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**Minutes of the meeting held on 27 March 2013 at 1400 hours in the Board Room**

Present:

Dr S Eccles (Chair)	Head of Education, Media School (MS)
Prof T McIntyre-Bhatty	Deputy Vice Chancellor
Ms D Sparrowhawk (Secretary)	Academic Administration Manager (HSC)
Ms M Frampton (Clerk)	Policy and Committees Officer (SAS)
Ms L Bryant	SU President 2012/13, Students' Union (SUBU)
Ms F Cownie	Head of Student Experience, Media School (MS)
Ms J Dawson	Observer nominated by the Chair of the Board
Dr B Dyer	School Student Experience Champion, School of Health and Social Care (HSC)
Dr R Hill	Associate Dean (Education), School of Applied Sciences (ApSci)
Dr A Ireland	Chair of Student Voice Committee (SVC)
Mr A James	General Manager of the Students' Union (SUBU)
Ms J Mack	Academic Partnerships Manager (SAS)
Dr A Main	School Student Experience Champion (DEC)
Ms M Mayer	Observer nominated by the Chair of the Board
Canon Dr B Merrington	University Chaplain
Prof D Patton	Member of the Professoriate, Business School (BS)
Ms P Rouse	Educational Development and Quality Manager (SAS)
Associate Prof C Shiel	Director of the Centre for Global Perspectives
Mr M Simpson	Vice President (Education) of the Students' Union (SUBU)
Ms C Symonds	School Student Experience Champion, School of Tourism (ST)
Dr X Velay	Deputy Dean (Education), School of Design, Engineering and Computing (DEC)

Student Representatives:

Karen Warriner	Part Time BU Student
Thomas Denys	Postgraduate Taught Student

In attendance:

Mr P Kneller	Framework Manager (ApSci) [Agenda Item 3.2]
Ms K Pichlmann	Head of Admissions (SAS) [Agenda Item 3.1]

**1. Apologies**

Apologies had been received from:

Ms M Barron	Head of Student Services (SAS)
Prof D Buhalis	Senate Member
Mr J Cooke	Students' Union Head of Representation Services (SUBU)
Prof R Gozlan	Member of the Professoriate, School of Applied Sciences (ApSci)
Prof V Hundley	Member of the Professoriate, School of Health & Social Care (HSC)
Mr S Laird	Director of Estates
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)
Dr P Ryland	Deputy Dean (Education), School of Tourism (ST)
Dr G Willcocks	Deputy Dean (Education), Business School (BS)
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 4 February 2013

### 2.1 Accuracy

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

### 2.2 Matters Arising

#### 2.2.1 Minute 3.4 – QAA – New Guidance on Enterprise and Entrepreneurship – Schools were asked to consider how any activity, outlined in the document, could be explicitly referred to in their Delivery Plans and ESEPs.

Completed. All Schools were incorporating the activities, outlined in the document, into their Delivery Plans and ESEPs.

#### 2.2.2 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. The SUBU Vice President would be discussing this subject at the next Student Voice Committee meeting on 24 April 2013.

#### 2.2.3 Minute 5.2 – Principles of Good Feedback – It was suggested the SUBU Vice President should discuss the Principles of Good Feedback with Professor Roach, leader of the Centre of Excellence in Learning, as this was a theme that the CEL may wish to focus on to disseminate best practice in this area.

Completed.

### 3.1 Widening Participation/Fair Access Agreement

The Head of Admissions gave an update to the Committee regarding development of the Fair Access Agreement (FAA). All HEIs must submit an FAA annually to the Office for Fair Access (OFFA); an approved FAA is necessary to enable BU to charge fees of up to £9,000. The deadline for submission of the 2014/15 FAA is 8 April 2013. ULT had approved the key principles of the FAA at the meeting held on 5 March 2013, and Senate had endorsed the key principles on 20 March 2013, for onward approval by the University Board ahead of their approval of 2014/15 fees on 26 April 2013.

BU2018 guides fair access activities in three main areas:

- Outreach – BU would invest in outreach activity with schools and colleges, including young people at an early stage in their secondary education.
- Investment – This activity would raise aspirations in society to engage in higher education and seek ways to ensure the benefits were clearly visible and quantifiable.
- Financial Support – BU will invest financial support for those whom affordability may be an obstacle to studying at BU.

BU will achieve this by planned activity in key theme areas of Outreach, Retention, Employability and the overarching themes of monitoring and evaluation, equality and diversity and collaboration.

Due to the increased number of unpaid placements available to students, BU will put in place a fund to allow students to take up the opportunities of unpaid placements. This fund would prevent disparity in take up of placements for widening participation students including international study abroad.

Within OFFA guidance, and as stated by Prof Ebdon at the recent BU Fair Access and Widening Participation Conference on 13 March 2013, it was indicated that the spend on Outreach activities should increase and spend on bursaries should decrease. BU's own outreach activities will increase to 32% (from 23%). Whilst OFFA's own research states that the provision of scholarship bursaries do not impact on student choice of HEI, BU currently funds 150 bursaries and it was noted that should the number of bursaries provided by BU be reduced, this may be detrimental to students. All bursaries were awarded in line with the National Scholarship Programme and were provided to households which had a total annual

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income of less than £25,000 and were provided to students who would otherwise not be able to afford to study at university. Therefore, BU did not wish to reduce the number of bursaries on offer.

Over the past year, the planned budget for GROW@BU (£600,000) was underspent. Therefore, a proportion of the budget would be re-directed to Outreach activities. Moving forward, GROW@BU would be made available to all students. The planned budget for GROW@BU would now be set at £200,000 and members agreed this project had been very cost effective and worthwhile.

The Head of Admissions advised members she (or colleagues from the Fair Access Management Group) would be available to provide staff members within Schools with an update on the Fair Access Agreement. The FAA presentation slides are attached to the minutes.

Recommendation to members to disseminate this summary at School/Professional Services level either at SAB, SASC or Programme level.

### 3.2 Additional Learning Support

The ApSci Framework Leader provided an overview of a paper which had originated from a School discussion concerning the provision of reasonable adjustments for students with additional learning needs. Comments from colleagues were requested in order to approve a position of improved consistency on this issue across the University. A discussion took place regarding the four main recommendations suggested in the paper:

- Unit guides, which provide sufficient detail of each taught session should be made available at the start of term so that students could prepare well in advance;
- Session-specific preparatory material should be made available on myBU at least 24 hours in advance;
- Unit leaders should provide details on a session-by-session basis at the beginning of the unit on myBU, or by email or in hard copy, or any combination thereof;
- Any other suggestion which would meet the need to provide timely materials for students in advance, as long as the students were made fully aware of what, how and when.

Members agreed that the majority of staff were already providing most of this information to all students. However, it was agreed that BU should provide sufficient information for students to enable them to understand the unit aim, Intended Learning Outcomes, indicative content of the lecture and any reading materials to all students regardless of their ALS need.

The Chair agreed the paper had highlighted the areas of good practice and possible areas for improvement. It was felt by the members that it was important for all staff to be aware of students who need assistance in advance of lectures.

The Postgraduate Taught Student Representative commented that it would be useful to have the same presentation slides used at lectures which had been made available prior to a lecture, as occasionally the slides had been amended between publication and the lecture taking place. However, it was felt this was unavoidable as last minute changes of additional, valuable information, may be required.

The Associate Dean (Education) for ApSci was asked to update the paper with the comments from the members. The paper would be recommended as good practice and put forward for consideration across all Schools at Programme level.

**Action: RH**

The Chair recommended that all Schools adopt the approach recommended within the paper.

### 3.3 Lecturing on Wednesday Afternoons – Opt-out Policy

The SUBU Vice President advised members that the issues with regard to lecturing on Wednesday afternoons had been discussed at a previous ESEC meeting in relation to problems encountered by students who wished to take part in extra-curricular activities on Wednesday afternoons. The paper submitted suggested that it was necessary to understand all of the reasons why lectures were taking place

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at this time and they felt that lecturers could indicate the reason for Wednesday afternoon lectures when arranged.

Discussion took place on possible reasons and where the responsibility lay regarding the timetabling of lectures on Wednesday afternoons. One reason was identified as lack of available teaching space and the SUBU Vice President advised he had discussed this subject with the Director of Estates and it had been confirmed there would be a 10% increase in teaching space by 2018. It was also noted that anticipated student numbers would remain static, which may alleviate some of the problem.

The School Student Experience Champion (ST) advised that generally the scheduling of lectures was arranged by the timetablers and therefore was not normally at the request of the lecturer. Also late changes were made to the timetable during the latter part of August, as the numbers of students enrolled on a programme were finalised, and teaching space requirements were apparent. This was agreed as being the case across all Schools.

All Schools agreed that every effort was and should be made to avoid scheduling lectures on Wednesday afternoons, although a number of factors seemed to be the cause.

The Chair suggested two pieces of work which could be undertaken:

1. To request information from timetablers, within each School, on the current percentage of lectures that are timetabled after 1.00pm on a Wednesday by programme.
2. That the SUBU Vice President gather information from students about whether more lectures being timetabled until 6.00pm in the evening would be preferable as a possible solution to avoiding Wednesday afternoons.

**Action: SE**

**Action: MS**

It was agreed this should be re-tabled at the October ESEC meeting, following a review of the next academic year's timetable. In the meantime, all members were requested to remind the timetablers about the requirement to avoid lectures taking place on Wednesday afternoons wherever possible.

#### **4 FOR APPROVAL AND ENDORSEMENT**

- 4.1 There were no items for Approval and Endorsement.

#### **5 FOR NOTE**

##### **5.1 SUBU President's Report**

The SUBU President advised members that the SUBU elections had recently taken place. 15% of the student body had voted in this election, which was a favourable comparison to last year, especially at the Lansdowne Campus, whose students provided 2,000 of the votes. The successful Full Time Officers for 2013/14 would be:

President – Murray Simpson  
VP Education – John Gusman  
VP Campaigns – Annie Hall  
VP Lansdowne – Sophie Chaytor-Grubb

The SUBU General Manager and the SUBU President have started work on the bus review for the next academic year. It was noted that bus timetables may need to be readdressed in line with the introduction of the Common Academic Structure (CAS). Members raised a concern on whether PG students should be based in Poole (Corfe House) because of the reduced bus service in the Summer term when most UG are no longer at the University, but PG students remain.

It was commented there was a lack of student awareness on the different bus options available to students particularly to travel from Poole to BU. The information to students would be improved going forward. The Chair of the Student Voice Committee offered any support required to SUBU staff to address any outstanding issues.

It was noted that the issue of capping the marks of units, previously failed, should have been discussed by Senate on 20 March 2013. However, this had not occurred since there were implementation issues that needed addressing before final ratification by Senate. The issue would now be discussed at Senate on 19 June 2013, following discussion at the Quality Assurance Standing Group (QASG) meeting on 22 April 2013.

## 5.2 Institutional Review Progress Report

The School Student Experience Champion (ST) confirmed the Self Evaluation Document (SED) had been submitted to the QAA on Monday 25 March 2013 together with the 560 supporting documents. Thanks were noted to all staff for their patience and assistance with various requests for information.

The first visit by the QAA reviewers would take place between 30 April and 1 May 2013, with the main review event due to take place week commencing 10 June 2013. A number of staff had been requested to be available on 9 May 2013 for any briefings which would take place. Staff members who would be required for the main review in June would be advised after the visit in April/May. The SED would become available to all staff on the staff intranet.

The Chair thanked Ms C. Symonds and the team for their hard work.

## 6 **REPORTING COMMITTEES**

### 6.1 Student Voice Committee Minutes of 6 February 2013 (unconfirmed)

**Noted:** The minutes were noted.

## 7. **Any Other Business**

- 7.1 It was noted that, particularly at this time of the academic year, SUBU and the Chaplaincy are providing additional personal support and guidance to students. On behalf of colleagues, the Chair of the Student Voice Committee thanked the Chaplaincy and the SUBU Advice Centre for the responsive and excellent service they provide to students.

## 8. **Date of Next Meeting**

Wednesday 29 May 2013, 1400-1600, The Board Room.