UNIVERSITY OF ABERDEEN

UNIVERSITY COMMITTEE ON TEACHING AND LEARNING (UCTL)

A meeting of the University Committee on Teaching and Learning will be held on **Tuesday 9 March 2021** at **2.00 pm,** by way of **Microsoft Teams**.

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

AGENDA

BLENDED LEARNING IMPLEMENTATION

1.   **Update on the Blended Learning Implementation Task and Finish Group**
(UCTL/030321/001a)

Members of the Committee are asked to consider the minute and associated action points associated with the last meeting of the BLITFG.

2.   **Blended Learning Implementation Action Plan**   *(UCTL/030321/001b)*

Members of the Committee are asked to consider the updated BLITFG action plan.

3.   **Update on the External Content and Implications for Teaching and Assessment for the Remainder of 2020/21**   *(Oral Update)*

Members will receive an update on the external context and it's implications for the remainder of the academic year.

4.   **Preparation for Return to University for the New Academic Year, Including Transition for New Starts**   *(UCTL/030321/002)*

Members of the Committee are invited to discuss the paper on preparations for the 2021/22 Academic Year.

5.   **Update on the Evaluation of Blended Learning**   *(UCTL/030321/003)*

Members of the Committee will receive an update on the work being undertaken to evaluate the University's blended approach to learning, implemented as a consequence of the impact of Covid-19.

6.   **Update on Equality, Diversity and Inclusion**   *(UCTL/090321/004)*

Members of the Committee are asked to note and, if appropriate, discuss the update on Equality, Diversity and Inclusion.

TEACHING AND LEARNING

FOR DISCUSSION

7.   **Approval of the minute of the meetings held on 20 January 2021**   *(UCTL/090321/005a)*

8. **Matters Arising** *(UCTL/090321/005b)*

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

Members of the Committee are asked to note the Campus Planning Group (CPG) papers and minutes of meetings, available [here](#).

10. **Education Committee Structure Update** *(Oral Item)*

Members of the Committee will receive an update on the creation of the University Education Committee (UEC) and other associated Committee structure changes.

11. **Updated Risk Register for Learning and Teaching** *(UCTL/090321/006)*

The Committee is asked to **discuss** the updated Risk Register for Learning and Teaching, during the ongoing impact of Covid-19.

12. **Protection from Disadvantage: Comprehensive Measures for Fair and Consistent Assessment in the Context of Covid-19** *(UCTL/090321/007)*

The Committee is asked to **discuss** and **approve** the Comprehensive Measures for Fair and Consistent assessment in the Context of Covid-19.

13. **Programme Approval Process** *(UCTL/090321/008)*

Members of the Committee are invited to **discuss** the Programme Approval Process, approved to support the development and approval of programmes.

14. **Complaints Handling Procedure (CHP) Update** *(UCTL/090321/009)*

Members of the Committee are invited to **discuss** and **approve** changes to the Complaints Handling Procedure (CHP), as prescribed to all Higher Education Institions by the Scottish Public Services Ombudsman (SPSO).

15. **Aberdeen Student Experience Survery** *(UCTL/090321/010)*

Members of the committee are asked to **discuss** the outcomes of the survey.

16. **Date of Next Meeting**

The next meeting of the Committee will be held on Wednesday 14 April 2021, at 2pm, by Microsoft Teams.

17. **Items for Routine Approval – see overleaf**

18. **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.

17. FOR ROUTINE APPROVAL

17.1 Changes in Regulations for Various Degrees *(UCTL/090321/011)*

The Committee is asked to **approve**, for its part, the draft Resolution Changes in 'Regulations for Various Degrees'. The Resolution enacts changes in degree regulations recommended by the Quality Assurance Committee (QAC).

17.2 Enhanced Transcript Update

The Committee is asked to **approve** a change to the process for the consideration of initiatives for inclusion on the Enhanced Transcript as follows:

It is proposed that the stipulation that in order for an initiative to be eligible for inclusion on the Enhanced Transcript (ET) the role must be an established University co-curricular role/activity* has been running for at least 1 year, be removed. It is felt that the decision to include an initiative on the ET would be better based on the suitability of the scheme rather than the length of time it has been running, particularly as, in response to Covid-19, new schemes have been established which would be a good addition to the ET.

18. FOR INFORMATION

18.1 Graduate Apprenticeships *(UCTL/090321/012)*

The Committee is asked to **note** the paper providing an update on progress in regard to the Civil Engineering Graduate Apprenticeship (GA) programme.

18.2 External Examiner Report (Dentistry)

The Committee is asked to **note** the following update from the Quality Assurance Committee (QAC):

The QAC received a report from the School of Medicine, Medical Sciences and Nutrition (Feb 2021) relating to an investigation that was carried out into concerns raised by one of the Dentistry External Examiners. The External Examiner had expressed some serious concerns regarding a lack of communication with her resulting in her having insufficient time to review assessments and grading prior to the examiners' meeting, a false indication in a report to the examiners' meeting that she *had* given approval of the assessments and standards and there were also concerns over the accuracy of the data provided at the examiners' meeting with results spreadsheets needing to be changed post-examiners' meeting when inconsistencies were identified. The investigation carried out by the School used a root cause analysis method to identify failures, or weaknesses, in process that could have led to the deficiencies identified by the External Examiner without apportioning blame to any particular

person. The School report contained several recommendations for changes to process that could be implemented to address the issues raised by the EE. The QAC endorsed these recommendations and made them *requirements* of the Institute of Dentistry. These requirements have been amalgamated into an action plan that the Institute of Dentistry have been asked to complete by end Feb 2021 to indicate what actions are planned to address the requirements, who is responsible for each action and a timeframe for completion. The major themes in the action plan are around improved staff training in assessment practices, development of standard operating procedures for assessments to ensure sufficient time to check and review results, the appointment of a Deputy Assessment Lead to prevent a single point of failure and a timeline for improved communications with the External Examiners. An updated action plan, showing progress against these requirements, will be requested prior to, or shortly after, the May/June exam diet.

18.3   Fieldwork Guidance Paper   *(UCTL/090321/013)*

The Committee is asked to **note** the paper providing clarification and guidance on teaching fieldwork provision given the current restrictions in place by the Scottish Government.

18.4   Late Submission of Work Policy   *(UCTL/090321/014)*

The Committee is invited to note the **update** on the next steps for the Senate approved policy on the Unauthorised Late Submission of Work.

18.5   Update on Student Engagement, Monitoring and Pastoral Meetings   *(UCTL/090321/015)*

The Committee is invited to note the **update** on recent changes in the communications relating to the student monitoring and engagement/C6 and C7 processes and details of further invitations to pastoral meetings.