

Education & Student Committee: Actions and Matters Arising

Item 4 - Education and Student Committee 22.09.15

The following tables provide a briefing on actions following Education & Student Committee on 12 May 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 May 2015)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 7 14.05.15	6i Education & Student Strategy Prioritisation	<ol style="list-style-type: none"> Priorities paper to be updated for Senate approval Committee members to bring further suggestions for priorities to the next meeting 	<ol style="list-style-type: none"> Priorities paper received by Senate July 2015 Update in September 2015 	<ol style="list-style-type: none"> Education and Student Strategy Coordinator Committee Members 	<i>See September Agenda</i>
Meeting 7 14.05.15	6ii Education & Student Strategy sub-committee governance/ 12 Student Community Working Group	Sub-committee Terms of Reference to be updated to enable oversight of the Strategy Hubs	For Committee approval in September 2015	Education and Student Strategy Coordinator	<i>See September Agenda</i>
Meeting 7 14.05.15	6iii Personal Tutoring	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	<i>See September Agenda</i>
Meeting 7 14.05.15	<i>7 Library</i>	<ol style="list-style-type: none"> <i>Library Committee details to be provided for circulation</i> <i>Annual Library update to be provided to Education & Student Committee</i> 	<ol style="list-style-type: none"> <i>For circulation June 2015</i> <i>Added to the Annual Committee Planning Schedule</i> 	<i>Director of Library Services</i>	<i>Completed</i>
Meeting 7 14.05.15	14 CMA – HE Consumer Rights Law	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	<i>See September Agenda</i>
Meeting 7 14.05.15	16 Student Journey: If things go wrong projects	Progress of each project noted by the Committee	Update in September 2015	Head of Student Experience	<i>See September Agenda</i>
Meeting 7 14.05.15	17 English Language Support	Further research and development work to be undertaken following the initial report	Update in September 2015	Assistant Director (Quality & Academic Development)	November 2015
Meeting 7 14.05.15	18 External Examiners	<ol style="list-style-type: none"> Thematic Review of External Examiner Report to be submitted to Senate and Boards of Studies 	<ol style="list-style-type: none"> Report to be received by Senate July 2015 then Boards of Studies 	<ol style="list-style-type: none"> Assistant Registrar (Quality) 	November 2015

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

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Meeting	Item	Action	Update	Responsible	Status*
		2. Deputy Vice Chancellor to contact Chairs of Boards of Studies regarding outstanding appointments	2. Completed	2. Deputy Vice Chancellor	Completed

Education & Student Committee (from March 2015)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 5 29.01.15	3. Matters Arising: Student Surveys	A work plan showing when survey reports will be submitted to committees will be brought to the next meeting	Agenda item May 2015	Head of Student Experience	Completed
Meeting 5 29.01.15	3. Matters Arising: Student Journey -If things go wrong	1. Project to be discussed with Dean of Validation and Head of Quality & Academic Development 2. Academic Champion to be identified for programme of work	1. Completed 2. Overall programme progress update to be an Agenda Item May 2015	Head of Student Experience/ Deputy Vice Chancellor	Completed
Meeting 6 12.03.15	4. Chair's Business: VCs Awards	SU Trustees to be invited to attend the VC Award Ceremonies	Update at May meeting	Deputy Vice Chancellor/Head of Student Experience	Completed
Meeting 6 12.03.15	4. Chair's Business: Business Case Approval Process	Director of Strategy and Planning to provide a process diagram for circulation	Awaiting circulation of final version to the Committee	Director Strategy and Planning	Completed
Meeting 5 29.01.15	3. Chair's Business: Strategic Oversight of Dubai & other regions	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	Deputy Vice Chancellor	Verbal update September 2015
Meeting 6 12.03.15	6. Education and Student Strategy: implementation	1. Planning for School engagement with the Strategy 2. Modification of the APE template to capture activities supporting the Strategy 3. Terms of Reference for the new Careers and Employability sub-committee	Completed	Education and Student Strategy Coordinator	Completed
Meeting 6 12.03.15	6. Education and Student Strategy:	Report on priorities for existing and new developments aligning with the Education	Agenda item May 2015 – See minutes	Deputy Vice Chancellor, Director of Strategy & Planning,	Completed

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Meeting	Item	Action	Update	Responsible	Status*
	<i>forward planning</i>	<i>and Student Strategy</i>		<i>Director of Marketing & Communications, Head of Student Experience</i>	
Meeting 6 12.03.15	6. Education and Student Strategy: Personal Tutoring	<i>Business case for a pilot scheme for personal tutoring will be submitted to the Planning and Resources Committee</i>	<i>See May 2015 minutes and matters arising: Personal Tutoring Policy for 2015/16 developed for Senate approval July 2015.</i>	<i>Associate Director LEaD/Head of Student Experience</i>	<i>Completed</i>
Meeting 6 12.03.15	6. Education and Student Strategy: Blended Learning	<i>Project will be re-titled (e.g. Technology Enhanced Provision) and a business case will be submitted to Planning and Resources Committee</i>	<i>To be subsumed in Curriculum 2026 planning reporting from 2015/16</i>	<i>Director of Learning Enhancement and Development</i>	<i>Completed</i>
Meeting 6 12.03.15	7. LEaD: Classroom Pods	<i>Following further research, a business case will be submitted to the Planning and resources Committee</i>	<i>To be subsumed in Curriculum 2026 planning reporting from 2015/16</i>	<i>Director of Learning Enhancement and Development</i>	<i>Completed</i>
Meeting 6 12.03.15	10. Annual Programme Evaluation	<ol style="list-style-type: none"> 1 <i>Modification of APE template in consultation with Schools and subsequent revision of guidance.</i> 2 <i>Submission of missing APEs and recording of partnership activity</i> 	<ol style="list-style-type: none"> 1 <i>Completed</i> 2 <i>Deputy Vice Chancellor contacted Schools re missing APEs. Work on recording partnership activity is in progress.</i> 	<i>Education and Student Strategy Coordinator/ Deputy Vice Chancellor</i>	<i>November 2015</i>
Meeting 6 12.03.15	11 Academic Lead for External Examining	<i>Terms of Reference to be updated</i>	<i>Terms of Reference updated - noted at May meeting (Chair's Business Report)</i>	<i>Assistant Registrar (Quality)</i>	<i>Completed</i>
Meeting 6 12.03.15	12 Assessment Regulations and Assessment Boards 2014/15	<i>Recommendations approved by the Committee to be disseminated to Boards of Studies/SU</i>	<i>A consultation paper has been prepared for circulation to Boards of Studies. Assessment Board Briefing Sessions are being planned and guidance notes updated where relevant.</i>	<i>Assistant Registrar (Quality)</i>	<i>Completed</i>
Meeting 6 12.03.15	13 Quality Assessment: QAA Reviewers	<i>Nomination process for appointment and training of reviewers for Higher Education Review</i>	<i>Awaiting outcome of HEFCE review of quality assessment and revised guidance - Deputy Vice Chancellor will then contact Chairs of Boards of Studies</i>	<i>Deputy Vice Chancellor</i>	<i>Remove item pending outcome of HEFCE review</i>
Meeting 6 12.03.15	14 QAA Subject Benchmark Statements	<i>Consultation on revised QAA Subject Benchmark Statements</i>	<i>Consultation documents were circulated to Schools for Boards of Studies to consider. Feedback on</i>	<i>Boards of Studies Secretaries/ADEs</i>	<i>Completed</i>

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Meeting	Item	Action	Update	Responsible	Status*
			<i>responses for Education and Student Committee has been requested.</i>		

Education & Student Committee (from January 2015)

Meeting	Item	Action	Update	Responsible	Status*
<i>Meeting 5 29.01.15</i>	<i>3. Matters Arising: Terms of Reference and Membership</i>	<i>Programme Director Representatives to be invited to join membership</i>	<i>Programme Directors appointed</i>	<i>Deputy Vice Chancellor</i>	<i>Completed</i>
<i>Meeting 5 29.01.15</i>	<i>5. Strategic Updates: University of London</i>	<i>Senate to consider feedback from its Boards, Committees and advisory bodies in relation to the proposed application: Governance Team collating responses.</i>	<i>Updated at May meeting (Chair's Business Report)</i>	<i>Deputy Vice Chancellor</i>	<i>Completed</i>
<i>Meeting 5 29.01.15</i>	<i>6. Strategy: Business Cases</i>	<i>Transparent guidance on the role of the Planning and Resources Committee and the process for bringing Business Cases forward for approval to be disseminated</i>	<i>Now included in March 2015 Matters Arising (4)</i>	<i>Director of Strategy and Planning</i>	<i>Completed</i>
<i>Meeting 5 29.01.15</i>	<i>6. Strategy – Blended Learning</i>	<i>Consideration of a University Blended Learning project</i>	<i>Now included in March 2015 Matters Arising (6)</i>	<i>Director of Learning Enhancement & Development</i>	<i>Completed</i>
<i>Meeting 5 29.01.15</i>	<i>8. Education and Student Strategy Projects</i>	<ol style="list-style-type: none"> 1. <i>Educational Analytics Project – progress update</i> 2. <i>Curriculum Development and Evaluation – consideration of a Business Case for a blended learning project</i> 3. <i>Personal Tutoring Project – development of a Business Case to enable additional resource if required to enable dissemination of good practice by Sept 2015 and a framework/new system to be in place before 2016/17.</i> 	<ol style="list-style-type: none"> 1.& 2. <i>Update at May meeting – Learning Analytics Item 6(iii) c</i> 3. <i>See May 2015 minutes: Personal Tutoring Policy for 2015/16 developed for Senate approval July 2015.</i> 	<i>Director of Learning Enhancement & Development</i>	<i>Completed</i>
Meeting 5 29.01.15	9. CitySport Working Group: Wednesday Afternoons	<p>Interim guidance on Wednesday afternoon teaching to be considered by ExCo</p> <p>Consideration of Wednesday afternoon policy will include a clear communication strategy for students.</p>	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

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Meeting 5 29.01.15	10. LEaD Student Engagement in Learning and Teaching	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 to include HEA project funding allocation	Acting Director of LEaD	Verbal update September 2015
Meeting 5 29.01.15	11. LEaD: NSS Feedback on Learning and Teaching	<ol style="list-style-type: none"> 1. Annual analysis of student feedback in NSS on learning and teaching 2. Educational technology for enhancement 3. Research into student perceptions of enthusiastic teaching 4. Consideration of a defined proposal to address student comments on assessment and feedback 	<ol style="list-style-type: none"> 1. To be incorporated in the annual institutional NSS report 2. Good practice will be shared with Schools 3. & 4. Update to the Committee in September 2015 	Acting Director of LEaD	November 2015
Meeting 5 29.01.15	12. Partnerships Sub-Committee	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	November 2015
Meeting 5 29.01.15	20. Periodic Review	Completion of planning for 2014-15 events and provision of schedule for 2015-16, 2016-17 programmes for review to ADEs for forward planning	Being coordinated by Student and Academic Services in liaison with Schools	Student and Academic Services	<i>See September Agenda</i>
Meeting 5 29.01.15	21. Disabled Students' Allowance	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	November 2015

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Education & Student Committee (from November 2014)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 4 13.11.14	3. Matters Arising: English Language Support	Committee to receive an update on English Language Support	Initial Report received at May 2015 meeting	Assistant Director Student & Academic Services	Completed
Meeting 4 13.11.14	4. Chairs Business	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)	See September Agenda
Meeting 4 13.11.14	5. Sector and Strategic Developments	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.	Paper to be prepared for a future meeting	Director of Strategy and Planning/Head of Student Experience	November 2015
Meeting 4 13.11.14	10 Education & Student Strategy - New Projects	Enhancing Educational Practice and Research and Practice Informed Teaching projects to be added to the Project Tracker.	Item subsumed into Education and Student project monitoring activities	Education & Student Strategy Co-ordinator	Completed
Meeting 4 13.11.14	12. LEaD Advisory Board	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	Verbal update September 2015
Meeting 4 13.11.14	19. QAA Institutional Review: FHEQ	Ensure all updated programme specifications are published to the website	All revised Programme Specifications being published for 2015-16.	Assistant Director (Quality & Academic Development)/ Marketing	Completed
Meeting 4 13.11.14	20. Periodic Review	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	See September Agenda

Education & Student Committee (from September 2014)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 3 18.09.14	9. Education & Student Strategy projects	Migrate appropriate existing projects to tracker	Pending outcome of project prioritization work	Student & Academic Services	Completed

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Education & Student Committee (from June 2014)

Meeting	Item	Matter arising	Update	Responsible	Status*
<i>Meeting 2 4.06.14</i>	11. Student Surveys	<i>CitySport, PAF, Careers Student Development and Outreach, Library will be invited to present to the Committee.</i>	<i>To be added to the Survey Annual Planning Schedule – See May Agenda Item. Added to Annual Committee Planning Schedule</i>	<i>Head of Student Experience</i>	<i>Completed</i>

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