UET meeting

Tue 16 July 2024, 10:00 - 13:00

Committee Room, Poole House

Attendees

Board members

John Vinney, Susie Reynell (Finance Director), Jim Andrews, Karen Parker, Keith Phalp, Sarah Bate, Shelley Thompson

In attendance

Julie Kerr, Jane Forster

Visitors:

Deans: Faculty Performance at 10.20.

Russell and Jo Thurston to join for NSS result at 10.20

Jacky M to join for Computing PGT framework approval at 11.25

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval

Chair

The minutes of the meeting held on 9th July were approved as being an accurate record of the meeting and there were no matters arising.

The action log was noted. Updates included from SR.

Action list: https://livebournemouthac.sharepoint.com/sites/UETPrivate/Lists/UET%20Actions/AllItems.aspx

📄 action log 9th July 24.pdf
📄 Minutes_UET meeting_090724.pdf

2. Finance discussion

Susie Reynell

Update post Board meeting:

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It was noted that, although concerning, there are lots of opportunities to be realised.

ACTIONS:

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📄 Vacancies Board Annual Budget 2024-25 vFinal.pdf

2.1. Cash flow update

Information

Susie Reynell

Narrative going forward to include less jargon.

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Year end audit: preparatory work is underway and it is expected to be closed off with BDO in the first week of August

📄 WEEKLY CASHFLOW FORECAST UET meeting 16th July 2024 Narrative week ending 050724.pdf
📄 UET - Weeky Cashflow Forecast w-c 15 July 2024.pdf

2.2. Bids for approval

Approval

Susie Reynell

There were no bids for approval this week.

3. Faculty performance

The Deans, Jo Thurston and Russ Pottle joined the meeting.

Update on workload planning to be discussed on 23rd July.

3.1. NSS results

Deans were asked for their reflections and actions going forward.

Questions considered:

- What do you notice from the NSS results?
- What stories do the results tell about the experience for your students over the last 3/4 years?
- What should we tackle together?
- Considering the shape of the results viewed through the lens of course size, what does this tell us?
- Focus on big picture rather than granularity

Russ presented a set of slides showing themes, results by question, positivity scale, results by Faculty, department and programme:

Headlines:

Of the following themes, only Academic Support, Organisation and Management and Learning Resources improved on their score in 2023. Only Learning Resources and Academic Support achieved the sector average and the BU benchmark. Generally scores were below both the sector and the BU benchmark with the gap versus the sector increasing in a number of areas.

- Teaching on my course
- Learning Opportunities
- Assessment and Feedback
- Academic Support
- Organisation and Management
- Learning Resources
- Student Voice

At question level:

- Teaching on my course Q1 and Q2 decreased 2.5% against marginal sector improvement
- Learning Opportunities Q5 and Q6 saw a decrease of 2.4% and 1.2% against a sector improvement of 1%.
- Student Voice Q22 and Q24 saw a decrease of 4.9% and 2.1% against sector improvements of 1.8% and 2.4%.
- Timely feedback was significantly down on the previous year - as were the questions on course was well-organised and contact teaching staff when you need to.
- Mental wellbeing scores improved

Positivity Scale:

Only the question relating to timely feedback was above the sector-wide positivity measure.

- To Q14 6.8% said they rarely have quality feedback.
- To Q23 : 7% said their opinions were never valued
- To Q24: how clear is it that feedback is acted upon - 9.9% said not at all.

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Planning moving forward:

- Staff/Student forums to now be timetabled to enable maximum attendance and aviod conflicts with teaching.
- To set out a road map for student voice activities - currently an inconsistent approach and the policy should be implemented consistently across the faculties
- Will provide a template for FASEC report to cover student voice
- Will start to hold people accountable for implementation of initiatives
- Will continue with SimOn feedback. Working with the ADSEs and will feedback to PLs to address concerns raised.
- Continue to speak to students
- Programme template to be updated
- Student voice log to sit directly within the programme. PLs will be able to access all feedback.
- To adopt a whole university approach
- Strive for consistency across programmes and across faculties.
- Share best practice e.g. the video idea that ET is implementing.
- Create a proactive culture of inclusion. A culture shift based on tolerance.

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- Jo to provide an end of semester/year feedback report to UET.

JF:

- It was interesting to look at the results in terms of size of course. Would have expected the smaller courses to fare better but this was not always the case. Some of the small to medium size courses also did not do as well as might have been expected.
- Subject area analysis was also interesting and some interesting trends were evident, not specifically.
  - ○ Computing
  - ○ General, applied and forensics sciences
  - ○ Nursing and midwifery

ST:

- Attendance: it is evident that the notetaking tool is not always used. Need to manage this and ensure that it is used consistently.
- Think about what you want to be talking about this time next year - what do you want the next NSS scores to look like? What will they look like in a couple of years' time? What do we need to do now?
- What specific goals can we set in view of the current set of results?

CG: Needs to come up to at least a silver level.

ET:

- need to look at the results through a different lens.

- culture of both staff and students needs to be changed. Culture piece is core.
- believe that responses are hiding a degree of nervousness and a lack of confidence
- need to take a step back.
- need to be confident in a supportive culture
- need to be clear about positive outcomes and futures for students
- build from a more solid foundation

KPh:

- Need students to understand their own learning and question how they develop their competences.
- Need to look at correlation between NSS data and positive outcomes.
- Concentrate efforts where they will be most effective.
- Review the portfolio again in terms of efficiencies and look again at some of the smaller courses with weak cohort identities. This will also open up capacity within the timetable.

ST:

- What are the whole university approaches?
- What are the top priorities?
- What are we going to do together? eg
    - Student engagement framework
    - Student voice initiative
    - Preparation

ET: would like to throw in a curve ball. A lot of this is about knowing your students. Should we be reviewing the use of lectures? Is this necessarily the best way to engage students now? What is their value? Would students get much more value from time in studios and labs for example? We have been through a positive process with regard to exams - should we be doing the same with lectures?

KPh: supportive of any suggestions that have a strong pedagogic argument. Would need a co-ordinated effort and would need to keep within the UKVI guidelines. Don't believe this would be a silver bullet though.

ST:

Going into AMERs season. Start thinking about Faculty action. Would like a whole university approach. Deputy Deans should be talking to each other. AMERs need verbs!

Panel reviews will be in the calendar very shortly.

📄 NSS re size of courses.pdf
📄 Optional questions.pdf
📄 2024-07 NSS 2024 Summary.pdf

3.2. Portfolio follow up

SR : the costings data received is not in the form expected

Further information required.

Discussion was postponed until 23rd July.

📄 Copy of Course Costing Information Sheet - MSc Cyber Security.pdf
📄 Copy of Course Costing Information Sheet - MSc Digital Health.pdf
📄 Copy of Course Costing Information Sheet - MSc Data Science and Artificial Intelligence.pdf
📄 Copy of Course Costing Information Sheet - MSc Financial Technology.pdf
📄 Copy of Course Costing Information Sheet - MSc Information Technology.pdf
📄 4a-programme-development-proposal-form_COMP_PG_REVAL FINAL.pdf

4. Break

5. Items for approval or note

5.1. EDI plan and next steps

To be discussed further on KPa's return from annual leave.

5.2. Mandatory Safeguarding training

The paper was approved in principle; it was noted that it still requires TU approval.

ACTION: KPa to table with the Unions.

KPa putting together guidance for managers. This will be mandatory training and any failure to comply will result in disciplinary action being taken.

⟋ Appendix one - Mandatory Training Matrix - Safeguarding and Wellbeing .pdf
⟋ Mandatory Safeguarding and Wellbeing Trainig Matrix - UET paper July 2024.pdf
⟋ UET cover sheet - Mandatory Safeguarding and Wellbeing Training.pdf

5.3. Salisbury Framework contract for signature

Approved.

KPh to sign the contract.

⟋ Framework_Issue_Letter_100624.pdf
⟋ 23197 - CAF - Salisbury Framework Apprenticeship Training Agreement July 2024 FINAL(964534.1).pdf
⟋ S10353_Appendix_A_Employer_Contract_Version_v6.0_Apr24_Issue.pdf
⟋ S10353_Framework_Terms_(Apr24_Issue_Version).docx.pdf

6. Standing item: reportable events

Reportable events update

All previously reported events are now closed and there were no new events advised.

7. Future Meetings

UET on 23rd July to include:

- Student agreement
- Workload planning and Research plans - update from Deans. Kathryn and Brian to be invited
- Timetabling in relation to above
- Portfolio: costings update for computing
- PRES and PTES: Fiona and Julia to be invited

EDI to be tabled on KPa's return from leave.

⟋ UET 6th August 2024.pdf
⟋ UET 13th August 2024.pdf
⟋ UET 23rd July 2024.pdf
⟋ UEt 20th August 2024.pdf
⟋ UET ULT 2024 to 25.pdf

8. AOB

8.1. UCEA

UCEA have made an offer to the Trades Unions on the national pay award which has been rejected. The TU's are now invoking the national dispute procedure. It is expected that the meeting between the TUs and UCEA will take place before the end of August.