumstances would be considered.

The Committee was largely in favour of the proposal, though members felt it should be seen by Chairs of Boards of Examiners and colleagues in departments prior to approval. It was **decided** that a memo would be sent to departments, giving them a limited time to respond. A final proposal, including a list of necessary changes to the Ordinances and Regulations, would be brought to the June meeting.

ACTION: Steve King, Kate Dodd

M13-14/142 Taught Postgraduate External Examiners' Reports

The Committee **received** a summary report on taught postgraduate External Examiners' reports for academic year 2012/13 (UTC.13-14/94).

The Chair of SCA reported that SCA was following up on: the lack of clarity in some departments regarding processes when there were discrepancies between first and second markers; the issues raised by the External Examiners for the MA in Medieval Literature and the Graduate Certificate in English Language Teaching; and the External Examiners who had provided brief reports.

It was noted that Registry Services and the ASO were looking to bring together the summary report and departmental responses to issues into one document for future reporting.

CATEGORY II

M13-14/143 Standing Committee on Assessment

The Committee **received** a report on the minutes of the meeting of SCA held on 25 April 2014 (UTC.13-14/95).

M13-14/144 Annual Programme Review

The Committee **received** updates on issues arising from the Annual Programme Review reports for academic year 2012/13 (UTC.13-14/96), and the relevant responses from support offices. The Committee also **received** a list of good practice, which had been forwarded to the Head of the Learning Enhancement Team and the Chair of Learning and Teaching Forum to inform the Forum's discussions and planning.

M13-14/145 Policy on Research Degrees

The Committee **received** a report on a review of the University Policy on Research Degrees (UTC.13-14/97). The report proposed a number of amendments to the policy, and a proposal to consult with departments on the introduction of annual progression points for PhD, EngD and MPhil students. The consultation would take place with a view to a proposal being submitted to UTC in Autumn 2014.

The Committee **approved** the amendments and **endorsed** the consultation on progression points.

M13-14/146 Cotutelles and links with Aarhus University

The Committee **received** an update on cotutelles and links with Aarhus University (UTC.13-14/98). The Committee had approved a guidance note for cotutelles in March 2014 (UTC.13-14/75 and M13-14/18 refer), subject to a number of amendments.

The Committee **noted** that these amendments had now been made, and it was hoped that the Letter of Agreement with Aarhus University would be approved by Chair's Action and signed in the next couple of weeks. Draft individual agreements would be brought to the June meeting.

M13-14/147 National Student Survey

The Committee **received** a report on follow up actions that had resulted from the 2013 NSS (UTC.13-14/99). A number of departments had developed improvement plans which had been implemented and monitored in consultation the PVC for Teaching, Learning and Information and the ASO.

M13-14/148 Modifications and Withdrawals of Programmes

The Committee **received** a report on modifications to, and withdrawals of, programmes of study approved by Chair's action between March and May 2014 (UTC.13-14/100) as follows:

Biology: Approval for 2014/15 of modifications to Biology's MSc in Computational Biology and Bioinformatics following on from earlier modifications to the other MScs. These include three new core modules: Data Analysis, Professional Skills and Multivariate Data Analysis and Statistical Modelling as an option module. Chemistry will contribute three modules: Introduction to Programming (Python), Biocomputing and Web Applications and Introduction to Pattern Recognition and Machine Learning to the programme.

Computer Science: Approval of changes from 2014/15 to the MSc in Cybersecurity to expand the technical security content. Two 10 credit core modules: Rigour in the Development of High Assurance Systems and Principled Approaches to Security will be replaced by Rigour in Secure System Development and Assessment and Forensic Analysis of Cyber Incidents in the spring term and Malware and other Malfeasance will move from Spring into Autumn.

Economics: Approval of changes to Stage 2 (from 2015/16) and Stage 3 (from 2016/17) of the Department's undergraduate programmes, to complement changes to Stage 1 (from 2014/15) already approved. The changes reduce optionality in Stage 2 and increase optionality in Stage 3 and introduce bespoke core modules for combined degree students in Stage 2.

Approval for Introduction to Experimental Economics (currently a stage 2 option module) to become a stage 3 option module from 2015/16.

Approval of a change to the assessment for Microeconomics II from 2014/15.

Education: Changes to the languages being offered for Initial Teaching Training via the Red Kite Schools Direct Consortium.

Approval to merge the December and March entry points for the MA in Teaching English to Young Learners (on-line) - DPMEDUSEYO1 with immediate effect (i.e., there will be no December 2014 entry point).

English: Approval of a change in title for two programmes, as part of the department's re-branding of MA offerings from 2015/16:

- MA in Literature of the Romantic Period, 1775 – 1832 (formerly MA in Romantic and Sentimental Literature, 1770 – 1830)
- MA in Eighteenth Century Studies (formerly MA in Eighteenth Century Studies: Representations and Contexts).

Mathematics: Approval of an additional 10 credit, level 7 module: 'C++ Programming with Applications in Mathematical Finance' for stage 3 BA/BSc Economics and Mathematics and BSc in Maths and Finance from October 2014.

PGCAP: Approval of the following:

- The introduction of the module *Teaching and Supporting Learning and Teaching* for staff who have some teaching responsibility but not sufficient in range and scope to allow them to meet all the learning outcomes of the current module *Learning, Teaching and Assessment in Higher Education*.
- The module *Scholarship of Teaching and Learning* to be available as either an Autumn/Spring or Spring/Summer term module.
- The introduction of new modules for those who have secured 30 credits of APL (*Researching Teaching and Learning Autumn and Researching Teaching and Learning Spring*).

Psychology: Approval of new modules to the MSc in Cognitive Neuroscience (and MSc in Developmental Cognitive Neuroscience for Research Design and analysis only) from 2014/15 as follows:

- Research Design and Neuroimaging (PSY00018M) and Data Acquisition and Analysis (PSY00012M) have been merged into a 30 credit module: Research Design and Analysis in Neuroimaging in the Spring term.
- Transferable Skills (PSY00014M) has been withdrawn and replaced by Programming in Neuroimaging in the Spring term.

M13-14/149 Distance Learning Forum

The Committee **noted** that minutes from the meeting of the Distance Learning Forum held on 24 February 2014 were available at:

<https://www.york.ac.uk/staff/teaching/groups/distance/#tab-4>

M13-14/150 Coordinating Group for Supplementary Programmes

The Committee **noted** that the minutes of the Coordinating Group for Supplementary Programmes held on 5 March 2014 were available at:

<https://www.york.ac.uk/staff/teaching/groups/supplementary-programmes/#tab-4>

M13-14/151 Links with other institutions

The Committee **noted** that the Chair had given outline (stage 1) approval for further development of a proposed 2 + 2 link between the Hong Kong Institute of Education (HKIEd) and the Department of Social Policy and Social Work, which would enable students who had completed two years of a social policy degree programme at HKIEd to gain direct entry with advanced standing to stage 2 of the BA in Social Policy in SPSW.

M13-14/152 Social Policy and Social Work

The Committee **noted** that the Chair had **approved** a procedure within the Department of Social Policy and Social Work for confirming that Social Work Practice Educators (who support social work students during their placements) have met the Stage 1 and Stage 2 Practice Educator Professional Standards for Social Work.

M13-14/153 Computer Science Accredited Programmes

The Committee **noted** that the Chair has **approved** a modification to Computer Science accredited programmes in the light of an amendment to IET rules since the approval of previous arrangements (M12-13/77 refers). From October 2013 the requirement to pass BSc/BEng final year projects and MEng group projects at the first attempt has been removed (UTC.13-14/101).

M13-14/154 Postgraduate Diploma in Nursing Practice

The Committee **noted** that the Postgraduate Diploma in Nursing Practice with Professional Registration (Adult) (M13-14/115 refers) had been approved by the NMC with no conditions or recommendations.

M13-14/155 BSc Psychology in Education

The Committee **received** the accreditation report from the British Psychological Society (BPS) for the BSc Psychology in Education (UTC.13-14/102). The Society had confirmed the ongoing accreditation of the BSc, with effect from the 2013/14 cohort. Therefore, graduates from the programme were deemed to have met the requirements for the Graduate Basis for Chartered Membership of the Society (GBC), provided they passed the empirical psychology project and achieved a minimum of a 2:2 overall. There was one condition of ongoing accreditation relating to staffing and three recommendations for further enhancement. The Department would provide the BPS with a response to the condition and action plan for further enhancement by 30 June 2014.

M13-14/156 York Law School: LLB with a Year Abroad

The Committee **noted** that that York Law School's LLB with a Year Abroad has been

validated as a Qualifying Law Degree for professional purposes.

M13-14/157 BA and MA in Social Work

The Committee **noted** that the HCPC and TCSW had approved the BA and MA in Social Work subject to some conditions. The full reports would be brought to the Committee in due course.

M13-14/158 Exchange Agreements

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

- Between the Department of Physics and the University of Bochum, Germany.

M13-14/159 Date of the next meeting

The Committee **noted** the date of the next meeting would be 1.00pm, Monday 23 June 2014, HG15, Heslington Hall.