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UNIVERSITY OF ABERDEEN

UNIVERSITY COMMITTEE ON TEACHING AND LEARNING (UCTL)

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A meeting of the University Committee on Teaching and Learning will be held on **Thursday 21 May 2020** at **2.00 p.m** in **Microsoft Teams**.

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

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AGENDA

FOR DISCUSSION

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1. **Approval of the minute of the meeting held on 28 April 2020**   *(UCTL/210520/001)*

2. **Matters Arising**   *(UCTL/210520/002)*

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

4. **Update on the Blended Learning Implementation Task and Finish Group**
                                                         (UCTL/210520/003)

    Members of the Committee are asked to **discuss** the attached paper, providing an update on the work of the Blended Learning Implementation Task and Finish Group (BLITFG).

5. **Implications of Blended Learning for the Delivery of Teaching and Learning in Academic Year 2020/21**   *(UCTL/210520/004)*

    The Chair will provide members of the Committee with an initial **update** on the implications of blended learning for the delivery of teaching and learning in academic year 2020/21. A paper, providing further detail on the implications will follow to a future meeting of the Committee.

6. **Guidance for Blended Learning**   *(UCTL/210520/005)*

    Members of the Committee are asked to **discuss** and **approve** the attached paper, providing guidance for Blended Learning for the delivery of teaching in academic year 2020/21.

7. **Communications Strategy for the Implementation of Blended Learning**   *(Oral Update)*

    The Chair will provide members of the Committee with an initial **update** on the communications strategy for the implementation of blended learning.

8. **Items for the Consideration of the UCTL at the meeting Scheduled for 22 June 2020**
                                                              (Oral Update)

    Members of the Committee are invited to note the following items which will be considered at the next meeting of the Committee:

    (i) Framework for the Delivery of Blended Learning at the University of Aberdeen
    (ii) Policies and Procedures: Proposed Changes for Blended Learning

(iii) No Detriment Procedures 2020/21

8.   **Updated Risk Register for Learning and Teaching**   *UCTL/210520/006)*

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

9.   **Reading List Project**   *(UCTL/210520/007)*

The Committee is asked to **discuss** the paper on the Reading List Project.

10.   **Internal Teaching Review (ITR) During the Impact of COVID-19**   *(UCTL/210520/008)*

Members of the Committee are asked to **consider** and **approve** the attached paper, providing an update on the schedule for forthcoming Internal Teaching Reviews (ITRs) and to seek approval for the recommendations outlined in section 4.4.

11.   **Quality Assurance (QA) actions taken and in progress as a result of COVID-19**
(UCTL/210520/009)

Members of the Committee are asked to consider the attached paper and note the actions in progress, to assure the quality of teaching provision during the COVID-19 period, specifically during the second half session of academic year 2019-20 and in preparation for the first half session of academic year 2020-21.

12.   **Date of Next Meeting**

The next meeting of the Committee will be held on Monday 22 June 2020 at 2pm, in Microsoft Teams.

13.   **Items for Routine Approval – see below**

14.   **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 that interest is already recorded in the Registry of Member's interests.

12. FOR ROUTINE APPROVAL

12.1   **Annual Course and Annual Programme Review**   *(UCTL/210520/010)*

Members of the Committee are asked to **consider** and **approve** the attached paper on proposed revisions to the Annual Course Review (ACR) and Annual Programme Review (APR) processes.

13.   FOR INFORMATION

13.1   Blended Learning Task and Finish Group (BLITFG)

Members of the Committee are asked to **note** the agendas and minutes of the Blended Learning Implementation Task and Finish Group (BLITFG), available on the UCTL webpages [here](#).

13.2   Update on the Current Quality Assurance Agency (QAA) Enhancement Theme

Members of the Committee are asked to **note** a recent decision by the Quality Assurance Agency (QAA) with regards to the current Enhancement Theme, Evidence for Enhancement: Improving the Student Experience. The QAA are offering an extension to the institutional reporting deadlines for the Theme and will now be seeking end of Theme/end of year 3 institutional reports by the 30 October 2020. Members of the Committee are asked to note that an Update on the University's engagement with the Enhancement Theme will follow to a future meeting.