



EDUCATION & STUDENT COMMITTEE AGENDA - MEETING 8  
22 September 2015 in Room C143  
13.00 to 16.30

Part 1	Preliminary Items	Paper <sup>1</sup>	Speaker	Time
1.	* <b>Welcome and apologies</b> and to <b>agree</b> : * (for discussion); # (discuss only matters of importance/concern arising); all others (for information) <sup>2</sup>	Verbal	Chair	13.00
2.	# <b>Minutes</b> To <b>approve</b> the minutes of the meeting held on 14 May 2015	Open	Chair	13.05
3.	# <b>Terms of Reference and Membership</b> To <b>approve</b> the updated Terms of Reference and Membership	Open	Chair	13.10
4.	* <b>Matters Arising</b> To <b>note</b> matters arising from previous meetings which do not appear elsewhere on the agenda	Open	Chair	13.15
5.	* <b>Chair's Business</b> To <b>receive</b> a report on important institutional business from the Chair	Verbal	Chair	13.20
6.	* <b>Student &amp; Academic Services Report</b> To <b>receive</b> an update on the activities of the service	Open	Director of S&AS	13.35
7.	* <b>Student's Union Standing Report</b> To <b>receive</b> the Students' Union Standing Report	Open	SU President	13.50
Part 2	Strategy and Planning	Paper <sup>1</sup>	Speaker	14.00
8.	<b>Education and Student Strategy Governance and Priorities</b>			
8.1	* To <b>approve</b> proposals for: a) Governance arrangements and reporting on Education and Student Strategy activities b) 2015/16 Priorities	Closed	Head of Student Experience/ E&SS Coordinator	
8.2	* To <b>approve</b> the updated Terms of Reference and Membership for sub-committees and groups supporting implementation of the Strategy: a) Learning Enhancement and Development Advisory Sub-Committee b) Access and Success Sub-Committee c) City Communities Sub-Committee d) Career Development and Employability Sub-Committee To <b>note</b> the draft revised Terms of Reference for: e) the Graduate School Committee	Open	Head of Student Experience/ E&SS Coordinator	14.10

<b>9.</b>	<b>*</b>	<b>Student Surveys 2015</b>	Closed	Head of Student Experience	14.20
		a) To <b>consider</b> the results and action planning for			
		i. Undergraduate surveys			
		ii. Postgraduate surveys			
		b) To <b>receive</b> a proposal on how Education and Student Strategy Hubs will consider student survey results			
<b>Part 3</b>		<b>Reports from Education and Student Strategy Hub Sub-Committees and Projects</b>	<b>Paper<sup>1</sup></b>	<b>Speaker</b>	<b>14.40</b>
<b>10.</b>		<b>Support for Success</b>			
<b>10.1</b>	<b>#</b>	<b>Access and Success Steering Group</b>			
		To <b>receive</b> the minutes of the meeting held in July 2015.	Open	Chair	
<b>10.2</b>	<b>#</b>	<b>Personal Tutoring Policy</b>			
		To <b>receive</b> the updated Personal Tutoring Policy and <b>consider</b> the implementation of the Policy during 2015/16	Open	Acting Director LEaD	14.45
<b>11.</b>		<b>Career Development and Employability</b>			
	<b>#</b>	<b>Career Development and Employability Sub-Committee</b>			
		To <b>receive</b> an update on developments	Verbal	CDES Chair	15.00
<b>12.</b>		<b>Research and Practice Informed Education</b>			
<b>12.1</b>	<b>#</b>	<b>Learning Enhancement &amp; Development Advisory Sub-Committee</b>			
		a) To <b>receive</b> the minutes of the meeting held in June 2015	Open	Acting Director LEaD	15.10
		b) To <b>receive</b> a summary of current project development	Verbal		
<b>12.2</b>	<b>#</b>	<b>Graduate School Committee</b>			
		To <b>receive</b> an update on developments relating to the Education and Student Strategy	Verbal	Graduate School Chair	15.20
<b>13.</b>		<b>City Communities</b>			
	<b>#</b>	<b>CitySport Working Group</b>			
		To <b>receive</b> the minutes of the meeting held in April 2015	Open	CWG Chair	15.25
<b>14.</b>		<b>In the Heart of a Global City</b>			
		To <b>note</b> the activities supporting this Hub will be embedded within reports from the above Sub-Committees/Groups		E&SS Coordinator	
<b>BREAK – 15.30</b>					
<b>Education and Student Committee members (excluding those only attending for the Strategic Development items) resume for Part 4 at 15.45</b>					
<b>Part 4</b>		<b>Operational Business and Reports from Sub-Committees</b>	<b>Paper<sup>1</sup></b>	<b>Speaker</b>	<b>15.45</b>
<b>15.</b>	<b>#</b>	<b>Programme Development Update</b>			
		To <b>receive</b> summary reports on:	Open	Assistant Director QUAD	
		a) Programme developments			
		b) Conditions arising from programme approval			
		c) Board of Studies amendments			

16.	#	<b>Student Journey: 'if things go wrong' Projects</b> To <b>receive</b> an update on the programme of enhancement work and communication strategy	Open	Head of Student Experience	15.50
17.	#	<b>Assessment Regulations Review</b> To <b>receive</b> an update and <b>note</b> the proposed next steps for the review	Open	Assistant Director QUAD	15.55
18.	#	<b>External Examiners</b> To <b>receive</b> a summary of current External Examiner Appointments for Undergraduate and Postgraduate Taught Programmes and to <b>note</b> appointments required for 2015-16.	Restricted	Assistant Registrar (Quality)	16.00
19.	#	<b>Periodic Review</b> a) To <b>receive</b> a summary of 2014/15 Periodic Review activity b) To <b>receive</b> the planning schedule for 2015/16 and 2016/17	Open	Assistant Director QUAD	16.05
20.	#	<b>Annual Programme Evaluation (APE)</b> To <b>note</b> the dates for briefing sessions for Programme Director deadlines for APE submission	Verbal	Chair	16.15
21.	#	<b>QAA Higher Education Review of Westminster Kingsway</b> To <b>note</b> the outcome of the QAA Review in February 2015	Web Doc	Assistant Director QUAD	16.20
<b>Part 5</b>		<b>Sector developments</b>	<b>Paper<sup>1</sup></b>	<b>Speaker</b>	<b>16.25</b>
22.	#	<b>QAA Updates</b> To <b>note</b> publication of a new Subject Benchmark Statement for Mathematics, Statistics and Operational Research	Open	Assistant Registrar (Quality)	
23.	#	<b>Any Other Business</b>			<b>Close</b>
		<b>Meetings in 2015/16:</b>			
			Thursday 12 November 2015		
			Thursday 11 February 2016		
			Thursday 14 April 2016		
			Thursday 26 May 2016		

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<sup>1</sup> City University's Publication Scheme, produced in accordance with the Freedom of Information Act 2000, makes clear that the papers and minutes of meetings of Council and Senate and their committees are routinely published on the web. Restricted and closed papers are exempt under the Scheme. All other papers are Open and are published without hesitation on the web. "Restricted" papers are made available to staff. Staff should treat "Restricted" papers as confidential and not to share or discuss them with anyone other than University staff. <sup>2</sup> Recommendations included in papers not starred and not discussed will be taken as approved.