

Minutes of the meeting held on 5 December 2013 at 0900 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 (AS)
Ms M Barron	Head of Student Services (SSS)
Ms F Cownie	School Student Experience Champion, Media School (MS)
Dr B Dyer	School Student Experience Champion (HSC) & Chair of Student Voice Committee
Prof V Hundley	Member of the Professoriate, School of Health & Social Care (HSC)
Mr A James	General Manager of the Students' Union (SUBU)
Ms A Lacey	Student Experience Champion (HSC)
Ms J Mack	Head of Academic Services (AS)
Dr A Main	School Student Experience Champion (DEC)
Prof E Rosser	Deputy Dean (Education), School of Health and Social Care (HSC)
Dr G Roushan	Associate Dean (Education) (BS) and Chair of the Technology Enhanced Learning Strategy Forum
Ms C Symonds	School Student Experience Champion, School of Tourism (ST)
Ms J Taylor	Educational Development & Quality Manager and Acting Academic Partnership Manager, Academic Services (AS)
Dr G Willcocks	Deputy Dean (Education), Business School (BS)
Dr X Velay	Deputy Dean (Education), School of Design, Engineering and Computing (DEC)

Student Representatives:

BU Part Time Student	Karen Rees
BU Undergraduate Student	Teniola Seyjou
BU Mature Student	Kerry Wilshire
PG Taught Student	Laurent Durham

Apologies:

Apologies had been received from:

Prof D Buhalis	Senate Member
Mr J Cooke	Students' Union Head of Representation Services (SUBU)
Dr A Diaz	Student Engagement & Co-creation Theme Leader (CEL)
Associate Prof G Esteban	Member of the Professoriate, School of Applied Sciences (ApSci)
Mr J Gusman	Vice President (Education) of the Students' Union 2013/14 (SUBU)
Dr R Hill	Associate Dean (Education), School of Applied Sciences (ApSci)
Mr S Jones	Head of Facilities Management
Mr S Laird	Director of Estates
Canon Dr B Merrington	University Chaplain
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)
Dr P Ryland	Deputy Dean (Education), School of Tourism (ST)
Associate Prof C Shiel	Associate Professor in Education (ApSci)
Mr M Simpson	SU President 2013/14, Students' Union (SUBU)
Mr J Ward	Director of IT Services
Prof T Zhang	Head of the Graduate School (GS)

1. **Welcome and Introductions**

The Chair welcomed the group to the meeting.

It was established at the start of the meeting that it was not quorate and therefore the Chair suggested that the meeting did not take place, but that the notes were circulated for comments and any substantive agenda items from Part 1 be added to the ESEC agenda for the next meeting on 21 January 2014. There were no objections to this.

The Chair reminded members on the importance of attending ESEC and encouraged all members to attend in January 2014.

Members were requested to forward any comments/suggestions regarding the agenda items listed below to the authors of the reports and copy in the ESEC Secretary, with the exception of agenda item 5.1:

- Agenda Item 3.1 – HEA Update
- Agenda Item 5.1 – Arrivals and Induction Review – Members were requested to send any comments to the Head of Student Services with evidence.
- Agenda Item 5.5 – SUBU President's Report
- Agenda Item 5.6 – QAA Institutional Review Action Plan

2. **Minutes of Previous Meeting held on 25 September 2013**

2.1 Accuracy

The minutes of the previous meeting would be carried forward to the next meeting on 21 January 2014 for approval.

3 **PART 1: FOR DISCUSSION**

3.1 **Higher Education Academy (HEA) Update**

The Head of Education (MS) confirmed that BU had received approval from the Higher Education Academy (HEA) to proceed with HEA recognition within BU. This would be formally launched to all Schools in the New Year. Moving forward, HEA Fellowship and/or a recognised teaching qualification would be a requirement for all academic staff by 2018.

There would be two routes the HEA Fellowship:

- Through the existing PG Cert Education Practice (for new staff);
- Through CPD for experienced staff.

Members were requested to forward any questions or comments to the Head of Education (MS).

3.1.1 HEA Annual Institutional Report 2012-13

This agenda item would be carried forward to the next ESEC meeting on 21 January 2014.

3.1.2 HEA UKPSF Accreditation

This agenda item would be carried forward to the next ESEC meeting on 21 January 2014.

3.1.3 HEA Engagement Survey Pilot

This agenda item would be carried forward to the next ESEC meeting on 21 January 2014.

3.2 Technology Enhanced Learning Strategy Forum Update

This agenda item would be carried forward to the next ESEC meeting on 21 January 2014.

3.3 Centre for Excellence in Learning Update

This agenda item would be carried forward to the next ESEC meeting on 21 January 2014.

4 PART 2: FOR APPROVAL AND ENDORSEMENT

4.1 There were no items for approval and endorsement.

5 PART 3: FOR NOTE

5.1 Arrivals and Induction Review

The Committee **noted** the report.

Members were requested to send any comments to the Head of Student Services along with evidence.

5.2 Organisational & Staff Development Annual Report 2012/13

The Committee **noted** the report. Any comments/suggestions should be sent to the author/s of the report and copied to the ESEC Secretary.

5.3 Student Counselling Annual Review 2012/13

The Committee **noted** the report.

5.4 Student Services Annual Report 2012/13

The Committee **noted** the report.

5.5 SUBU President's Report

The Committee **noted** the report. Any comments/suggestions should be sent to the author/s of the report and copied to the ESEC Secretary.

5.6 QAA Institutional Review Action Plan

The Committee **noted** the report.

Members were requested to forward any comments/suggestions regarding the QAA Institutional Review Action plan to the ESEC Secretary.

6 REPORTING COMMITTEES

6.1 Student Voice Committee Minutes of 16 October 2013 and 20 November 2013

The minutes were **noted**.

6.2 Student Voice Committee Terms of Reference

The minutes were **noted**.

6.3 Technology Enhanced Learning Strategy Forum (TELSF) Minutes of 18 September 2013 and 13 November 2013

The minutes were **noted**.

6.4 Technology Enhanced Learning Strategy Forum (TELSF) Terms of Reference

The minutes were **noted**.

7. ANY OTHER BUSINESS

7.1 There was no other business.

7. DATE OF NEXT MEETING

Tuesday 21st January 2014, 1.00pm to 3.00pm in the Board Room