

Item 3 - Education & Student Committee – Matters Arising from February 2017 Meeting

The following tables provide a briefing on actions following Education & Student Committee on 8 February 2017 and outstanding Matters Arising from previous meetings. Completed actions will be removed from this schedule once they have been noted by the Committee.

* **Actions/Status items in bold are for verbal update at the April meeting**

Education & Student Committee (from February 2017)

| Meeting | Item | Action | Update | Responsible | Status* |
|------------------------|---|---|--|---|-------------------------|
| Meeting 15 08.02.17 | 4 KPIs - Properties & Facilities Presentation discussion: Lecture Capture | ADEs to feedback to Learning Environment Committee with regard to comments regarding Lecture Capture for consideration within the DALI project | To be discussed by the Learning Environment Committee (LEC) – LEC Chair to provide update to the | Associate Deans Education Chair Learning Environment Committee | April 2017 |
| Meeting 15 08.02.17 | 4 KPIs – Marketing & Communications Presentation discussion: Student Induction | Approach to enhancements to Student induction to be planned. Consideration to be given to broader work on student support at induction, to focus on students rather than on programmes (including an analysis of the current approach and prioritisation to identify enhancements that would support students over their first terms) | To be subsumed into the Progression Improvement or Student Communication Project as appropriate | Head of Student Experience | June 2017 |
| Meeting 15 08.02.17 | 6 Vision and Strategy 2016 | Sample Scorecard to be provided to the Committee for information | | Director of Strategy and Planning | <i>See April Agenda</i> |
| Meeting 15 08.02.17 | 7 Revision of Education and Student Strategy | Committee members to provide feedback to the Head of Student Experience on suggested actions for how to improve student progression | See Agenda Item 7.2 relating to the establishment of establishment of the Progression Improvement Plan Working Group | All Education and Student Committee members | <i>See April Agenda</i> |
| Meeting 15 08.02.17 | 9 Management Information Project | <i>Committee members to provide feedback to the Project Manager to ensure the requirements of their Schools or Professional Service are considered within the Management Information Project</i> | <i>Presentation slides and further information were circulated to the Committee with a request for feedback in February 2017</i> | <i>All Education and Student Committee members</i> | <i>Completed</i> |
| Meeting 15 08.02.17 | 20 Annual Programme Evaluation - Undergraduate | 1. Boards of Studies action plan items to be disseminated to BoS Chairs and Secretaries relating to submission of outstanding APEs and Academic Partnerships Co-ordinator statements are | 1. ADEs to ensure all outstanding APEs are submitted to Student & Academic Services by the end of February to enable assurance to be provided to Senate. | 1. ADEs | 1. April 2017 |

Actions and Matters Arising

| Meeting | Item | Action | Update | Responsible | Status* |
|---------|------|--|---|---|-----------------------------------|
| | | <p>submitted to Student & Academic Services by the end of February to enable assurance to Senate. Boards of Studies minutes to confirm that students have had the opportunity to review and feedback on all APEs upon completion of the Board of Studies second review</p> <p>2. Head of Student Experience/ESS Coordinator to liaise with LEaD regarding the APE assessment theme</p> | <p>2. Ongoing BoS Agenda monitoring to be managed with the Quality Forum.</p> | <p>2. Head of Student Experience/ Education and Student Coordinator/Director & Deputy Director LEaD</p> | <p>2. <i>See April Agenda</i></p> |

Education & Student Committee (from November 2016)

| Meeting | Item | Action | Update | Responsible | Status* |
|------------------------|--|--|--|---|----------------------------|
| Meeting 14 10.11.16 | 6 Education and Student Strategy – Learning and Teaching | Education and Student Committee will prioritise learning and teaching. The Deputy President & Provost, ADEs and LEaD will meet to discuss how this should be taken forward and incorporated into the second strategy planning round to address the KPIs. | <p>Prioritisation of learning and teaching discussion to take place at the LEaD Advisory Board on 21 February 2017.</p> <p>To be progressed within the update of the Education and Student Strategy</p> | Deputy President & Provost/ADEs/LEaD | <i>See April Agenda</i> |
| Meeting 14 10.11.16 | 6 Education and Student Strategy – Sub-committee Terms of Reference/ Membership | Updated Terms of Reference and Membership for Education and Student Committee Sub-committees to be brought forward for approval | See Agenda item 7.2 for update | Education and Student Strategy Coordinator | June 2017 |
| Meeting 14 10.11.16 | 8 Student Surveys | <p>1. <i>Students and staff should be briefed to support them with understanding the revised NSS questions.</i></p> | <p>1. <i>Students’ Union to communicate with students about the NSS changes. The Surveys staff pack has information regarding the new question set; in the NSS programme team meetings Programme Directors explained how they were going to work with staff on understanding the</i></p> | <p>1. <i>SU President/ Deputy Head Student Experience</i></p> | <p>1. <i>Completed</i></p> |

Actions and Matters Arising

| Meeting | Item | Action | Update | Responsible | Status* |
|------------------------|--|--|---|---|-------------------------|
| | | 2. The Welcome Week survey should be reviewed to align with other surveys | <p><i>questions and explaining them to students.</i></p> <p>2. The Welcome Week survey will be reviewed over the Spring to align with other surveys.</p> | 2. Deputy Head Student Experience | 2. September 2017 |
| Meeting 14 10.11.16 | 9 Student Engagement - Policy | A student engagement policy paper is being drafted and will be considered at the next meeting | <p>Draft paper received February 2017. A further update on the attendance and participation policy to be provided in April 2017.</p> <p>To be progressed within the update of the Education and Student Strategy</p> | Deputy Head S&AS, Head of Student Experience/ Retention and Success Manager | <i>See April Agenda</i> |
| Meeting 14 10.11.16 | 9 Student Engagement - Inclusivity | <p>1. Paper outlining proposals relating to inclusivity to be considered at a future meeting following discussions at Equalities Committee.</p> <p>2. Access and Success Sub-Committee to consider equality of opportunity in accessing student support initiatives (Action from April 2016)</p> | <p>1. To be incorporated into the work of the City Communities Hub</p> <p>2. To be included within the scoping of priorities</p> <p>To be progressed within the update of the Education and Student Strategy</p> | Head of Student Experience | <i>See April Agenda</i> |
| Meeting 14 10.11.16 | 18 Senate Policy – External Examiners | <i>Appointment guidance notes to confirm BoS obligations relating to nomination criteria</i> | <p><i>A template has been completed to support programme directors seeking nominations for new external examiners.</i></p> <p><i>Guidance notes for staff are being drafted to supplement existing documentation.</i></p> | <i>Assistant Registrar Quality</i> | <i>Completed</i> |

Actions and Matters Arising

Education & Student Committee (from September 2016)

| Meeting | Item | Action | Update | Responsible | Status* |
|------------------------|---|---|---|------------------------------|-------------------------|
| Meeting 13 29.09.16 | 3 Terms of Reference and Membership and Committee Priorities | <p>The Terms of Reference and Membership will be updated following the governance review. This will incorporate the Committee Priorities from 2016/17:</p> <ol style="list-style-type: none"> 1. The integration of TEF/ HEFCE QA and Student Experience Audit results into our strategic and operational routines 2. Supporting City's academic and executive leadership in providing assurance to Council on quality and standards and delivery of the Vision & Strategy 2026 (including proposing change and additional initiatives where needed) 3. A joined up approach to implementing the Vision & Strategy 2026 and 3 academic output KPIs via School Plans and the Education & Student Strategy 4. Oversight of programmes of work within the hub committees (with less focus on individual projects) 5. Defining what we mean by student engagement at City and enhancing practice 6. Engaging effectively with City's staff and student committees on the above 7. Partnership with the SU Strategy 8. The NSS | <p>The priorities will also be incorporated into the revised Terms of Reference and Agenda format.</p> <p>Learning and Teaching to be a priority within Education and Student Committee business (noted at November 2016 meeting)</p> <p>Revisions to be made in liaison with Head of Student Experience and Assistant Director, Quality and Academic Development</p> <p>Updated Committee Priorities to be disseminated - communications strategy to be agreed.</p> <p>Committee Priorities are being incorporated into the Education and Student Strategy and implementation plan.</p> | Chair/Secretary | June 2017 |
| Meeting 13 29.09.16 | 5 Chairs Business – Evaluation of Student Experience | Outcomes of the review to be reported to the Committee | Outcomes from the review will inform the updates to the Education and Student Strategy – See Agenda Item 5b) | Deputy President and Provost | <i>See April Agenda</i> |

Actions and Matters Arising

| Meeting | Item | Action | Update | Responsible | Status* |
|--------------------------------------|--|---|--|--|---|
| Meeting 13 29.09.16 | 13 Professional Service Reports | Reporting structure to be integrated into annual Student and Education Committee business and communicated to relevant professional services | <p>The SU, LEaD and Student and Academic Services are invited to include commentary in their standing reports on activities supporting satisfaction, employability or progress that are not already reported via the hub structure.</p> <p>The following other services will be invited to provide an annual written report or presentation on their activities and impact:</p> <ul style="list-style-type: none"> • Property and Facilities – presented Feb 2017 • IT – to present April 2017 • Library Services • Marketing and Communications – presented Feb 2017 • Research and Enterprise | Education and Student Strategy Coordinator | <i>IT to present at the April meeting</i> |
| Meeting 13 29.09.16 | 23 Periodic Review Reports | Update to be provided to the Committee on overdue One Year On Reports. Several One Year on Reports are now overdue by more than a year. For Senate to be assured that outstanding actions relating to the quality and student experience of these programmes have been addressed, Boards of Studies are asked to confirm that Periodic Review actions have been covered in APEs and associated reporting. | <p>Once Board of Studies confirmation has been reported to E&SC the business for these programmes can be concluded.</p> <p>November 2016: this work is in progress and a further update will be provided April 2017</p> | Assistant Director (QUAD) | <i>See April Agenda</i> |

Actions and Matters Arising

Education & Student Committee (from May 2016)

| Meeting | Item | Action | Update | Responsible | Status* |
|------------------------|--|---|---|--|---|
| Meeting 12 26.05.16 | 12 Assessment Strategies | Work on reviewing assessment strategies to be progressed during 2016/17 | Proposal submitted to the Resource Allocation Management Board and approved by Finance Committee and approved. Posts to be advertised. | Deputy Director LEaD | April 2017 |
| Meeting 12 26.05.16 | 16 City Communities Sub-Committee: Segmentation Project | <ol style="list-style-type: none"> SU to present further findings from the Segmentation Project to the Committee once further analysis had been undertaken A sub-group of Education and Student Committee will review the survey data and identify actions for City | <ol style="list-style-type: none"> Summary of findings presented in May 2016. Further report to be provided following analysis. Discussions with SU/Student Experience Team are in progress Overarching plan received September 2016. Further details received February 2017. | <ol style="list-style-type: none"> SU President Head of Student Experience | <ol style="list-style-type: none"> October 2017 June 2017 |

Education & Student Committee (from April 2016)

| Meeting | Item | Action | Update | Responsible | Status* |
|------------------------|-----------------------------------|---|--|--|-----------|
| Meeting 11 14.04.16 | 3 Flexible Course Delivery | <ol style="list-style-type: none"> Discussions have taken place between Strategy and Planning, LEaD and Student and Academic Services to identify how planning and implementation of flexible course deliver modes can be managed more systematically. LEaD/S&AS to establish a focal point for management of flexible delivery modes Programme approval process and guidelines to be updated to reflect the requirement for business cases to specify distance/flexible learning requirements and associated infrastructure, technical support and pastoral considerations (from Matters Arising, February 2016) | <p>Will be progressed once School Plans have been finalised.</p> <p>November 2016 update: work is in progress as part of the update to the programme approval process being managed by QUAD.</p> | <ol style="list-style-type: none"> Acting Director LEaD Asst Director (QUAD) | June 2017 |

Actions and Matters Arising

| Meeting | Item | Action | Update | Responsible | Status* |
|------------------------|--|---|---|---------------------------------------|-------------------------|
| Meeting 11 14.04.16 | 10 Internationalisation Strategy | Draft Internationalisation Strategy to be circulated to the Committee for comment | Internationalisation Strategy has been received by SipCo and Council. The Strategy, Governance and Implementation Plan were received by E&S Committee February 2017. Priorities will be agreed February/March 2017 To be progressed within the update of the Education and Student Strategy | Head of Student Experience | <i>See April Agenda</i> |
| Meeting 11 14.04.16 | 14 City Communities Sub-Committee | A revised proposal on Student Communications will be brought to a future meeting (further to initial Transformation Programme Work) | The City Communities SubCommittee supports the communication proposals To be progressed within the update of the Education and Student Strategy | City Communities Sub-Committee | <i>See April Agenda</i> |
| Meeting 11 14.04.16 | 16 Partnerships Sub-Committee | <i>The Chair will discuss the register of MOAs and MOUs with the PVC</i> | <i>It has been agreed that a register will be maintained</i> | <i>Deputy President & Provost</i> | <i>Completed</i> |
| Meeting 11 14.04.16 | 18 Annual Programme Evaluation | Future APE templates to include a question relating to links with University Strategy KPIs | Awaiting finalisation of the updated City KPIs therefore APE templates will continue to be based on the current set of metrics for 2015/16. To be reviewed for 2016/17 APEs. | ESS Co-ordinator | June 2017 |

Education & Student Committee (from May 2015)

| Meeting | Item | Action | Update | Responsible | Status* |
|-----------------------|------------------------------------|--|--|-------------------------------|-------------------|
| Meeting 7 14.05.15 | 17 English Language Support | Further research and development work to be undertaken following the initial report. | Report submitted to ExCo in April 2016; two options were considered, either in-house provision or external provider. February 2017: proposal for term-time only tutors not approved. Proposal to be re-submitted with amendments to engage VLs. | Associate Dean Education SASS | April 2017 |