

UNIVERSITY OF ABERDEEN

UNIVERSITY COMMITTEE ON TEACHING AND LEARNING (UCTL)

A meeting of the University Committee on Teaching and Learning will be held on **Wednesday 31 October 2018** at **2.00 pm** in **Committee Room 2, University Office**.

Miss Emma Hay, Acting Assistant Registrar
(extn. 3610; e-mail e.hay@abdn.ac.uk)

AGENDA

FOR DISCUSSION

1. Approval of the minute of the meeting held on:

- | | |
|--------------------------|---------------------------|
| (i) 28 March 2018 | <i>(UCTL/311018/001a)</i> |
| (ii) 4 June 2018 | <i>(UCTL/311018/001b)</i> |

2. Matters Arising *(Oral Item)*

3. Health, Safety and Wellbeing *(Oral Item)*

4. Remit and Composition 2018/19 *(UCTL/311018/002)*

The Committee is asked to approve the Remit and Composition of the UCTL for 2018/19.

5. Honours Weighting in Degree Classification *(UCTL/311018/003)*

The Committee is invited to **discuss** the evidence presented in the paper to provide an academic view on the relative weightings of honours years (or levels) in degree classification.

6. Learning Analytics Policy *(UCTL/311018/004)*

Members of the Committee are invited to **discuss** the draft Learning Analytics Policy. Members of the Committee should note that this paper is an early draft, provided for their input.

7. Enhancement Led Institutional Review (ELIR) Update *(UCTL/311018/005)*

The Committee is invited to **receive** an update on the Planning Visit held on 10 October 2018. The Committee is also asked to **note** the attached draft review programme, themes to explore and list of requested documentation/additional information provided by the reviewing panel.

8. Institutional Enhanced Transcript Progress Report *(UCTL/311018/006)*

Members of the Committee are asked to **note** the update on the progress of Enhanced Transcript entries since 2013-14 and **approve** the roles of (i) University Museum Volunteer, (ii) Music Interview Support Assistant and (iii) Scottish Innovative Student Award (SISA) for inclusion on the Enhanced Transcript as 'recognised activities' from academic year 2018/2019.

9. Minimum Undergraduate Careers Framework Audit: Outcomes and Recommendations
(UCTL/311018/007)

The Committee is invited to **discuss** the paper providing key findings and recommendations from a recent academic audit regarding the Minimum Careers Entitlement Framework. The Committee is asked to **consider** the data collected to date and **discuss** the recommendations within the paper.

10. Digital Badges: Online Accreditation of Students' Skills Development (UCTL/311018/008)

The Committee is invited to **discuss** the use of digital badges for skills and graduate attribute-based recognition and **approve** the two proposed digital badges pilots in the co-curriculum and curriculum.

11. Date of Next Meeting

The next meeting of the Committee will be held on Wednesday 12 December 2018 at 2pm, in Committee Room 2, University Office.

12. Items for Routine Approval – see below

13. Items for Information– see overleaf

Any member of the Committee wishing an item for routine approval or for information to be brought forward for discussion may ask at the meeting for that to be done. Any such item will be taken after item 1.

Declaration of interests: Any member and individual in attendance (including Officers) who has a clear interest in a matter on the agenda should declare that interest at the relevant meeting, whether or not that interest is already recorded in the Registry of Member's interests.

12. FOR ROUTINE APPROVAL

12.1 Changes in Regulations for Various Degrees (UCTL/311018/009)

Members of the Committee are asked to **approve** changes to the General Regulations for First Degrees. The changes proposed reflect the decision as taken by the Senate to permit resits, capped at D3, at honours level. If approved, these changes will be recommend to the Senate and the Court for immediate use.

13. FOR INFORMATION

13.1 Minutes and Update Reports from Sub-Committees

- (i) Quality Assurance Committee (QAC) (UCTL/311018/010a)
- (ii) Postgraduate Taught Committee (PGTC) (UCTL/311018/010b)
- (iii) Undergraduate Committee (UGC) (UCTL/311018/010c)

13.2 Review of Pilot of Revised Internal Teaching Review (ITR) Process (UCTL/311018/011)

The Committee is invited to **discuss** the first pilot of the new ITR process conducted in the School of Language, Literature, Music and Visual Culture (LLMVC). Provided in the papers is an overview of the new process; the formal outcome report from LLMVC; and a review of the new process. A further update on the new process will be provided to the UCTL following the next pilot, to be undertaken in the School of Biological Sciences.

13.3 Attendance Monitoring Pilot (UCTL/311018/012)

The Committee is invited to note the attached update on the Attendance Monitoring Pilot, considered by the Undergraduate and Postgraduate Taught Committees. A further update will be provided to the Committee in due course.

13.4 Latest dates for the return of Examination Results 2018/19 (UCTL/311018/013)

Members of the Committee are invited to **note** the latest dates for the return of Examination Results for 2018/19 as approved by the Committee in September 2018, by way of circulation.

13.5 Dates of Term to 2029 (UCTL/311018/014)

Members of the Committee are asked to **note** the Dates of Term to 2029 as approved by the Committee in September 2018, by way of circulation.

13.6 National Teaching Fellowship Scheme (NTFS) (UCTL/311018/015)

The Committee is invited to **note** the update on the NTFS and an outline of the plan developed by the Centre for Academic Development to prepare for NTFS (2019) as circulated to the Committee in September 2018.

13.7 Dates of Term for 2018/19 (UCTL/311018/016)

The Committee are asked to **note** the dates of term for 2018/19 as approved by the Convener of the University Committee on Teaching & Learning during the summer and as circulated to the Committee in September 2018.

13.8 Graduation Dates

The Committee are asked to **note** the dates and allocation for the November Ceremonies as summarised below, approved by the Convener of the University Committee on Teaching & Learning during the summer and as circulated to the Committee in September 2018:

Thursday 22 November at 11.00 a.m.

Higher and First Degrees in the Business School and School of Law.

Thursday 22 November at 3.00 p.m.

Higher and First Degrees in the School of Engineering, School of Natural & Computing Sciences and School of Biological Sciences.

Friday 23 November at 11.00 a.m.

Higher and First Degrees in the School of Education, School of Divinity, History & Philosophy, School of Social Science, School of Psychology and School of Language, Literature, Music & Visual Culture.

Friday 23 November at 3.00 p.m.

Higher and First Degrees in the School of Geosciences and School of Medicine, Medical Sciences & Nutrition.