

Minutes of the meeting held on 29 May 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 D Sparrowhawk (Secretary)	Academic Administration Manager (HSC)
Ms M Frampton (Clerk)	Policy and Committees Officer (SAS)
Ms M Barron	Head of Student Services (SAS)
Ms L Bryant	SU President 2012/13, Students' Union (SUBU)
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)
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 Ireland	Chair of Student Voice Committee (SVC)
Ms J Mack	Academic Partnerships Manager (SAS)
Dr A Main	School Student Experience Champion (DEC)
Prof J Parker	Member of the Professoriate, School of Health and Social Care (HSC)
Prof D Patton	Member of the Professoriate, 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)
Mr M Simpson	Vice President (Education) of the Students' Union (SUBU)
Ms C Symonds	School Student Experience Champion, School of Tourism (ST)

Student Representatives:

Mr Jamie Hawkins	Postgraduate Research Student
Mr Thomas Denys	Postgraduate Taught Student

In attendance:

Mr A Liivet	Alumni Relations Manager (ADO) [Agenda Item ESE-1213-53]
Ms K Noble	Office Manager (ADO) [Agenda Item ESE-1213-53]
Dr L Sheridan	Academic Business Intelligence Manager (SAS) [Agenda Item ESE-1213-48]

Apologies:

Apologies had been received from:

Prof D Buhalis	Senate Member
Ms J Dawson	Observer nominated by the Chair of the Board
Dr A Diaz	Student Engagement & Co-creation Theme Leader (CEL)
Dr B Dyer	School Student Experience Champion, School of Health and Social Care (HSC)
Mr A James	General Manager of the Students' Union (SUBU)
Mr S Laird	Director of Estates
Ms M Mayer	Observer nominated by the Chair of the Board
Canon Dr B Merrington	University Chaplain
Ms J Quest	Senate Representative
Mr M Ridolfo	School Student Experience Champion, Business School (BS)
Associate Prof C Shiel	Director of the Centre for Global Perspectives
Dr X Velay	Deputy Dean (Education), School of Design, Engineering and Computing (DEC)
Mr M Wall	Representation & Democracy Manager (SU)
Dr G Willcocks	Deputy Dean (Education), Business School (BS)
Prof T Zhang	Head of the Graduate School (GS)

Welcome and Introductions

The Chair welcomed the group to the meeting.

2. Minutes of Previous Meeting held on 27 March 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.

Ongoing. The SUBU Vice President (Education) advised that this document would be discussed at the next Student Voice Committee meeting on 5 June 2013, and would then be presented to ESEC at the next meeting on 24 July 2013.

2.2.2 Minute 5.2 – Principles of Good Feedback – It was suggested the SUBU Vice President (Education) 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. MS had met with Professor Roach to plan ways of putting the Principles of Good Feedback into the Centre of Excellence in Learning (CEL) project.

2.2.3 Minute 3.2 – Additional Learning Support – The Associate Dean (Education) for ApSci was asked to update the paper with the comments from members. The paper would be recommended as good practice and put forward for consideration across all Schools at Programme level.

Completed. The updated paper regarding Academic Adjustments for ALN Students was listed on the agenda for discussion/recommendation.

2.2.4 Minute 3.3 – Lecturing on Wednesday Afternoons – Opt-out Policy – The Chair 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.

Ongoing. The Head of Education (MS) advised that information which listed all activity on Wednesdays from 12.00pm onwards had been obtained. This information would be circulated to DDEs/ADs Education/Heads of Education.

Action: SE

2.2.5 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.

Action: MS

3 PART 1: FOR DISCUSSION

3.1 Proposal for New Membership of ESEC and Amendment to Terms of Reference

In order to ensure good communication between the Centre for Excellence in Learning (CEL) and ESEC, small amendments were proposed to ESEC membership and the ESEC Terms of Reference.

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

It was noted and agreed that Item 11 of the Membership List on page 2 of the Terms of Reference should include "undergraduate".

Action: Clerk

3.2 Student Population Statistics – Analysis of Performance Information between ALN and non-ALN Students

The Academic Business Intelligence Manager presented updated information to members showing the analysis undertaken regarding academic outcomes between ALN and non-ALN students.

This item had been brought to the Committee for discussion in order to cross-refer to Schools for discussion and to ask for any additional information which the ALS Team should be made aware of.

Discussion took place on the comparison regarding the academic achievements of students with and without ALN and whether there were differences between their final performance and initial entry tariff points. Although some differences were apparent they were not considered to be of statistical significance, although it was agreed that this should not dilute the requirement of BU in its duty of care to students.

The members also discussed the extent to which the design of student assessments took account of ALN and learning styles. The majority of ALN students assessed at BU had dyslexia and the learning styles and abilities of ALN students varied considerably, notwithstanding that late diagnosis was not unusual. In general terms it was felt that the wide variety of assessment methods used across BU, and the support available to ALN students was fit for purpose, but that academics should continue to consider these students when designing assessments at unit and programme level, without compromising on ensuring that ILOs and other competencies were appropriately met.

A query was raised on whether other disabilities, such as physical disabilities had been included in the information provided in the presentation, which may provide further opportunities for analysis.

The members agreed the following actions:

- Members were requested to cross-refer the main points of the discussion held and for this item to be added to School agendas for further dialogue in order to embed the culture of awareness of learning styles and assessment modes for ALN Students. If any further evidence was required for further meetings within Schools, this could be obtained from the Academic Business Intelligence Manager.
- It was also 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.

Action: EDQ

- 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.

Action: DDE/AD Education

- The data could be further analysed with smaller subsets by the Academic Business Intelligence Manager.

Action: LS

4 FOR APPROVAL AND ENDORSEMENT

4.1 Academic Adjustments for ALN Students

The Associate Dean of Education (ApSci) introduced the updated paper which had been originally introduced at the ESEC meeting on 27 March 2013. A minor amendment was noted in the report.

The SU Vice President commended the paper. The members agreed that all recommendations were important but recognised the need for a degree of flexibility for Schools and individual programmes where it would not necessarily be possible to meet all recommendations.

Members agreed that as per the paper, Schools should ensure that early indications of learning requirements were provided to ALN students via the facilitative manners indicated, so that ALN student could fully engage within class contact sessions.

Endorsed: The report was endorsed by the Committee and put forward for consideration across all Schools at Programme level.

Action: DDEs/ADs Education/Heads of Education

4.2 Technology Enhanced Learning Strategy Forum (replaced ELEF)

The Associate Dean for Education (BS), who is also the Technology Enhanced Learning theme leader for the CEL, introduced the Forum to members and explained how it would provide support to staff and students in relation to the development, implementation and performance of learning technologies. The revised Terms of Reference were noted. It was also noted that "SUBU Vice President Representation" should read "SUBU Vice President (Education)" on the TELSFS Terms of Reference. It was agreed the Terms of Reference would be updated to reflect this.

Action: GR

There was a concern expressed in relation to myBU and whether the storage capacity 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 TELSFS meeting.

Action: ALL

Members were requested to engage with the Forum to help inform the needs of BU. It was advised that BU would be working more closely with Blackboard around the functionality of myBU and feedback would be given to Blackboard in order for any necessary changes to be implemented.

A two day 'show and tell' event would take place in the Atrium where all learning technologists would be able to advise staff and students what was available within myBU. This event would also provide an opportunity to have a dialogue with actual and potential users of myBU which would feed into the development of the TELSFS strategy. The committee also considered the need for the identification of School champions to engage in evaluating the evolving Blackboard/myBU functionality.

Action: DDEs

The Associate Dean for Education (BS) confirmed that it was hoped to have engagement with prospective students through iTunes. A meeting would shortly take place with IBM to experiment with new and different options.

Approved: The Committee approved the new Terms of Reference for the Technology Enhanced Learning Strategy Forum to replace the previous E-Learning Enhancement Forum (ELEF).

Noted: The Committee noted the myBU upgrade to SP11 this summer.

4.3 BU Mapping to QAA Quality Code for HE: Chapter B3 – Learning and Teaching

The updated paper was summarised by the Educational Development and Quality Manager and highlighted the three proposed actions. The report outlined how BU met the requirements of Chapter B3: Learning and Teaching. The review was considered by ASC on 2 May 2013 and minor amendments were suggested to the text and proposed actions. A summary was given for each of the three actions listed within the paper and presented to the Committee for endorsement.

Indicator 4 stated that Schools should identify relevant staff and the routes by which they would seek HEA Fellowship or equivalent. It was confirmed that EDQ had been working with the Head of Education (MS) on the application from BU to 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. The Head of Education (MS) would send an email to members to suggest how Schools could take the action point forward.

Action: SE

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.

Action: EDQ/JH

Approved: The report was approved by the Committee.

4.4 BU Mapping to QAA Quality Code for HE: Chapter B5 – Student Engagement

An update was provided to the Committee. The document was written by EDQ and it had subsequently been reviewed by Student Voice Committee and ASC. It was now presented to ESEC for approval. The Committee were informed that the document provided a 'snapshot' of actions and will be continually reviewed and amended as required. The Chair of the SVC requested comments and feedback from members. Any amendments would be included in the next iteration.

Regarding 3.2.5 (Action point 3 on page 3 of the report, on the measurement of student engagement), it was confirmed the performance indicator meeting had taken place and a potential working model was being developed with regards to quality assurance and student engagement with pedagogy. Measurable aspects would be reviewed at the next SVC meeting on 5 June 2013 and the ESEC meeting on 29 July 2013.

Approved: The report was approved by the Committee.

5 FOR NOTE

5.1 Introduction to Alumni Relations and Fundraising Programmes

An overview of the paper was given to the Committee which outlined the priorities of both alumni relations and fundraising, and highlighted areas where the team's work impacted on student experience. Members were asked for any additional information which would be beneficial to be included in next year's report.

It was confirmed that alumni had a life-long BU log-in and email addresses and careers advice were available to alumni for three years following graduation.

If alumni wished to be engaged with the University, they were able to join the Alumni Society which allowed BU to contact them if required. However the potential for re-engagement activities could be further explored by targeting specific student groups such as previous scholarship students, PAL leaders and members of extracurricular groups, clubs and societies. Personal contact details were held by the Alumni Relations Team. However, it was noted the Student Journey Project was looking into the Customer Relationship Management (CRM) system which had the potential to offer more information regarding Alumni.

Attention was drawn to the 'Further Study Recruitment' section of the report which referred to the re-recruitment of graduates to return to BU for Continuing Professional Development, Masters and/or PhD study. It was suggested that many students were not aware of the offers that BU had for postgraduate study, or funding opportunities and how they could be accessed. It was agreed that the groundwork for the recruitment of postgraduate students should be taking place in the undergraduate years with further work required on activities such as refresher programmes, which are topic specific.

Noted: The report was noted by the Committee.

5.2 SUBU President's Report

The report was presented by SUBU President.

Items of note were:

- The student representatives meeting with the QAA review panel had been successful and the contributions made by the students had been well received. During the same week as the meeting with the QAA reviewers, the final Speak Week of the academic year had taken place, providing a good opportunity to show the great partnership work of BU and SUBU.
- In April the SU President and four other elected delegates including the President-Elect and the Vice President Education-Elect, attended the NUS National Conference. During the event, there were some important motions passed to improve the education and general experience of students:
 - Communication of the public value of education
 - Opposition to racism and discrimination in education and deportation of international students
 - Lobbying for the reinstatement of Post Study Work Visas
 - Timetables to be provided 8 weeks in advance of start date
 - Campaign to ensure international student fees are capped
- SUBU had supported the opt-out clause being added to halls of residence accommodation contracts for Unilinx bus travel charges (£240 per year) for those wishing to use alternative transport methods. This was driven by student feedback.
- ASC had approved changes in capping for failure policy, with guidance. This will now go to Senate for final approval.
- Students had recently commented on careers support that was available to them and this is an area that will be investigated further by SUBU. The Head of Student Services would also follow this up with the Interim Placements & Careers Manager.
- The 'Keep Calm and Keep Revising' campaign ran for one week and highlighted the support networks available to students during the assessment and examination period. Free refreshments were provided whilst giving advice about learning support services for revision techniques. This was much appreciated by the students who were keen to learn more.
- The SUBU President was now working towards her handover to the SU President-Elect and preparation for the next academic year.

5.3 Institutional Review Progress Report

The QAA review team would be at the University from 10 to 13 June 2013 and many staff would be involved. Between now and the 10 June 2013, a number of briefings and meetings would take place to ensure staff are informed and prepared. A further tranche of evidence and information had been sent to the QAA reviewers. The focus was now on the four day visit which would start on 10 June 2013.

Noted: The update was noted by the Committee.

5.4 BU Postgraduate Professional and Personal Development (PPPD) Framework

The Head of the Graduate School was unable to attend the meeting, therefore members were requested to send any comments to the ESEC Secretary and these would be captured and brought to the next ESEC meeting.

Action: ALL

Noted: The report was noted by the Committee.

5.5 Annual Review of Student Policies and Procedures

The Head of Student Services advised the Committee that the annual review of Student Policies and Procedures had taken place with only minor amendments e.g. typographical and formatting corrections, 'Mediation' changed to 'Central Review' throughout the documents, and clarification was made on the use of legal representation in the procedure.

Noted: The report was noted by the Committee.

6 REPORTING COMMITTEES

6.1 Student Voice Committee Minutes of 24 April 2013 (unconfirmed)

Noted: The minutes were noted.

7. Any Other Business

7.1 There was no other business.

8. Date of Next Meeting

Wednesday 24 July 2013, 1400-1600, The Board Room