



**ACCESS AND SUCCESS SUB-COMMITTEE  
MEETING 1 – Monday 28<sup>th</sup> September 2015  
UNCONFIRMED MINUTES**

<b>Name of Member</b>	<b>Meeting 1 28/09/15</b>	<b>Meeting 2 19/11/15</b>	<b>Meeting 3 20/01/16</b>	<b>Meeting 4 12/03/16</b>	<b>Meeting 5 24/05/16</b>	<b>Meeting 6 19/07/16</b>
Professor Carl Stychin (Chair)	√					
Michael Bennett	√					
Ben Butler	√					
Professor Jason Chuah	√					
Issy Cooke	√					
Dr Cristina Gacek	√					
Dr Russell Gerrard	√					
Professor Chris Hull	√					
Andrea Kenneally	A					
Dr Chris McDowell	A					
Pam Parker	A					
Sarah Wood	A					

√ indicates attendance

A indicates apologies have been provided

Attending: Megan Butler (Student & Academic Services); Rebecca Lewis (Disability Co-ordinator, LEaD)

## 1. Welcome and Apologies

The Chair welcomed the group. Apologies were received and noted. Rebecca Lewis attended on behalf of Andrea Kenneally.

## 2. Minutes

The minutes from the previous meeting were approved. A separate actions/matters arising document was circulated with the minutes. It was noted that all the actions were either on-going or complete.

The group noted that work with IS for implementation of a Widening Participation (WP) flag within SITS for WP students was now in place. Discussions could now happen to expand its use.

**Action: Access and Retention Coordinator (ARC) to discuss with IS and other stakeholders**

## 3. Education and Student Strategy projects briefing

The group discussed the three existing projects within the 'Support for Success' hub of the Education and Student Strategy. The group will provide oversight and guidance as to how projects might develop and updates to Education and Student Committee. It was highlighted that the group would consider impact on retention for all students, and closely consider the effects on WP students.

The group discussed how new projects would be proposed and how resources would be allocated. It was noted that the group would steer projects and make recommendations to E&SC for resources for projects. It was highlighted that some resources could be allocated within the Access Agreement if projects would benefit or impact on WP students in particular. The group agreed that further clarification around new projects was needed.

**Action: ARC to invite Education and Student Strategy Coordinator to next meeting to provide detail on reporting processes**

The group were provided with an update on the CityBuddies project. At start of term over 1,200 students had applied to participate. It was acknowledged that the Student Development team were managing the administration of the scheme to ensure all participants would receive the required support. This may present a challenge over the year due to the large numbers involved. The group noted that additional resource may be needed to support the project if the high numbers of students are consistent and to ensure the project has the best possible impact. The group will monitor this. It was agreed that it would be useful to receive data on which Schools participating students were from.

**Action: Ben Butler (BB) to provide data**

The group discussed collecting data on how many participants were from WP backgrounds and on the retention and progression of students who were involved in the scheme. It was agreed that this data would be useful. It was suggested that the WP flag in SITS could be used to help with data collection. The group agreed that options should be put forward of how best to demonstrate impact and evaluate the scheme using selected data. It was emphasised that additional resource may be required to collect the right data, analyse this and produce reports.

**Action: Options to be presented to the group**

The group reviewed the objectives for the CityBuddies project and considered that those suggested on the template might require revision.

**Action: BB to review objectives for project**

The group discussed the Personal Tutoring project and reviewed the project template. The revised Policy had been approved by Senate and was now in the implementation stage. It was agreed that it would be useful to see a plan for what comes next and potential measures of success.

**Action: Update to be provided at next meeting**

The group discussed the Learning Analytics project. The project is in development with elements delivered by LEaD and Student and Academic Services, overseen by LEaD Advisory Board with input from this group. The group noted that other universities have developed different systems for capturing student data and using this to develop analytics systems to monitor engagement and improve retention. The project was currently investigating options for a suitable approach. It was acknowledged that student attendance monitoring raised ethical questions, and the group highlighted the need for balance between such a system and the nature of independent learning in Higher Education. It was emphasised that this level of project would require considerable resources to be put in place. The group agreed that the project was at the stage of scoping possible approaches. As such, it could not be evaluated in terms of outcomes or impacts.

The group noted that the next stage would be a readiness assessment provided by JISC to establish current status and possible options for development of an engagement and analytics system. It would also include consideration of issues raised by the sub-committee. The proposal to carry out the assessment would be put to Education and Student Committee for agreement, to then be noted by ExCo. The assessment would be delivered as a smaller scale project, to contribute to the ongoing work in this area. The group would be kept up to date as this progresses.

#### **4. Education and Student Strategy priorities for 2016/17**

It was agreed that in February 2016 the group would consider projects for the 2016/17 academic year which would be put to Education and Student Committee for consideration and/or approval.

#### **5. Access Agreement resource allocation for 2015/16**

The group discussed the template for Access Agreement funding. It was clarified that Services and Schools could complete the template and provide a rationale for a project. A decision would be made as to the amount of resource that could be allocated from the Access Agreement for the project.

It was suggested that for the current academic year the process was reactive rather than proactive as departments may not know the budget required until the number of students had been confirmed. It was highlighted that a potential development would be to create a three year forecast for Access Agreement commitments and resource. Departments could then plan what projects they might develop related to the Access Agreement.

**Action: ARC to finalise and distribute template**

#### **6. Widening Participation and Retention links in Schools**

The group discussed the proposal to have a nominated academic link in each School to support WP and Retention. It was suggested that Access Agreement resource could be directed to each School to provide this role, which would impact on academics' time and capacity.

It was acknowledged that this role would be useful, but concerns were raised about having one designated link and the complexity in identifying who this would be. It was emphasised that the group would need to be clear about expectations for the role, as each School operated differently. It was emphasised that a separate specification for each School would be needed due to the different structures within Schools.

**Action: Access and Retention Coordinator to review**

#### **Meetings in 2015/16:**

19<sup>th</sup> November 2015, 14:00-15:30

20<sup>th</sup> January 2016, 14:00-15:30

29<sup>th</sup> March 2016, 14:00-15:30

24<sup>th</sup> May 2016, 14:00-15:30

19<sup>th</sup> July 2016, 14:00-15:30

Megan Butler

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### Access and Success sub-committee: Actions and Matters Arising

	Date	Agenda Item	Item Title	Action Required	Member to actions	Action Due	Action status	Comments
1	2/12/14	3	Update: Presentations	Improve internal communications	ARC	Ongoing	Ongoing	WP and SD teams to present to Programme Directors, WP report sent to Schools circulated.
2	2/12/14	5	AA 2014/15 implementation	Develop Statement of Strategic Principles	ARC (with WP and SD Manager)	Ongoing	Ongoing	Long-term goal to bring strategic approach to access/success into annual planning in line with allocating HEFCE Student Opportunity funding.
3	2/12/14	3	AA 2016/17 submission	Contact Schools about data requirements	ARC	July 2015	Delayed	Initial data analysis complete, circulated to group for July meeting. Follow up analysis based on members' feedback scheduled for Oct. 2015.
4	14/4/15	3	AA 2016/17 submission	Survey sector provision of disabled students' bursary	ARC	January 2016	On course	To review for next Access Agreement submission. Picked up by Access Agreement working group.
5	14/4/15	3	AA 2016/17 submission	Establish next steps to review contextual admissions	ARC	September 2015 onwards	Ongoing	May become standing item or intermittent business for the sub-committee. May also become part of Student and Academic Services delivery plan as dedicated piece of work.
6	28/9/15	2	Minutes	Review use of WP Flag more broadly	ARC	January 2016	On course	
7	28/9/15	3	Education and Student Strategy projects briefing	Education and Student Strategy Coordinator to attend next meeting	ARC	November 2015	On course	
8	28/9/15	3	Education and Student Strategy projects briefing	Provide data on participant numbers by School Review objectives and present options for evaluation	BB	November 2015	On course	
9	28/9/15	3	Education and Student Strategy projects briefing	Provide overview of next steps in 2015/16	PP	November 2015	On course	
10	28/9/15	5	Access Agreement resource allocation for 2015/16	Finalise and distribute resource allocation template	ARC	November 2015	On course	
11	28/9/15	6	WP and Retention links in Schools	Review possible approach and take forward	ARC	January 2016	Ongoing	