1. **Welcome and apologies**

Attendees: Fiona Devine (Chair); Emma Rose; Fiona Smyth; Emma Wilson; Mario Pezzino; Ben Cawley; Anna Goatman; Hannah Cousins; David Boyd; Admos Chimwohu (until 10:30am); Rory Stanton, Julia Dobson, Emma Wilson, Lexy Cummins; Hannah Jordan (Secretary)

Apologies: Alec Severs (Hums SU rep); David Spendlove, Camden Reeves, Peter Green, Craig Best

2. **Minutes from the last meeting:** *for confirmation*

The minutes of the previous meeting held on 21 October 2025 were presented for confirmation. No amendments were raised, and the minutes were approved as an accurate record.

3. **Outstanding actions**

- LC reported significant progress on the team-teaching initiative. Extensive work has been completed on the course unit framework, and the guiding principles are currently being developed. This updated framework has been shared with DoTLs, with plans to present it to HTLC and subsequently to FE. Ben Cawley will assist in preparing communications on this matter. While this action is largely complete and aligns with the anticipated direction, FS noted that final confirmation is not yet guaranteed.
- LC confirmed ongoing updates to TNE data and will liaise with AG to confirm the AMBS data.
- DB provided an update on the costing model work. FSE and FBMH are currently utilising their FCM models, and Humanities can now begin linking its data to the FCM model to achieve consistent outputs. FSE has successfully integrated its FCM and offline costing model with PowerBI and is close to finalizing a functional course unit costing model. The next step for Humanities is to secure permission to link its data, enabling review and alignment with WAM models. DB proposed piloting the approach within one school, given the absence of an agreed faculty-wide WAM. FD suggested AMBS as a suitable pilot. It was agreed that DB, FD, and AG will meet separately to discuss AMBS as the pilot for the costing model. **Action: DB / FD / AG**
- FD recommended a presentation on the FBMH costing model at a future meeting. **Action: LC / HJ / DB**

   Action Log - Taskforce.xlsx

4. **RAID**

LC discussed the RAID log. Members were asked to flag any new items or updates for inclusion.

5. **MRes:** *discussion*

- There was a discussion regarding research-focused master's programmes designed as pathways to PGR, including MRes.
- AC and ER met with PGT Directors, PGR Directors and Programme Directors to review programme portfolios; the purpose of the meeting was to gain a clear understanding rather than make immediate decisions.
- The group considered consolidating programmes to avoid multiple research-focused routes with low student numbers, while recognising the need to retain some programmes for ESRC recognition.
- It was noted that where the main programme doesn't meet the requirements for ESRC recognition, more quantitative research methods are required, hence the separate programme/pathway. Adjusting the course unit content for standard programmes would make those ineligible for AHRC funding.

- Following the meeting, recommendations were drafted, for research focused master's programmes that have intake numbers below the Teaching Sustainability project's threshold. The number had been reduced due to the project's decision to remove part time programmes, and the portfolio review in Politics. MP confirmed that Politics portfolio changes are progressing well
- The SEED research methods programme was identified as fragmented; it was recommended to explore creating a single programme, utilising the course unit framework, rather than multiple pathways while maintaining ERC compliance. **Action RS**
- AC highlighted inefficiencies in PGR research methods training and a review of course units could result in consolidation and greater efficiency.
- The group agreed that a longer-term view is necessary to align with ESRC requirements, as the current DTP model will end with the September 2028 PGR intake (2027 for PGT) and ESRC has indicated a shift to a new model. MRes will no longer automatically qualify as a PGR pathway, and alternative routes should be considered.
- JD confirmed that the MA in Modern Languages and Cultures is advertised via the DA and expressed satisfaction with this approach.
- The group endorsed the recommendations in the paper. **Decision**
- Future changes are anticipated as ESRC moves towards challenge-based doctoral training models, requiring universities to adapt portfolios to meet new requirements.
- ER and AC will take forward the recommendations and provide further updates. **Action: ER / AC**

6. **Senate: update**
- A meeting was held last week with colleagues from the Governance Office, including John Marsh, Mark Rollinson, and Jenn Hallam, to review the ongoing consultation on normative criteria and assess the current position regarding programme closures.
- Normative criteria applies to new programmes and programme amendments, as well as withdrawals.
- Proposals from SALC (Languages Umbrella model) are expected to go to the February Senate meeting, while proposals for PGT withdrawals in SEED and SoSS will be submitted to the April Senate meeting. A suite of non-language PGT programmes from SALC is also scheduled for the April Senate meeting.
- Efforts will be made to avoid delays in school and faculty committee processes. There may be a need to revisit the QSDE process briefly to assess proposals against the normative criteria, following the February Senate meeting.
- Some decisions may be taken via Chair's Action if proposals are non-controversial. This would only be determined after the February Senate meeting.
- The impact of these timelines for PGT is minimal.
- More pressing deadlines exist for UG programme withdrawals – March. There is a strong desire to progress the umbrella model quickly, with consensus to aim for submission to the February Senate meeting.
- Consultation on the umbrella model is ongoing with multiple stakeholders, including Chairs of School Boards, AQSC, and Senate. The deadline for feedback is 9 January.
- A joint Senate and Board of Governors meeting is taking place today, where the umbrella model may also be discussed. Schools will be kept informed of developments.

7. **Market Insights**
- The group discussed how to provide timely market insight for new programmes and amendments.
- Currently, the Market Insight Team receives numerous requests for basic information that is easily accessible elsewhere.
- A proposal was made to collate and provide this basic information in an accessible format for staff working on programme amendments, reducing reliance on the Market Insight Team for routine data.
- While this approach was considered sensible, it was noted that it may not go far enough in a rapidly changing environment and does not provide all the necessary information for strategic decision-making.
- There is a need for forward-looking insight rather than reactive data, including targeted marketing strategies for different countries rather than blanket approaches.

- The Market Insight Team is currently under significant pressure due to high demand, and this concern has been raised with the central SMR team. It was acknowledged that additional resources and expertise will be required to meet future needs.
- The importance of connecting existing resources and improving collaboration across teams was highlighted.
- Effective communication around these changes is critical to ensure staff understand that the aim is to provide timely access to information.
- The paper was accepted, and it was agreed that future workforce planning must include increased resource for foresight work to anticipate emerging programme areas and market opportunities. **Decision: FS**

8. **Course unit framework**
- Colleagues met to share ideas and challenges across schools and discuss implementation details, including areas where institutional gaps exist.
- A key gap identified was the absence of a comprehensive curriculum management system. FSE and parts of FBMH currently use a system (SLATE) that consolidates data, including assessment of identical ILOs, deadline clustering, and programme mapping.
- Decisions have been made in the Teaching & Learning Group regarding Slate. While the group supports its functionality, it was noted that purchasing an off-the-shelf solution would take two to three years. The view is that the benefits of Slate would outweigh the costs.
- The group discussed developing a model with agreed expectations for programme design and assessment, noting that individual programmes would not be required to follow the proposed model rigidly, but the focus would be on addressing assessment clustering rather than assessment volume.
- The group emphasised the importance of understanding programme-level assessment, avoiding repeated assessment of the same ILO. For SALC and Languages, there is some programme mapping of assessment that is taking place, and they will continue to work on the assessment side of this and what this requires to align with the model. FS and JD will pick up on this separately. **Action FS and JD**
- Although Slate simplifies manual processes for course unit selection, it is not a long-term solution. Integration with IT systems would be essential for sustainability, and discussions with PJ on integration are ongoing.   Hannah C will meet with PS colleagues to ensure the proposed approach is practical and aligns with operational needs. **Action HC**
- Slate is currently managed by Steve Pettifer and his RA and has been rolled out across FSE. Concerns were raised about the single point of failure if Steve were to leave, as the system is not integrated with existing institutional systems.
- FSE plans to have all programmes on Slate by the end of 2025. FS to follow up with PG regarding FSE plans. **Action FS**
- The group agreed to invite Steve Pettifer to deliver a short demonstration of Slate. **Action LC / HJ**

9. **School updates**

SALC:
- The umbrella model is ongoing and everything is on track with a lot going on behind the scenes and expecting to submit this before Christmas to Faculty groups.

AMBS:
- Nothing further was discussed

SoSS:
- The principles have been shared and socialised, and no significant concerns have been raised.
- Work on BASS is continuing, with efforts focused on retaining elements of the programme featuring data analytics. Discussions with students and potential employers are underway, and further progress is expected by January.

- In Law, work is ongoing to review and refresh the curriculum, with priority given to postgraduate programmes. The principles have been shared, and changes to the curriculum are being considered as part of this review.

SEED:
- There is a final consultation in progress about checking the 5-year approach for this to ensure it is not interfering with accreditation but once that is complete and assuming HoDs are happy with this, it will be signed off.

10. **AOB**
- FD noted that the Courtauld Institute had published a report on provision of A Level Art History. FD will forward a copy to BC for adding to the web page. **Action FD**
- Teaching Academy updates should be widely distributed and included in early newsletters. LC and BC will liaise on this. **Action LC/BC.**
- Opportunities for messaging around this project becoming BAU were discussed, including leadership communications and e-news updates. Recommendations and next steps will include cascading decisions, identifying stakeholders, and determining appropriate communication channels. BC to provide update on this at future meeting. **Action BC**
- Data submitted to HESA on 1 December will confirm information from September onwards. A summary will be prepared and included in the next meeting pack. PowerBI data will be available by 15 December to ensure accessibility. ER to prepare a short paper highlighting key points, including information on returners. **Action ER**
- FD will extract and share Andy Westwood's Skills England summary for reference. **Action FD**

1. **Summary of actions and decisions**

ACTION/DECISION	DESCRIPTION	OWNER	DEADLINE
Action	DB, FD, and AG will meet separately to discuss AMBS as the pilot for the costing model	DB/FD/AG	Next meeting
Action	LC/HJ to arrange for a presentation on the costing model at a future meeting.	LC/HJ/DB	Next meeting
Action	RS was asked to review whether SEED requires four separate programmes or if consolidation is possible	RS	Next meeting
Decision	The group endorsed the consolidation approach, noting duplication and fragmentation across programmes, while recognising that subgroups may retain disciplinary specialisms where appropriate.	ER	N/A
Action	ER and AC will take forward the recommendations and provide further updates	ER/AC	Next meeting
Decision	The paper was accepted, and it was agreed that future planning must include increased resource for foresight work to anticipate emerging programme areas and market opportunities	FS	N/A
Action	HC will meet with PS colleagues to ensure the proposed approach is practical and aligns with operational needs.	HC	Next meeting
Action	For SALC and Languages, there is some programme mapping of assessment that is taking place, and they will continue to work on the assessment side of this and what this requires to align with the model. FS and JD will pick up on this separately	FS/JD	Next meeting
Action	FS to follow up with PG regarding FSE plans with Slate	FS	Next meeting

Action	LC/HJ to invite Steve Pettifer to deliver a short demonstration of Slate.	HJ/LC	Next meeting
Action	FD noted that the Courtauld Institute had published a report on provision of A Level Art History. FD will forward a copy to BC for adding to the web page.	FD	Next meeting
Action	Teaching Academy updates should be widely distributed and included in early newsletters. LC and BC will liaise on this	LC/BC	Next meeting
Action	BC to provide update on communication plans for TS moving to BAU after this year at a future meeting	BC	Next meeting
Action	ER to prepare a short paper highlighting key points, including information on returners on the 1st December data.	ER	Next meeting
Action	FD will extract and share Andy Westwood's Skills England summary for reference	FD	Next meeting