

Education & Student Committee 10.11.16 – Item 3

The following tables provide a briefing on actions following Education & Student Committee on 29 September 2016 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 November meeting**

Education & Student Committee (from September 2016)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 13 29.09.16	3 Terms of Reference and Membership	The Terms of Reference and Membership will be updated following the governance review.	Revisions to be made in liaison with Head of Student Experience and Assistant Director, Quality and Academic Development	Chair/Secretary	February 2016
Meeting 13 29.09.16	5 Chairs Business – Evaluation of Student Experience	Outcomes of the review to be reported to the Committee	Pending finalisation of the review	Chair	December 2016
Meeting 13 29.09.16	9 Committee Priorities	Dissemination of Committee Priorities from 2016/17: <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 	Communications strategy to be agreed. The priorities will also be incorporated into the revised Terms of Reference and Agenda format. Revisions to be made in liaison with Head of Student Experience and Assistant Director, Quality and Academic Development	Chair/Secretary	December 2016

Actions and Matters Arising

Meeting	Item	Action	Update	Responsible	Status*
		7. Partnership with the SU Strategy 8. The NSS			
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 • IT • Library Services • Marketing and Communications • Research and Enterprise 	Head of Student Experience/ Student Experience Officer (Policy and Strategy)	December 2016
Meeting 13 29.09.16	23 Periodic Review Reports	Update to be provided to the Committee on overdue One Year On Reports.	<p>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 Annual Programme Evaluations and associated reporting.</p> <p>Once this has been reported to E&SC the business for these programmes can be concluded.</p>		November 2016

Actions and Matters Arising

Education & Student Committee (from May 2016)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 12 26.05.16	8 Student Satisfaction	<ol style="list-style-type: none"> PAF student satisfaction presentation to be deferred to a future meeting <i>Outline details of the student satisfaction research will be circulated before the next meeting</i> 	<ol style="list-style-type: none"> PAF presentation to take place February 2017. <i>Completed</i> 	<ol style="list-style-type: none"> Head of Student Experience <i>Deputy Vice Chancellor</i> 	<ol style="list-style-type: none"> February 2017 <i>Completed</i>
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. Will now be submitted to Finance Committee for approval	ADEs SASS and Law/ Acting Director LEaD	November 2016
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"> To be presented in February 2016 Overarching plan received September 2016. Further details to be received February 2016 	<ol style="list-style-type: none"> SU President Head of Student Experience 	February 2016

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"> 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) 	Will be progressed once School Plans have been finalised.	Acting Director LEaD	November 2016

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	Copy awaited	Head of International Relations	November 2016
Meeting 11 14.04.16	11 Support for Success	Access and Success Sub-Committee to 1. consider equality of opportunity in accessing student support initiatives 2. report on development of work to support Student Engagement and Inclusive Learning	Report on proposals for inclusive learning will be provided November 2016	Access and Success Sub-Committee	<i>See November Agenda</i>
Meeting 11 14.04.16	14 City Communities Sub-Committee	1. The full report of the Segmentation Project will be brought to the next meeting 2. A revised proposal on Student Communications will be brought to a future meeting	1. Summary of findings presented May 2016; further report to be brought to November meeting following analysis 2. Student Communications revised proposal to be presented in February 2017 following initial Transformation Programme work.	1. SU President 2. City Communities Sub-Committee	1. <i>See November Agenda</i> 2. February 2017
Meeting 11 14.04.16	16 Partnerships Sub-Committee	The Chair will discuss the register of MOAs and MOUs with the PVC	Update to be provided	Deputy Vice Chancellor	February 2017
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 this year. To be reviewed for 2016/17 APEs.	ESS Co-ordinator	January 2017

Education & Student Committee (from February 2016)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 10 11.02.16	Distance Learning and Flexible Course Delivery	<i>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</i>	<i>In progress as part of April 2016 matters arising</i>	<i>Assistant Director QUAD</i>	<i>See April 2016 Matters Arising</i>

Actions and Matters Arising

Meeting	Item	Action	Update	Responsible	Status*
Meeting 10 11.02.16	19 Review of Assessment	<i>The Assessment Review sub-group to set the terms of the review and define future actions</i>	<i>Proposal for the review of assessment strategies to be presented to the Committee at the September meeting</i>	<i>ADEs/Acting Director LEaD</i>	<i>Completed</i>

Education & Student Committee (from September 2015)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 8 22.09.15	15 Programme Developments	PARC quoracy to be kept under review and an update provided to the Committee	Update in November 2016	Assistant Director (QUAD)/Deputy Vice Chancellor	<i>See November Agenda</i>

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	Update on progress in September 2015 and April 2016. Report submitted to ExCo in April 2016; two options will be drawn up for consideration based on either in-house provision or external provider. An update will be provided in November 2016	Associate Dean Education SASS	November 2016