

Minutes of the meeting held on 24 July 2013 at 1400 hours in the Board Room

Present:

Prof T McIntyre-Bhatty (Chair)	Deputy Vice Chancellor
Dr S Eccles (Deputy Chair)	Head of Education, Media School (MS)
Ms M Barron (Secretary)	Head of Student Services (SAS)
Ms M Frampton (Clerk)	Policy and Committees Officer (SAS)
Prof D Buhalis	Senate Member
Dr A Diaz	Student Engagement & Co-creation Theme Leader (CEL)
Dr B Dyer	School Student Experience Champion, School of Health and Social Care (HSC)
Dr A Ireland	Chair of Student Voice Committee (SVC)
Mr A James	General Manager of the Students' Union (SUBU)
Mr S Laird	Director of Estates
Ms J Mack	Academic Partnerships Manager (SAS)
Prof J Parker	Member of the Professoriate, School of Health and Social Care (HSC)
Ms J Quest	Senate Representative
Mr M Ridolfo	School Student Experience Champion, Business School (BS)
Prof E Rosser	Deputy Dean (Education), School of Health and Social Care (HSC)
Ms P Rouse	Educational Development and Quality Manager (SAS)
Dr G Roushan	Associate Dean (Education) (BS)
Dr P Ryland	Deputy Dean (Education), School of Tourism (ST)
Associate Prof C Shiel	Director of the Centre for Global Perspectives
Ms C Symonds	School Student Experience Champion, School of Tourism (ST)
Dr X Velay	Deputy Dean (Education), School of Design, Engineering and Computing (DEC)
Dr G Willcocks	Deputy Dean (Education), Business School (BS)

In attendance:

Ms N Finnes	Senior Quality and Enhancement Officer (SAS) [Agenda Item ESE-1213-74]
Ms L Hutchings	Quality and Enhancement Officer (SAS)
Dr A Morrison	Partnerships and International Development Manager (SAS) [Agenda Items ESE-1213-64 and ESE-1213-65]

Apologies:

Apologies had been received from:

Mr J Cooke	Students' Union Head of Representation Services (SUBU)
Ms F Cownie	School Student Experience Champion, Media School (MS)
Prof R Gozlan	Member of the Professoriate, School of Applied Sciences (ApSci)
Mr J Gusman	Vice President (Education) of the Students' Union (SUBU)
Dr R Hill	Associate Dean (Education), School of Applied Sciences (ApSci)
Prof V Hundley	Member of the Professoriate, School of Health & Social Care (HSC)
Dr A Main	School Student Experience Champion (DEC)
Canon Dr B Merrington	University Chaplain
Prof D Patton	Member of the Professoriate, Business School (BS)
Mr M Simpson	President of the Students' Union (SUBU)
Ms D Sparrowhawk	Academic Administration Manager (HSC)
Mr M Wall	Representation & Democracy Manager (SU)
Prof T Zhang	Head of the Graduate School (GS)

1. **Welcome and Introductions**

The Chair welcomed the group to the meeting.

2. **Minutes of Previous Meeting held on 29 May 2013**

2.1 Accuracy

The minutes were approved as an accurate record of the meeting.

2.2 Matters Arising

2.2.1 Minute 5.2 – Principles of Good Feedback – Members agreed to send the SUBU Vice President any comments or suggestions in order to put together a new iteration for discussion in its entirety at the Student Voice Committee.

Completed.

2.2.2 Minute 3.3 – Lecturing on Wednesday Afternoons – Opt-out Policy – The Head of Education (MS) would request information from timetablers within each School, on the current percentage of lectures that were timetabled after 1.00pm on a Wednesday by programme.

Completed.

2.2.3 Minute 3.3 – Lecturing on Wednesday Afternoons – Opt-out Policy – The SUBU Vice President would gather information from students about whether lectures being timetabled until 6.00pm in the evening would be preferable as a possible solution to avoiding Wednesday afternoon lectures.

Ongoing. This item would be carried forward to the new academic year as students would be leaving for the Summer break.

2.2.4 Minute 3.1 – Proposal for New Membership of ESEC and Amendment to Terms of Reference - It was agreed that Item 11 of the ESEC Membership List on Page 2 of the Terms of Reference should include 'undergraduate'.

It was agreed the new CEL member should be listed as the CEL Representative rather than the Student Engagement and Co-creation Theme Leader.

Completed.

2.2.5 Minute 3.2 – Student Population Statistics – Analysis of Performance Information between ALN and non-ALN Students – Members agreed to highlight the inclusion of ALN students' issues at the validation stage as a reminder to academic staff. EDQ to review guidance for evaluation processes and provide additional guidance and/or prompts as appropriate.

Ongoing. This would be included in the wider review of evaluation processes.

2.2.6 Minute 3.2 – Student Population Statistics – Analysis of Performance Information between ALN and non-ALN Students – It was suggested that workshops could be provided to staff within Schools by Christine Scholes, the Additional Learning Support Manager. DDEs/Ads Education/Heads of Education to liaise with Christine Scholes.

Completed. All schools had contacted Ms Scholes with the exception of the BS who confirmed they would be doing so shortly. The BS would confirm the action taken.

Action: MR

- 2.2.7 Minute 3.2 – Student Population Statistics – Analysis of Performance Information between ALN and non-ALN Students – Members requested LS to further analyse the data with smaller subsets.

Completed.

- 2.2.8 Minute 4.1 – Academic Adjustment for ALN Students – The report was endorsed by the Committee and put forward for consideration across all Schools at Programme level.

Completed.

- 2.2.9 Minute 4.2 – Technology Enhanced Learning Strategy Forum – On the TELSF Terms of Reference, it was noted that 'SUBU Vice President Representation' should read 'SUBU Vice President (Education)'. This amendment would be made to the Terms of Reference.

Completed.

- 2.2.10 Minute 4.2 – Technology Enhanced Learning Strategy Forum – Concern was expressed regarding the storage capacity of myBU and whether it was sufficient for the University's needs. Members were advised that an 'evaluation server' had been set up by IT so that its limitations could be tested. All Schools would be included in any discussions with regards to issues raised. Any feedback received from members would be included in discussions at the next TELSF meeting.

Completed.

- 2.2.11 Minute 4.2 – Technology Enhanced Learning Strategy Forum – The proposed two day 'show and tell' event would provide an opportunity for staff to have dialogue with actual and potential users of myBU, which would feed into the development of the TELSF strategy. The Committee also considered the need for the identification of School champions to engage in evaluating the evolving Blackboard/myBU functionality.

Completed.

- 2.2.12 Minute 4.3 – BU Mapping to QAA Quality Code for HE: Chapter B3 – Learning and Teaching – EDQ had been working with the Head of Education (MS) on the HEA for accrediting status in order to provide staff with HEA Fellowship recognition, based on achievements around the UK Professional Standards Framework. Professional Services staff who have some involvement in supporting students in their learning are also included.

Completed. The Head of Education (MS) would send an email to members to suggest how Schools could take this action point forward.

Action: SE

- 2.2.13 Minute 4.3 – BU Mapping to QAA Quality Code for HE: Chapter B3 – Learning and Teaching – Members agreed the 'Proposed Timescale' – the dates for all three actions noted in the documentation should be amended to coincide with the first ESEC meeting of the new academic year (25 September 2013).

Completed.

- 2.2.14 Minute 5.4 – BU Postgraduate Professional and Personal Development (PPPD) Framework – In the absence of the Head of the GS, members were requested to send any comments to the ESEC Secretary for capturing and would be brought to the next ESEC meeting.

Completed. No comments were received from members regarding the Postgraduate Professional and Personal Development Framework.

3.1 BU Student Development Award

The Head of Student Services presented the update of the BU Student Development Award (SDA) 2012/13. The Award was now in its third year and had proved to be very successful with 300 students involved in 2012/13. For 2013/14 the number of places would be increased to 350 places. Due to the success of the Award, BU had been approached by other organisations who had shown interest in using the BU model.

BU currently has four prize sponsors, but it was hoped to build on the number of sponsors and expand the remit of sponsorship generally.

The SDA Team were considering how they could meet the BU2018 objective of enabling all students to have the option to participate in the Award by 2018. Some thought also needs to be given to the overlap between the SDA and the Higher Education Achievement Record (HEAR) if BU decided to implement the latter.

It was noted that the Award may be one opportunity whereby information could be gathered which would be beneficial to the Performance Indicators referred to as PI5 and PI6 in item 3.4.

3.2 Annual Review of Student Charters

Updates to the Student Charters were provided by DD(E)s.

The ST Student Charter had been included in the handbook for the next academic year and would be a standing agenda item at induction for teams to lead on. The Charter would be reviewed in approximately one year to establish whether it had been successful.

The BS Student Charter had provided a description of what the BS hoped to achieve and would eventually be distilled further down to a statement/paragraph which could be turned into posters which could be strategically placed.

The DEC Student Charter was not publicised to staff and students as much as other Schools, although it would be included in team meetings and it was hoped that promotion of the DEC Student Charter would be increased in time.

The HSC Student Charter was publicised at induction and a lot of feedback had been received from staff and students. The Charter now needed time to be embedded.

Following a meeting with the UCU regarding the terminology of the Student Charter, some of the wording on the MS Student Charter had been slightly amended and had been successfully publicised within the MS.

The School of Applied Science's innovative method of distributing the Charter in fortune teller format was noted.

3.3 Student Charter Communications Review

The Head of Student Services introduced the Student Charter Communications Review report which had been prompted by the recent QAA Institutional Review. Members were asked whether they would agree to a statement being included in each of the Schools' Student Charters around engagement with study skills and ALS. There were mixed responses but it was agreed that the Head of Student Services would circulate a form of words for Schools to consider.

Action: MB

It was confirmed that all Charters were available on the student portal and would be included in all handbooks for the coming year. Students would also be told about the Charter during induction.

Members were asked to provide the Head of Student Services with any further methods of communication in order that the plan could be updated.

Action: DD(E)s

There was some discussion about Staff Charters and members agreed that each School should provide Charter information which is relevant to them.

3.4 Student Engagement Performance Indicators

A sub-group of the Student Voice Committee (SVC) had been tasked with identifying ways of measuring student engagement in compliance with Chapter B5 of the QAA Quality Code.

It was noted that student engagement in Quality Assurance and Enhancement is the only area that is required by the QAA Code but that the group had thought it beneficial to widen this out, and had also considered engagement in learning and teaching and the wider student experience.

There was some discussion around engagement versus attendance and the use that smart cards could play in monitoring the latter and how this could help with estates planning. It was noted that smart cards were part of the Student Journey Project, however, the University does not currently require compulsory attendance (except for NHS programmes) and attendance alone does not demonstrate engagement. The performance dashboard on myBU was suggested as a more reliable method of monitoring engagement.

There was some debate about the reasons why students do not attend lectures and it was agreed that it would be helpful to be aware of current research in this area. This was referred to the Centre of Excellence in Learning (CEL) for consideration.

Action: CEL

Members agreed that there would be value in measuring various student engagement components e.g. extra-curricular activity as proposed by the group, and that this may be achieved through the SDA and/or HEAR as outlined in Item 3.1.

3.5 Grant for Tuition Fees

Dr Morrison introduced the Grant for Tuition Fees report which had been previously discussed at the International Task Force (ITF) meetings in June and July 2013. It was noted that the BS currently offer a fee waiver but that this was not sustainable if targets for outward student mobility of 25% were met.

Members agreed that fee reductions may not be particularly attractive to students as they do not receive any benefit until they are repaying their loan after graduating. It was felt it was better to focus resource on reimbursing student travel, or the difference in accommodation costs, so that overseas study was more affordable. Although members could make recommendations on this issue, decisions on student funding were not within the remit of the Committee and should therefore be referred back to ITF and/or the Fees Board.

4 **FOR APPROVAL AND ENDORSEMENT**

4.1 Global Horizons Fund and Recommendations for Future Rounds

Dr Morrison provided a summary of the first year of events since the Global Horizons Fund (GHF) was launched. There had been a huge amount of interest by students. For the next academic year it was planned to introduce three application deadlines. The scheme would continue to be promoted by the International Mobility Officer in conjunction with schools and professional services staff.

Approved: The report was approved by the Committee.

4.2 HEA Accreditation of BU for UKPSF Recognition

The Head of Education (MS) gave an overview of BU's submission for HEA Accreditation. An external consultant had helped BU to benchmark the scheme against HEA requirements. The scheme would be ready for the coming academic year subject to HEA Approval.

Members were requested to advise the Head of Education (MS) of all staff who have an HEA Accreditation or a teaching qualification in order an up to date list is maintained.

Action: ALL

Endorsed: The report was endorsed by the Committee.

4.3 Principles of Assignment Feedback

The Principles of Assignment Feedback had been referred to SVC and a sub-group had produced seven recommendations for consideration.

The recommendations were accepted as presented with the exception of Recommendation 7 – ESEC to consider staff development needs arising from the adoption of the Principles. It was agreed that any staff development needs should be dealt with by individual schools as appropriate, rather than on a university wide basis.

It was suggested that the main Principles could be included in the Student Charters and the leaflet regarding feedback originally written by Dr Hanson should be re-visited.

There was some discussion about whether good student work could be used as examples for future cohorts, but there was some confusion over the legality of this. The BS noted that they asked students to give their explicit consent on submission that their work could be used in this way, suitably anonymised.

Approved: The report was approved by the Committee.

4.4 From SES and SOS to SEOS: Combining Surveys for Student Engagement and Opinion

The Chair of the SVC explained the significant gain in merging the current two surveys to create a Student Engagement and Opinion Survey. It was anticipated the new SEOS would either be launched in 2014/15 or phased in during 2013/14, the latter option being agreed as the most preferable option.

Members agreed that the quality and timeliness of SOS data had not always met Schools' needs and so this would need to be monitored under the new arrangements

Approved: The report was approved by the Committee.

4.5 Technology Enhanced Learning Strategy Forum Terms of Reference and myBU Upgrade

The Chair of the Technology Enhanced Learning Strategy Forum (TELSF) advised that the Forum now had representation from all schools. Unfortunately there had been no SUBU representatives at the last two meetings, probably due to the timing of the meetings.

The TELSF Forum was considering the ST approach to 100% online submission of assignments for academic year 2014/15, and input from Schools and SUBU would be required.

There was a distinction between online submission and online marking, with the former being supported more widely than the latter. There was some discussion about why some staff do not engage with online feedback and it was decided that further research was needed in this area. Members were informed that a university wide survey on this topic would be launched in the Autumn.

A TEL strategy document would also be presented to the next ESEC meeting in September 2013.

Approved: The amended Terms of Reference were approved by the Committee.

Noted: The myBU upgrade to SP12 was noted by the Committee.

5 FOR NOTE

5.1 Assignment Receipting Process Update

The Assignment Receipting Process updates were taken as read. It was noted there had been no lost or missing assignments.

Noted: The Assignment Receipting Process updates were noted by the Committee.

5.2 SUBU President's Report

The SUBU President's Report was taken as read.

Noted: The SUBU President's Report was noted by the Committee.

5.3 Institutional Review Progress Report

The Chair noted that the QAA Institutional Review report had now been received and the university were responding to some minor factual inaccuracies in the report to be reported to QAA by 9 August 2013. The content of the report was embargoed until September 2013 when the results would be made publicly available by the QAA. As noted in the email to all staff in June, BU did not anticipate any findings of major concern.

Noted: The Institutional Review Progress update was noted by the Committee.

5.4 KPI Framework

The KPI report was presented to members for note in accordance with the annual review cycle. A review was in the process of being carried out to ensure the correct information was being collated and provided to the Board and Committees. Any comments or observations could be made direct to the Chair.

Noted: The KPI report was noted by the Committee.

5.5 Schools and Professional Services ESEP – End of Year Review

ESEPs had been submitted by all Schools and Student & Academic Services. However, due to an oversight, ESEPs for the other Professional Services had not been included. A full pack would be circulated shortly for completeness.

Action: TMB

A brief discussion took place regarding academic citizenship and how this was recognised. It was agreed this subject would be further discussed outside of Committee.

Noted: The ESEP updates received were noted by the Committee.

5.6 ESEPs – Quality Assurance and Enhancement Monitoring and Reporting

This report presented to ESEC one year ago, had been updated to include Professional Services, and further refinements of the system were now being proposed. In particular members were asked to consider the draft template that would apply to all Schools and Professional Services. There was some concern that it may not be appropriate to all Schools and Professional Services and that each School currently recorded information in a format that met their specific needs. It was suggested that the template could be mapped against the Delivery Plan templates to provide consistency with reporting and that it might be necessary to have different templates for Schools and Professional Services.

It was also proposed to reinstate SQR Action Plan templates and this was agreed.

Action: NF

It was proposed that ESEPs would be 'rolled out' to all partner institutions when the template had been agreed.

Considered: The report had been considered by the Committee.

5.7 Centre for Excellence in Learning Update

Noted: The report had been noted by the Committee.

6 REPORTING COMMITTEES

6.1 Student Voice Committee Minutes of 5 June 2013 (unconfirmed)

Noted: The minutes were noted.

6.2 Technology Enhanced Learning Strategy Forum Minutes of 8 May 2013 (confirmed) and 3 July 2013 (unconfirmed)

Noted: The minutes were noted.

7. Any Other Business

7.1 The Chair noted that this was Dr Ireland's last meeting of ESEC as he would be leaving BU to take up a post as Dean at the University of Lancashire. Dr Ireland was thanked for all his contribution to both ESEC and as Chair of the Student Voice Committee.

8. Date of Next Meeting

Wednesday 25 September 2013, 1100-1300, The Board Room