

# UET meeting

Tue 29 November 2022, 10:00 - 12:00

Teams/Board room

## Attendees

### UET members

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

### In attendance

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

Lois Farquharson, Shelley Thompson, Philip Ryland, Keith Parry, Helen O'Sullivan, Daniel Lock, Geli Roushan, Jacky Mack and Colleen Harding (Present at: 3),

Christina Pizot (Minute taking)

## Meeting minutes

### 1. Minutes and Matters arising from the previous meeting held on 22 November 2022


Approval  
Chair

#### Minutes

The minutes from the previous meeting were approved with one redaction to item 2.1.

#### Matters arising

None noted

 Minutes\_UET meeting\_221122.pdf

### 2. Finance discussion

Susie Reynell

UET agreed to revisit the November re-forecast, and this would be discussed at the next UET meeting on 6 December.

Present: Sarah Hutchings

#### 2.1. Cash flow update

Information  
Sarah Hutchings

SH joined the meeting to review our latest cashflow position. SH commented that there were quite a few movements this week.

Key headlines noted were:

- continuing trend of receiving more instalment income & upfront fees which was pushing out the SLC forecast
- slight improvements on other incomes including the RKE income phasing against the forecast
- biggest impact was the timing differences - for Digital IT and IP Enablers and smaller numbers for Estates & non-IT capital and non-pay

#### 2.2. Bids for approval

Approval  
Susie Reynell

-RED ID: 13105 – “Understanding the role of social marketing in influencing childbirth decisions”, AHRC – Chris Chapleo

-RED ID: 13417 – “Developing an AI tool to identify those patients with abnormal bile ducts at higher risk of injury during gallbladder surgery”, NIHR – PI James Franklin


SR was content with both bids on the financial side. On that basis, UET approved both bids going forward.

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#### Pre-approval to proceed for Leverhulme Early Career Fellowships

1. RED: 13414 – Listed PI Kate Welham with Fellow Heather Tamminen;
2. Potential resubmission of RED: 12896 – Listed PI Derek Pitman with Fellow S Ieremias;
3. Potential submission – Listed PI Ellen Hambleton with Fellow Samuel Walker

UET agreed that they needed more details on the FEC recovery rate before these bids could be considered.

 Narrative for UET meeting 29.11.22.pdf

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### 3. Student Experience Review - BUBS

Discussion

Chair

#### Attendees:

- Lois Farquharson
- Shelley Thompson, Philip Ryland
- Keith Parry
- Helen O'Sullivan, Daniel Lock
- Geli Roushan
- Jacky Mack
- Colleen Harding

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The above attendees joined the meeting to discuss the programme level review for Sports and Events Management courses. UET asked the team about their level of confidence about their current and future plans.

#### Key discussion points:

- LF noted that they were confident but there was still room for improvement. The Leadership in Sports and Events had only been in place for the last 3 months with KP as interim Head of Department and HS as Deputy Head of Department (seconded from M&C) and DL (interim Head of Department). They had been building an excellent team and working on the identity of the department as well, which was important in terms of the team building aspect
  - KP commented that this was a new team, new system and they had worked hard to build a strong identity. The presence on campus and personal contact had made a huge difference to morale boost and had given the team a new lease of life, which had impacted on student engagement & community
  - HS added that they had new PLs arrive from other institutions and around the world, who were keen and passionate with lots of great ideas. They were looking at the units and future plans
  - DL discussed the Level Tutors and their relationship with the PLs, in terms of the fact that they had not been utilised as much as they should have been. They had started having informal discussion with the PLs in order to see how they felt about delegating some of the work to the Level Tutors in order to free up their time
  - There was a positive culture from new and old colleagues who had worked hard on getting to that stage. There had been an investment on shifting the culture to energise the staff (KP)
  - This was a very different department and ethos and the department as a whole was moving into a new phase (PR)
  - On the question from JA on how they were helping level 6 students, KP noted that they had for example: - tweaked the units, took back control of some of the teaching in-house which was happening externally, there were organising external 'writing retreats' which involved well-being aspects
  - They were working with the Alumni team for mentoring students especially in the lower scoring courses, in order for them to achieve better employability (KP)
  - There was some inconsistency amongst staff which then had a negative impact on student expectations and feedback (DL)
  - TMB enquired about the changed nature of assessment. KP answered that they had redesigned the assessment criteria for their level 6, and they had also re-looked at the marking criteria for the units.
- In addition, the Leadership team were very much focused on responding to student feedback (HS)

#### Actions:

- The team would be invited back for a follow up in the new year and we would look at discussing L6 survey data
- The team were asked to reflect on the discussions and the indicators, including completion and progression
- The team were asked to review the AMERs for the programmes and department to ensure they reflected the action being taken and any additional actions that were identified

 summary sports and event management for UET.pdf

Present: Lois Farquharson ,Shelley Thompson, Philip Ryland,Keith Parry, Helen O'Sullivan, Daniel Lock ,Geli Roushan ,Jacky Mack and Colleen Harding

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

Discussion

Chair

- Reportable events update

No new reportable events to be noted.

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## 5. Future Meetings and Items


- 7 December EULT agenda
- 8 December EULT away afternoon agenda
- 13 December Student Voice & Engagement meeting


JFo & UET discussed the 8 December EULT agenda in terms of the structure and the attendees to invite, in order to get the right balance for discussion. JFo noted that Colleen Harding and Susanne Clarke would be facilitating some of the sessions.

This would be discussed further and finalised at the next UET meeting on the 6 December.

UET also discussed the second wave of student experience focused discussions at UET. It was agreed that FST, FMC and BUBS would be invited but not FHSS.

 Continuation and completion workshop list.pdf

 EULT agenda 7th December 2022.pdf

 SVEC Dec 22 meeting agenda.pdf

 Meetings dates 2022-23 ULT meetings November 2022.pdf

 UET reviews, Wave 2 - November 2022.pdf

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## 6. AOB

Chair

- JA updated UET on the UCU strike - at this stage, there were no student complaints and the impact was considered minimum
- TMB enquired regarding the timeline for procurement for the SQS review. JV was currently in discussion with Deborah Wakely and the Chair of the Board and would report back.
- SR updated UET on the RCF
- JFo discussed the staff/students end of year Christmas drinks and the option of having it on both campus