

Meeting Minutes
Teaching Sustainability Project Taskforce
12 March 2025

1. Welcome and apologies

Attendees: Fiona Devine (Chair), Fiona Smyth, Emma Rose, Thomas Schmidt, David Spendlove, Sarah Dyer, Mario Pezzino, Camden Reeves, Jayne Hindle, Manuel Lopez-Ibanez, Hannah Cousins, David Boyd, Ben Cawley, Jennifer Hallam, Kate McNamee, Abigail Robinson, Lexy Cummins, Jenny Knights, Emma Wilson, Megan Murray, Elizabeth McCullough, Rory Stanton, Peter Kahn, Kathryn Howard, Peter Green and Helen Dunning (Secretary).

Apologies: Craig Best, Katie Jackson, Fiona Keenan, Juup Stelma, Claire Ung and Julia Dobson.

2. Minutes from the last meeting: for confirmation

The [minutes](#) were confirmed as an accurate record of the meeting.

3. Outstanding actions

- WAM discussion to be scheduled at FLT.

4. Marketing and market insight

- FS has met with the marketing team to discuss Teaching Sustainability. Their view was agreed that a more distinctive offering with less overlap across programmes would make marketing of programmes easier and could help recruitment.
- EM highlighted the need to make the joint honours courses easier to find and compare with single honours on the website.
- EM has been working with JD on portfolio comparisons with Durham, which is an example of an easily accessible website and structure. It was suggested to form a focus group to look at course titles and where things sit, embedding a user-first approach when developing new programmes and products.
- Rankings provide reassurance to students and parents and used for filtering, however there is a need to ensure the whole experience, including open days, is a positive one, as this is key to conversion. Rankings are however very important from a reputational point of view in the teaching space.
- The marketing team are looking at doing more with alumni, but there are issues around the length of time this work takes and embedding the infrastructure. It was agreed that we could be more proactive in engaging students who have just graduated. EM flagged that enquiry management could be much better, with a longer communication schedule, however this is a huge piece of work.

5. Humanities modelling assumptions and approach

- DB talked through costing assumptions and approach, looking at modelling as it is at present (income and expenditure) and going forward.
- The goal is to establish a unified approach across Faculties and centrally, fostering ongoing collaboration and open communication.
- PG to share outcome of FSE gateway review. **Action: PG**
- JH advised that FBMH are in a similar position to HUMS and are committed to working cross-faculty.
- Clarity need on whether WAM is used as a management tool or for workload allocation. Alison Wilson to be invited by LC to Taskforce meeting to report back on WAM work.
- FD asked if conversations are taking place in schools about student numbers and income.
- DB to review efficiency model report – tracked data is very reliable, timetabling may be a better indicator but need to factor in assessment time. **Action: DB**

6. Simplifying exit pathways

- CR, FS, EW, ER and LC to meet and look at how to streamline exit pathways in SALC initially and will share outcomes with other schools.

7. Portfolio plan/vision: update

SALC:

- TS has been looking at all programmes that were identified for review and the portfolio in general.
- FD has met and continues to meet with HoDs.
- Obvious small programmes have been closed and areas of growth are being identified.
- Looking at merging some programmes and simplifying models to make course more identifiable to students.
- CR advised that he has completed an audit of SALC, identifying areas with extensive choice and those requiring prioritisation. Meetings with HoDs have been scheduled to discuss the findings.
- FD confirmed that there is an expectation for programmes with intake figures that fall within the 6-10 and 10-15 range to be submitted for closure.

SoSS:

- Programmes are being streamlined, identifying where there is repetition.
- Interested in exploring initiatives related to AI and sustainability.
- CPD and distance learning are being reviewed.
- Discussions have initially been school-based but are now shifting to one-on-one meetings with Heads of Department to identify key needs and strategic vision.
- Keen to start piloting the course unit “baskets” model in Law and BASS.
- Any programmes currently under review and refresh are aware that the Faculty is working on a new course unit model.

SEED:

- RS has flagged portfolio review with HoDs and DOTLs. There is appetite for a framework to help navigate next three to five years.
- Student-led portfolio review of PGT is taking place.
- Colleagues are interested in CPD and AI, but aware that support needs to be in place given previous experience. CPD trials taking place, AI T&F group are looking at capacity and a community of good practice.

AMBS:

- Teaching Sustainability will be discussed at next SLT. Conversations with individual departments have yet to take place but will do soon.
- Conversations on how to introduce the digital aspect are underway, particularly across PGT.
- How the portfolio plan interacts with the PGT review was discussed. FS advised that this academic year, the PGT Review Group will look at what data is out there and how it will inform things. The interdependence between that review and the TS project is recognised and will be monitored. Focus group on market insight reports suggested - disciplines will need to sense check the market insight results.

- FD confirmed there is no expectation to launch brand new programmes following June portfolio review but Schools may wish to. However, current programmes may be revised and relaunched if changes are required.
- It was agreed that Schools will share their top 3 priorities at the Taskforce meeting on 10th June

8. PS Advisory Group: update

- HC has been gathering data on major programme amendments and new programme proposals, and the time spent on these. HC to bring proposal to course unit workshop meeting with FS on 20 March 2025.
- Conversations have been taking place around learning design, moving to a workshop approach and changing rather than adding resource.

9. Communications: update

- BC gave an overview of updates that have been made to the TS StaffNet pages.
- Members of the Taskforce were asked to share any useful links to articles/information for inclusion on StaffNet with BC.
- BC to look at statistics on engagement with Staffnet. **Action: BC**

10. RAID log

- The RAID log was shared for information. No feedback or comments were received.

11. Summary of actions and decisions

<u>Action</u>	<u>Owner</u>	<u>Deadline</u>
PG to share outcome of FSE gateway review	PG	Next meeting
DB to review efficiency model report	DB	Next meeting
BC to look at statistics on engagement with StaffNet.	BC	Next meeting

12. AOB and date of the next meeting

The next meeting will take place on Tuesday 29 April at 2pm in room C1.18, Ellen Wilkinson building.