

APPROVED

THE UNIVERSITY OF MANCHESTER

**SENATE: ACADEMIC QUALITY AND STANDARDS COMMITTEE
TEACHING, LEARNING AND STUDENTS**

25 JUNE 2025

Present: Professor April McMahon (Chair), Professor Andrew Brass, Gabrielle Bailey, Dr Francisco Eissa-Barroso, Professor Gabrielle Finn, Professor Rob Ford, Katie Jackson, Professor Jenn Hallam, Dr Jen McBride, Dr Katie Moore, Professor David Schultz, and Professor Fiona Smyth.

Apologies: Nahid Farzalizadeh, Professor Peter Green, and Dr Simon Merrywest.

In Attendance for all items: Janine Holdway (Head of Teaching and Learning Delivery), Dr John Marsh (Senior Governance Manager), Rhianna Patel (incoming UMSU Education Officer FBMH), Alec Severs (incoming UMSU Education Officer Hums), and Jane Holland (Governance Manager) (minutes).

1 Welcome

Noted: the Chair welcomed Committee members, and the incoming UMSU Education Officers, to the final meeting of the 2024-25 academic year;

2 Declarations of Interest

Noted: that there were no declarations of interest in relation to the agenda.

3 Minutes of the Previous Meeting

Agreed: to approve the minutes of 7 May 2025.

4 Matters Arising

Noted:

- a) the Matters Arising update;
- b) an agenda item relating to the past exam papers website had been suggested by a Committee member, and was discussed at the meeting (Minute 11);
- c) the Enhancing Assessment Review (EAR) 2.0 Interim Report – March 2025 had been circulated to members as an example of a key area for sharing practice. The School of Biological Sciences had undertaken a project to review and enhance assessments across the School following concerns around overassessment. The proposed changes would be implemented for September 2025. Members could contact Dr Jen McBride if they required further information or wished to provide feedback.

5 Forward Agenda: Schedule of Committee Business for 2024-25

Noted: the Academic Quality and Standards Committee (Teaching, Learning and Students) Forward Agenda.

6 Chair's Update

Noted:

- a) congratulations were expressed to Professor Jenn Hallam who would assume the role of Vice-President for Teaching, Learning and Students from 1 August 2025;
- b) the NSS results were expected at 9.30 am on 9 July 2025. A meeting for key contributors would be held at 3.00 pm for dissemination of the data. **(Secretary's note post-meeting: NSS results are available at <https://www.staffnet.manchester.ac.uk/tlso/student-voice/nss/nss-results/>)** Members could contact the Vice-President for Teaching, Learning and Students or the Governance Manager to request an invitation to the meeting; **Action: Committee Members**
- c) volunteers for assisting with confirmation and clearing on 14 August 2025 were required. Colleagues could contact the Vice-President for Teaching, Learning and Students or the Governance Manager to confirm if they wished to volunteer. **Action: Committee Members**

7 University of Manchester Students' Union: Introduction for the Incoming Education Officers

Noted:

- a) the Chair thanked the outgoing UMSU Education Officers for their contributions to the work of the Committee during 2024-25;
- b) the incoming UMSU Education Officers were welcomed to the Committee, and colleagues looked forward to working collaboratively during the 2025-26 academic year. An overview of the committee structure and policy approval route was provided;
- c) the incoming UMSU Education Officers provided a brief summary of their key objectives which focused on prioritising the student experience.

8 Annual Summary 2024-25 Policy Review Cycle

Received: The Annual Policy Review Cycle 2024-25 report, which provided a summary of the updates to policies approved during the 2024-25 academic year, and confirming the timeline for policy reviews which had been deferred to 2025-26.

Noted:

- a) that the report was positively received by the Committee members;
- b) the detail within the report would be included in the annual academic assurance process for 2024-25, for presentation to Senate as part of the academic assurance review. The report provided a positive reflection of achievement over the 2024-25 academic year;
- c) fewer policies had been reviewed by the Committee than in previous years, due to the review of degree regulations being deferred to 2025-26;
- d) consideration would be given to how to share the document more widely with colleagues; **Action: Head of Teaching and Learning Delivery**
- e) information within the report would be shared in a welcome pack to new Committee members, and would be included as an agenda item for the first meeting of the 2025-26 academic year; **Action: Head of Teaching and Learning Delivery/Governance Manager**
- f) ethical procedures would be considered early in the next policy cycle. Members were asked to share any issues or background concerns, including interviews or research involving human participants on relatively non-contentious subjects, or similar items in that space.

9 Apprenticeships Funding Changes: Policy and Procedures Amendments

Received: The Apprenticeships Funding Changes: Policy and Procedures Amendments report, outlining proposed minor amendments to Apprenticeship Policy, Procedure and Guidance to ensure alignment with Department for Education (DfE) requirements and updated funding rules.

Noted: the proposed changes to the Apprenticeship Policy, Procedure and Guidance had been reviewed by the Degree Apprenticeship Steering Group, and the Teaching and Learning Strategy

Group. Details of the amendments had been provided to the Committee members, along with full, clean versions.

Agreed: to approve the amendments to the Apprenticeships Funding Policy, Procedures and Guidance.

10 Quarterly Update on TLS Functional Areas

Noted: in the absence of the Director of Student and Academic Services, it was agreed that this item would be deferred to the next meeting. Any significant updates arising over the summer period would be communicated to colleagues separately.

11 Past Exam Paper Website

Noted:

- a) discussion focused on whether the Past Exam Paper website was considered fit for purpose or whether it could have a detrimental impact on the student experience. Members discussed the need for good access to past papers resources, and accessibility of the system;
- b) the Exams Office had considered implementation of a new system. However, additional resource would be required to undertake this route;
- c) the Faculty Vice-Dean for TLS (FBMH) had held discussions with the Executive Director for the Student Experience and the Chief information Officer around the need for current and accessible student-facing information. A project was in the process of being developed to identify where resources would be needed. Colleagues were asked to identify additional examples of areas which required attention. Details of these could be provided to the Head of Teaching and Learning Delivery. **Action: Committee Members**
- d) it was acknowledged that there were a number of legacy documents on the current system, which highlighted the need for a piece of work around the existing infrastructure;
- e) consideration would be given to how to engage staff to contribute to the project, and how the requests could be gathered and prioritised. **Action: Head of Teaching and Learning Delivery**

12 Future Agenda for 2025-26

Noted: that the Forward Agenda for 2025-26 would include the following items:

- a) past exam papers;
- b) resolving the legacy website issues;
- c) PGT students in the Royce Building (relating to risk assessments and the need for supervision by PGRs);
- d) interdisciplinary working across boundaries (linking to the M2035 Strategy and Degree Regulations);
- e) colleagues were invited to provide, to the Governance Manager, any particular issues from their local teams for inclusion on the Forward Agenda for 2025-26. **Action: Committee Members**

13 Any other business

CONFIDENTIAL (Legal Privilege) – minute redacted

14 Outgoing Members

Noted: appreciation was noted to the following outgoing members for their contributions to the work of the Committee:

- a) Professor April McMahon (outgoing Chair and Vice-President for Teaching, Learning and Students);

- b) Dr Francisco Eissa-Barroso and Professor Rob Ford (elected members of Senate);
- c) Gabrielle Bailey, Nahid Farzalizadeh, and Katie Jackson (outgoing UMSU Education Officers).