

**Education & Student Committee: Actions and Matters Arising**

**Item 3 - Education and Student Committee 12.11.15**

The following tables provide a briefing on actions following Education & Student Committee on 22 September 2015 and outstanding Matters Arising from previous meetings. Completed actions will be removed from this schedule once they have been noted by the Committee.

**Education & Student Committee (from September 2015)**

Meeting	Item	Action	Update	Responsible	Status*
Meeting 8 22.09.15	<b>5 and 9 2015 Student Survey Results</b>	1. Professional Services Departments to be invited to present to the Committee 2. Surveys Working Group to progress work to raise participation in the PTES/DHLE	1 PAF to be invited to the February Committee 2 Update in February 2016	Head of Student Experience	February 2016
Meeting 8 22.09.15	<b>5 Vision and Strategy</b>	A further update would be provided once ExCo had received the emerging Vision and Strategy	Update in November 2015	Director of Strategy and Planning	<i>See November Agenda</i>
Meeting 8 22.09.15	<b>6 Student and Academic Services Standing Report</b>	The Committee will be updated on work to comply with the Competition and Market Authority (CMA) guidance	Update in November 2016	Director of Student and Academic Services	<b>Verbal update November 2015</b>
Meeting 8 22.09.15	<b>10 Personal Tutoring Policy</b>	Feedback on implementation of the Policy will be obtained through Learning and Teaching Committees for consideration by Boards of Studies in the Spring	Update in April 2016	Acting Director of LEaD	April 2016
Meeting 8 22.09.15	<b>15 Programme Developments</b>	PARC quoracy to be kept under review and an update provided to the Committee	Update in February 2016	Assistant Director QUAD/Deputy Vice Chancellor	February 2016

**Education & Student Committee (from May 2015)**

Meeting	Item	Action	Update	Responsible	Status*
Meeting 7 14.05.15	<b>6i Education &amp; Student Strategy Prioritisation</b>	1. <i>Priorities paper to be updated for Senate approval</i> 2. <i>Committee members to bring further suggestions for priorities to the next meeting</i>	1. <i>Priorities paper received by Senate July 2015</i> 2. <i>Update in September 2015</i>	1. <i>Education and Student Strategy Coordinator</i> 2. <i>Committee Members</i>	<i>Completed</i>
Meeting 7 14.05.15	<b>6ii Education &amp; Student Strategy sub-committee governance</b>	<i>Sub-committee Terms of Reference to be updated to enable oversight of the Strategy Hubs</i>	<i>For Committee approval in September 2015</i>	<i>Education and Student Strategy Coordinator</i>	<i>Completed</i>

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

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Meeting 7 14.05.15	<b>6iii Personal Tutoring</b>	Personal Tutoring Policy to be prepared for 2015/16	Personal Tutoring received by Senate for approval July 2015 – further action identified and completed via circulation	Acting Director of LEaD	Completed
Meeting 7 14.05.15	<b>14 CMA – HE Consumer Rights Law</b>	ExCo have approved establishment of a Working Group to oversee implementation of CMA recommendations	Update in September 2015	Deputy Director Student & Academic Services/ Head of Student Experience	Completed
Meeting 7 14.05.15	<b>16 Student Journey: If things go wrong projects</b>	Progress of each project noted by the Committee	Update in September 2015	Head of Student Experience	Completed
Meeting 7 14.05.15	<b>17 English Language Support</b>	Further research and development work to be undertaken following the initial report	Update in September 2015	Assistant Director (Quality & Academic Development)	February 2016
Meeting 7 14.05.15	<b>18 External Examiners</b>	Thematic Review of External Examiner Report to be submitted to Senate and Boards of Studies	Report received by Senate and details of themes to be sent to Boards of Studies	Assistant Registrar (Quality)	February 2016

**Education & Student Committee (from March 2015)**

Meeting	Item	Action	Update	Responsible	Status*
Meeting 5 29.01.15	<b>3. Chair’s Business: Strategic Oversight of Dubai &amp; other regions</b>	Update on institution-level strategic oversight of City University in Dubai and other regions	Update May 2015: A review of the University’s overall strategic approach in Dubai, led by the PVC (International), is in progress and will be reflected in the internationalisation strategy when it is published  Update September 2016: the strategy will be incorporated into the University Vision and Strategy	Deputy Vice Chancellor	February 2016
Meeting 6 12.03.15	<b>10. Annual Programme Evaluation</b>	Submission of missing APEs and recording of partnership activity	Deputy Vice Chancellor contacted Schools re missing APEs. Work on recording partnership activity is in progress.	Education and Student Strategy Coordinator/ Deputy Vice Chancellor	<b>Verbal update November 2015</b>

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**Education & Student Committee: Actions and Matters Arising**

**Item 3 - Education and Student Committee 12.11.15**

**Education & Student Committee (from January 2015)**

Meeting	Item	Action	Update	Responsible	Status*
Meeting 5 29.01.15	<b>9. CitySport Working Group: Wednesday Afternoons</b>	Interim guidance on Wednesday afternoon teaching to be considered by ExCo Consideration of Wednesday afternoon policy will include a clear communication strategy for students.	Interim guidance has being incorporated into a revised Timetabling Policy for 2015/16. S&AS will liaise with Timetabling after Term 1 to ascertain the impact of the new policy.	Deputy Vice Chancellor/Director of Student and Academic Services	February 2016
Meeting 5 29.01.15	<b>10. LEaD Student Engagement in Learning and Teaching</b>	Feedback on pilot activity to be evaluated. Consideration of a formal proposal and recommendations for Education and Student Committee.	LEaD Advisory Board will monitor pilot activities and report to the Committee. Update in September 2015 included HEA project funding allocation	Acting Director of LEaD	February 2016
Meeting 5 29.01.15	<b>11. LEaD: NSS Feedback on Learning and Teaching</b>	<ol style="list-style-type: none"> <li>1. Annual analysis of student feedback in NSS on learning and teaching</li> <li>2. Educational technology for enhancement</li> <li>3. Research into student perceptions of enthusiastic teaching</li> <li>4. Consideration of a defined proposal to address student comments on assessment and feedback</li> </ol>	<ol style="list-style-type: none"> <li>1. To be incorporated in the annual institutional NSS report</li> <li>2. Good practice will be shared with Schools</li> <li>3. &amp; 4. Update to the Committee provided in September 2015</li> </ol>	Acting Director of LEaD	February 2016
Meeting 5 29.01.15	<b>12. Partnerships Sub-Committee</b>	Boards of Studies consideration and reporting of partnerships/partnership activity to be monitored by the Partnerships Sub-Committee	Boards of Studies Chairs/Secretaries to note Partnerships Sub-Committee to monitor/review	Assistant Director Student & Academic Services/Chair & Secretary Partnerships Sub-Committee	<b>Verbal update November 2015</b>
Meeting 5 29.01.15	<b>20. Periodic Review</b>	<i>Completion of planning for 2014-15 events and provision of schedule for 2015-16, 2016-17 programmes for review to ADEs for forward planning</i>	<i>Being coordinated by Student and Academic Services in liaison with Schools</i>	<i>Student and Academic Services</i>	<i>Completed</i>
Meeting 5 29.01.15	<b>21. Disabled Students' Allowance</b>	Task and Finish Group to be set up to assess impact of BIS changes on City University	Report and recommendations to be submitted to the Committee in November 2015	Head of Learning Success/Access and Retention Coordinator	<i>See November Agenda</i>

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Education & Student Committee (from November 2014)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 4 13.11.14	<b>4. Chairs Business</b>	QAA HE Review – Westminster Kingsway College (partner Institution). Outcome of the review to be reported to Education and Student Committee	The HE Review of Westminster Kingsway took place in February 2015. Verbal update given May 2015. Awaiting QAA Report for circulation to the committee.	Assistant Director (Quality & Academic Development)	Completed
Meeting 4 13.11.14	<b>5. Sector and Strategic Developments</b>	A briefing on the co-ordination and reporting of the Strategies and Operational Plans identified as dependencies for the Education & Student Strategy will be considered.	Subsumed into Education and Student Strategy reporting infrastructure	Director of Strategy and Planning/Head of Student Experience	Completed
Meeting 4 13.11.14	<b>12. LEaD Advisory Board</b>	A schedule of activities of the Board has been drawn up; an evaluation of activities will be provided in the summer.	Update to be provided at the end of 2014-15	Director of Learning Enhancement & Development	Completed
Meeting 4 13.11.14	<b>20. Periodic Review</b>	Periodic Review guidance should be revised to enable constructive engagement with Education & Student Strategy as well as broader consideration of 'strategic fit'	Update to be provided at future meeting	Student & Academic Services	February 2016

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