

# UET meeting

Tue 22 November 2022, 10:00 - 12:00

Teams/Boardroom

## Attendees

### UET members

John Vinney (Chair), Tim McIntyre-Bhatty, Jim Andrews, Susie Reynell

### In attendance

Jane Forster, Sarah Hutchings (Present at: 2),

Einar Thorsen, Hammadi Nait Charif, Zhidong Xiao, Salvo Scifo, Paula Callus, Geli Roushan, Jacky Mack Colleen Harding (Present at: 3),

Christina Pizot (Minute taking)

## Meeting minutes

### 1. Minutes and Matters arising from the previous meeting held on 1 November & 15 November 2022


Approval  
Chair


#### Minutes

The minutes from the previous meetings on 1 and 15 November were approved with no further comments or redactions.

#### Matters arising

None noted.

 Minutes\_UET meeting\_011122.pdf

 Minutes\_UET half day discussion meeting\_151122.pdf

### 2. Finance discussion

Susie Reynell

Present: Sarah Hutchings

#### 2.1. Cash flow update

Information  
Sarah Hutchings

SH joined the meeting to give UET the latest cashflow headlines:

-we were continuing to see higher upfront receipts in our October instalments relating to our overseas PG intake. SH noted that the team would revisit these figures when doing the forecast

-Estates - there was a small timing change which was not impacting on the year end

-Estates have asked for UET's approval to accelerate [FIGURE REDACTED] into 2023/24 from 2024/25 for the Talbot Campus remodelling projects. SR commented that this would be reviewed out the meeting with SH and they would revisit the figures. This was on hold until that work had been completed.

SR and SH would work on the forecast and give a verbal update on the headlines, in advance of the next EULT meeting.

#### 2.2. Bids for approval


Approval  
Susie Reynell

-RED ID: 13393 – “Realist evaluation of health communication and public health messaging to children and young people to improve policy and practice”, NIHR– Anna Feigenbaum

-RED ID: 13397 – “Privacy-in-Action – Protecting Privacy at Work”, EPSRC/REPHRAIN – PI Jane Henriksen-Bulmer

SR noted that she was content with the above bids from a financial point of view.

On that basis, UET approved both bids going forward.

 Narrative for UET meeting 22.11.22.pdf

### 3. Student Experience Review - FMC

Attendees:

- Einar Thorsen
- Hammadi Nait Charif, Zhidong Xiao
- Salvo Scifo, Paula Callus
- Geli Roushan
- Jacky Mack
- Colleen Harding


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The above attendees joined the meeting to discuss the programme level review for NCCA - Computer Animation courses. UET asked if they were confident about their current plans.

Key discussion points:

- ET noted that he was confident but there was still more to do. There had been some changes in the Leadership team with PC joining recently as Deputy Head of the department, during the transition phase, and three new programme leaders
- Key focus was around improving student experience, quality assurance and enhancing the community feeling both between staff and students
- Focus this year was on quick wins, tangible actions, getting the fundamentals right and shifting the culture
- All the AMERs have been reviewed from the start of the year
- Focus on staff experience, confidence building and graduate outcome
- Cultural shift with discussions taking place with staff members and sessions with FLIE to build on these discussions
- PC noted that there were some issues around the NSS scores around timeliness for some of the courses which brought the overall score down, and this was partly due to some members of staff who have special provisions. PC noted that it was important to clearly communicate this message with students
- Student voice has been used as a forum to chat with students to turn this into a positive communication
- PC admitted that the student voice sessions were low in attendance and engagement was key for success.
- Seminar sessions have been set up to the runner-up of assessments, for students to review each other's work in order for them to benchmark their work (PC)
- Some issues have arisen with timing and units due to too many members of staff working on one unit at the same time (HNC).
- Emphasis was on level 6, checking the units for this year and ensuring that everything going forward leading up to the NSS was running smoothly
- A cultural shift was needed within staff as well as students (HNC)
- On two of the points raised, the 'assessment inconsistency' and the 'great collaborative student activity', CH raised the question on the possibility of bringing those together into a joint student/staff learning and turning this into a positive experience. PC admitted that this hasn't been looked at yet but could be something the team could explore going forward.

Actions:

- UET asked the team to reflect on the matters discussed and all other relevant areas of the NSS, and any further actions in response
- It was suggested that the AMERs at programme and department level were reviewed to ensure that they reflected the action being taken and additional areas where action were needed to be taken and report to UET
- We would arrange a follow up meeting in January to discuss progress

 UET programme level summary for focussed review NCCA(1).pdf

Present: Einar Thorsen, Hammadi Nait Charif, Zhidong Xiao, Salvo Scifo, Paula Callus, Geli Roushan, Jacky Mack  
Colleen Harding

### 4. Standing item: OfS and Government Reporting

- Reportable events update





No new updates noted.

## 5. Future Meetings and Items

Note  
Chair

- EULT half away day - 23 November
- EULT meeting - 7 December
- EULT away afternoon - 8 December

UET reviewed the forthcoming EULT meetings for November and December.

-  EULT agenda 23rd November 2022.pdf
  -  EULT agenda 7th December 2022.pdf
  -  EULT agenda 8th December away afternoon.pdf
  -  Continuation and completion workshop list.pdf
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## 6. AOB

Chair

- JA updated UET on the upcoming UCU strike action taking place towards the end of this week