



**ACCESS AND SUCCESS STEERING GROUP
MEETING 5 – TUESDAY 7th July 2015
UNCONFIRMED MINUTES**

Name of Member	Meeting 1 7/7/14	Meeting 2 30/9/14	Meeting 3 2/12/14	Meeting 4 14/4/15	Meeting 5 7/7/15
Professor Carl Stychin (Chair)	A	√	√	A	√
Issy Cooke	-	-	-	√	A
Michael Bennett	√	√	√	√	√
Kulvinder Birring	-	-	-	A	A
Ben Butler	√	√	√	√	A
Professor Jason Chuah	√	√	√	√	√
Josh Du-Sautoy	√	√	√	√	-
Dr Cristina Gacek	-	A	√	√	A
Dr Russell Gerrard	√	√	√	A	√
Professor Chris Hull	√	√	A	√	√
Andrea Kenneally	√	√	√	√	√
Dr Chris McDowell	√	√	√	√	A
Danielle Russo	√	√	√	√	A
Chris Smart	√	A	A	A	-

√ indicates attendance

A indicates apologies have been provided

Attending: Megan Butler (Student & Academic Services)

1.	<p>Welcome and Apologies</p> <p>Apologies were received and noted.</p>
2.	<p>Minutes</p> <p>The minutes from Meeting 4 were approved. A separate actions/matters arising document was circulated with the minutes.</p>
3.	<p>Terms of Reference</p> <p>The group reviewed the amended Terms of Reference for the group. It was explained that the Education and Student Strategy (E&SS) had now been approved and five central themes had been identified, which formed the five hubs of the strategic plan. One of the E&SS hubs was 'Support for Success' and the groups remit was recognised as focusing on this area of activity. It was decided therefore that the steering group's remit would be amended to take responsibility for the delivery of the hub and affiliated projects.</p> <p>The group acknowledged that they would oversee three projects; City Buddies, Personal Tutoring and Educational Analytics. The group agreed the project template within the Terms of Reference would be used to summarise each project.</p> <p>The group discussed the City Buddies project. It was acknowledged that the project was peer to peer support for students as they settled into university life and aimed to encourage a sense of belonging within the University in order to improve retention. It was emphasised that feedback from surveys had highlighted a lack of community feel within the University and this scheme would help to improve that. The project was currently in the process of training 350 buddies to support around 1000 students and data would be collected on how many involved were from a widening participation background.</p> <p>The group discussed the Personal Tutoring project that was being implemented with Learning Enhancement and Development (LEaD). The existing policy had been reviewed and redrafted in order to clarify the purpose of the role and meetings, taking into consideration the views of students, lecturers and wider practice at other institutions. The policy would be presented to Senate in July and would be implemented as a pilot within the next academic year.</p> <p style="text-align: right;">Action: Access and Retention Coordinator and Project Lead to send out draft policy to group</p> <p>The group acknowledged that the Educational Analytics project was in the early stages of progression and options of how to implement and involve students in this were being discussed. The proposed project aimed to gather data on the different ways student engaged with the University and to use this data effectively. The group considered that collection of the data would highlight students who were at risk of disengaging and plans could be implemented to provide support to these students and improve retention. The issue of attendance monitoring was discussed, but was considered to be a separate scheme on a larger project scale.</p> <p>The group agreed the amended Terms of References for the group and noted that as the projects developed updates and reports would be provided to the group, with timeframes to be agreed.</p>
4.	<p>Access and Retention data analysis report</p> <p>The group received the report on Access and Retention data, noting that the student cohorts analysed were UK undergraduates on HEFCE-funded courses based on the population within the University's HESA return.</p> <p>The group discussed section four of the report in relation to recruitment of disabled students. It was clarified that the numbers within the report for the School of Health Sciences only included courses funded by HEFCE and not those funded by the NHS, but the statistics throughout the report were consistent. Similarly, the populations analysed did not include international students. It was suggested that appropriate caveats be added to the report to make the context clear and to ensure that conclusions drawn took this into account.</p> <p style="text-align: right;">Action: Access and Retention Coordinator to review report</p>

	<p>It was suggested that the report challenged the perception that those from widening participation backgrounds had an appreciably different experience at University. Indicators within the data revealed that widening partition attributes may not be as important as course attributes in relation to retention rates.</p> <p>Finally, the group considered the next steps for the report. It was proposed that the report would be discussed with Schools and patterns of behaviour within Schools could be reviewed the following year. It was acknowledged that Education & Student Committee, Boards of Studies, Senate and Council may wish to review and discuss the report in order to raise awareness of the context. It was agreed that the group needed to be clear about what they recommended the data be used for when presented. It was suggested that the Access and Retention Coordinator would be the most appropriate member to present the report and provide context in other forums and committees.</p>
<p>5.</p>	<p>Outreach and Student Support discussion</p> <p>It was agreed that a standing item would be added to future agendas to allow thematic discussions of relevant issues or speakers would be invited to present to the group on appropriate topics.</p>
	<p>Meetings in 2015/16:</p> <p>The group agreed that meetings would be more frequent due to the new remit of the group and would occur every two months. No meeting would be scheduled for August.</p> <p>Meeting dates would be circulated.</p>

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Access and Success sub-committee: Actions and Matters Arising

	Date	Item	Item Title	Action Required	Member to actions	Action Due	Action status	Comments
1	2/12/14	3	Update: Presentations (WP/SD teams)	Discuss specific WP Schools link person with members / ADEs	Access and Retention Coordinator	July 2015	On course	Follow up at Sept. meeting for agreement of approach.
2	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.
3	2/12/14	3	Update: Presentations (WP and SD teams)	WP team to work with Schools to support delivery of their activities	WP Manager / ARC	Ongoing	Ongoing	Further links with Schools made. Will be enabled further by action point 1 above.
4	2/12/14	5	AA 2014/15 implementation	Add detail to resource template linking work to ESS 'hubs'	ARC	July 2015	Complete	Note: template for requesting additional resource from Access Agreement is complete. Specific action point superseded by amended Terms of Reference – all work aligned with Strategy.
5	2/12/14	5	AA 2014/15 implementation	Circulate May 2013 data report	ARC	July 2015	Complete	May 2013 report superseded by updated May 2015 report circulated for July meeting.
6	2/12/14	5	AA 2014/15 implementation	Receive performance monitoring report	ARC	April 2015	Complete	
7	2/12/14	5	AA 2014/15 implementation	Investigate implementing WP Flag with IS	ARC	December 2015	On course	WP Flag to be used for specific projects per original brief. However, still has minor 'bugs' IS to work on. Should be fully working for Sept. 2015.
8	2/12/14	3	AA 2016/17 submission	Contact Schools about data requirements	ARC	July 2015	Complete	Initial data analysis complete, circulated to group for July meeting. Follow up analysis based on members' feedback scheduled for Oct. 2015.
9	14/4/15	3	AA 2016/17 submission	Survey sector-wide provision of DSAs	ARC	January 2016	On course	To review for next Access Agreement submission by working group.
10	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.
11	7/7/15	3	Terms of Reference	Distribute Personal Tutoring draft policy	ARC / Project Lead	September meeting	On course	
12	7/7/15	4	Access and Retention data analysis report	Review data report with individual Schools and Services for wider circulation	ARC / group members	September 2015 onwards	On course	Clarification to be added relating to disabled students data. ARC to follow up circulation of report to 2015 and E&S Committee, Senate/Council in autumn.