CITY UNIVERSITY LONDON

EDUCATION & STUDENT COMMITTEE
MEETING 9 - 12 NOVEMBER 2015 - UNCONFIRMED MINUTES

Name of Member	Meeting 3	Meeting 4	Meeting 5	Meeting 6	Meeting 7	Meeting 8	Meeting 9
Professor David Bolton (Chair)	√	√	√	√	√	√	√
Yusuf Ahmad (VP Academic 2015/16)	---	---	---	---	---	A	√
Professor Susan Blake*	√	√	√	√	√	√	√
Margaret Carran	---	---	---	---	---	---	√
Issy Cooke (SU President 2015/16)	√	√	√	√	√	√	√
Alison Coutts	---	---	---	---	√	√	√
Clare de Than	---	---	---	√	√	A	√
Maria Dingle	√	√	A	A	√	√	√
Professor Nigel Duncan	√	√	A	A	√	A	√
Dr Cristina Gacek**	√	√	A	√	√	√	A
Professor Ken Grattan	√	√	√	A	A	√	A
Dr Richard Goodey	---	---	---	---	√	√	√
Susannah Marsden	√	√	√	√	√	√	√
Professor Cliff Oswick#	A	A	A	√	A	A	A
Dr Pam Parker	√	A	A	√	√	√	√
Dr Simon Parker	√	√	√	√	√	√	√
Professor Laurence Solkin	A	√	√	√	√	√	√
Professor Steve Stanton	√	A	√	√	A	---	√
Professor Carl Stychin#	A	A	A	A	A	A	A
Dr Lorenzo Trapani	A	√	√	A	√	√	A
Richard Verrall#	---	---	---	---	---	√	A
Umar Yunas-Chaudhery (VP Activities 2015/16)#	---	---	---	---	---	A	√

√ indicates attendance

--- indicates a period when the member is on extended leave/when the person was not a member

A indicates apologies have been provided

member attends for strategic development items

* City Law School to represented by Margaret Carran, ADE from January 2016
** represented by Professor Abdulnaser Sayma, ADE PGT, SMCSE

In attendance:

Helen Fitch, Assistant Registrar (Quality), Student and Academic Services (Minutes)
Maggie Cunningham, Head of Student Experience
Mariah Loukou, Governance Administrator
Kristen Goodrich, Head of IT Business Relationships

Chris Clements, Education & Student Strategy Co-ordinator (Strategy items)
Dean Stokes, Director of Strategy and Planning (Strategy items)
Christine Giroux, Strategy and Planning (Strategy Items)
Yemi Gbajobi, SU CEO (SU Items)
Shereen Sally, Dept Head Student Experience (Surveys items)
Gemma Kenyon, Head of Careers (Careers Items)
Alison Edridge, Assistant Director, Quality and Academic Development (Operational Business)

Preliminary Items		
1.	**Welcome**	

The Committee welcomed Umar Yunas Chaudhery (VP Education) and Yusuf Ahmad (VP President Activities and Development), Professor Abdulnaser Sayma (ADE PGT SMCSE) attending in place of Cristina Gacek), Margaret Carran (ADE Law) who will attend in place of Susan Blake from January 2016, Mariah Loukou (new Governance Administrator), and also Yemi Gbajobi (SU), Shereen Sally (Deputy Head Student Experience) and Gemma Kenyon (Head of Careers) attending for their items.

Apologies were received from Richard Verrall, Ken Grattan, Cristina Gacek, Carl Stychin and Cliff Oswick.

2.	**Minutes**

The minutes of the meeting held on 22 September 2015 were **approved**.

3.	**Matters Arising**

Matters arising from previous meetings which do not appear elsewhere on the agenda were noted and would be discussed further with the main meeting items where applicable.

4.	**Chair's Business**

The Chair summarised the latest position on the recently released Government Green Paper *Fulfilling our Potential: Teaching Excellence, Social Mobility and Student Choice* published by BIS. The Committee discussed key features of the proposals including the new teaching excellence framework (TEF) for which a separate technical consultation is awaited.

There are 28 consultation questions and a University response would be complied by the closing date of 15 January 2016 once Senate and other stakeholders had been consulted. The Chair's summary notes would be circulated to members for information.

Action: Deputy Vice Chancellor's summary notes to be circulated to the Committee (November 2015)

5.	**Student & Academic Services Report**

The Director of Student and Academic Services presented an update on the activities of the service:

Student Experience Team and Careers Service

Since the last meeting of the Committee, Student and Academic Services and Careers, Skills Development and Outreach have merged. Reports from both the Student Experience Team and the Careers Service were received and work to fully implement the organisational development of the broader service is continuing. The new structure has been designed to support Schools and the implementation of the Education and Student Strategy, and also aligns with the BIS Green Paper. A Careers Development Plan is being drafted by the Head of Careers in conjunction with the Associate Deans Education.

Members noted the updated organisational development chart and key points from the Student Development Annual Report and the Widening Participation Outreach Strategy. There is an overall focus on impact and evaluation over the longer term, retention and strength in employability.

Terms and Conditions

The updated student Terms and Conditions have been drafted and would be going to ExCo following a final review by the University's solicitors.

Professional Mentoring

A successful launch evening was held to introduce the 240 undergraduate and 30 postgraduate students to their Professional Mentors. The mentors are drawn from alumni, industry and City staff (and include a number of Education and Student Committee members). Professional Mentoring is a key area for student support and retention and there is a desire to grow the scheme further. Feedback from past students who had benefitted from the scheme has been positive. It was suggested that the scheme would be discussed in more detail at a future meeting.

Transformation Programme

The Transformation Programme is a suite of projects which will drive a process review to achieve improvement and consistency of the University's administrative systems. A Programme Manager has been working with colleagues across the University, and in particular the Operations Board and Associate Deans Education, to develop a vision and scope projects. This approach was welcomed and members discussed the importance of having a clear agenda and paying due attention to the dependencies, constraints and data requirements. Making the best use of time and resource and responding to the requirements of the forthcoming Teaching Excellence Framework are key considerations. Other institutions are undergoing similar reviews and discussions with sector colleagues were underway to draw on experience and best practice.

Teaching Excellence Framework

Colleagues within the service have commenced an assessment of the potential impacts for the University and implementation in practice of the Teaching Excellence Framework (TEF).

6.	**Learning Enhancement & Development (LEaD) Standing Report**

The Acting Director of LEaD presented the department's first standing report and outlined current developments:

Designing Active Learning Project (DALI) Project and Educational Technology to Support Teaching

LEaD colleagues are working with PAF and IS to establish the DALI Project initiative to re-design the technology offered in City's learning spaces. The annual Educational Technology and Learning Spaces Survey will be launched shortly and will inform future services.

Education Enhancement and LEaD Fellowship Grants

Calls are open until 23 November for staff to apply for these grants which both support the development of teaching.

MA Academic Practice and RISES Programme

There are now 150 students on the MA Academic Practice programme. The RISES programme supports staff to gain HEA fellowship and the next workshop is on 15 December.

Learning at City Conference

The next conference is on 8 June 2016 and will focus on Promoting and Enhancing Teaching Excellence.

HEA Project – Strategic Excellence Initiatives for Vice Chancellors

City has secured HEA funding which will be used to support the embedding of the Education and Student Strategy within a range of programmes.

7.	**Student's Union Standing Report**

The SU President highlighted key points from the Students' Union Standing Report which included the training of programme reps, an increase in the turnout for the Bi Election and increased numbers of Societies (currently 91) and events. The SU have been given £5,000 for portable Radio Station equipment.

Strategy and Planning

8.	**Vision and Strategy 2016**

The VC has led a number of roadshows to disseminate details of the development of the Vision and Strategy. The Director of Strategy and Planning outlined the current activity which includes analytical work on performance data against the sector. The emerging Vision and Strategy will focus on high level goals and incorporates the Education and Student Strategy, links to the School Strategic Plans and emphasises retention, progression and employability. The final version should be ready for approval by May 2016. Members requested a diagram to illustrate how the sub-strategies and Education and Student Strategy Hubs fit within the overarching Vision and Strategy.

Action: Diagram to be produced outlining the relationship between the Vision and Strategy and related strategies and initiatives (Director of Strategy and Planning, February 2016)

9.	**Education and Student Strategy**
	School Learning and Teaching Plans The main priorities for this year were agreed at the last meeting; an update on progress and how these would be taken forward was provided: • Personal Tutoring – there have been some issues with consistency but also good practice identified. It was agreed that improved access to student information via the Transformation Project would be key. Resources to support best practice in personal tutoring will be developed. • Employability and Placements – although this is strong in some areas, development is needed within others to embed good practice within the curriculum. • Embedding the Education and Student Strategy into Annual Programme Evaluations - the integration of critical reviews into APEs has enabled themes to emerge. • Assessment and Feedback – how assessment and feedback benefits student development will be explored over the next year. It was **agreed** that the Careers Development Plan should capture Education and Student Strategy priorities and good practice guidance. **Action: Education and Student Strategy Priorities and good practice guides to be incorporated into the Careers Development Plan (Head of Careers , May 2016)** ***Emerging Priorities*** Committee members were asked about the preferred approach to reviewing new proposals as emerging priorities are identified by the Hubs. It was **agreed** that small groups would be formed to review proposals in the first instance which would enable student engagement. Details and dependencies would then be considered by Education and Student Committee (at meetings or by circulation) which would enable oversight and prioritisation to be decided before approval is sought from the Finance Committee for projects. **Action: Process to be disseminated process to stakeholders (Education and Student Strategy Coordinator, January 2016)** ***Communications Plan*** Dissemination of the Strategy has taken place through workshops and Deans' discussions, as well as local level discussions.
10.	**Student Surveys**
	HEFCE Consultation: changes to the NSS, Unistats and Information provided by Institutions Members received a briefing on the HEFCE review of learning, teaching and student experience information: Consultation on changes to the NSS, Unistats and information provided by institutions and a paper which outlined City's proposed approach to creating an institutional response to the consultation. Colleagues are invited to send comments to the Head of Student Experience by 20 November.
	2016 Surveys Campaign Members considered proposals for the 2016 survey questions and noted plans for the 2016 campaign which include a proposal for additional questions for undergraduate and postgraduate taught surveys. Following discussion it was agreed that: • Your Voice 1 and 2 - Student engagement questions will be included within Your Voice 1 and 2 but terminology such as *challenging* and *depth* would need to be explained. The surveys will be re-launched to staff and students. • NSS Optional Questions – the 6 optional questions would not be used • Bespoke UG Survey Questions – a sub-group would be asked to develop questions around careers and employability for Your Voice 1 and 2 (but not NSS) in 2016 • PTES – the addition of one additional question (recommending the course) would be included **Action: Deputy Head Student Experience to coordinate updates to Surveys (April 2016)**

11.	**Segmentation Initiative**
	The SU CEO and President led discussions on an options paper on how the University might become a partner in the Segmentation Research project being brought forward by the SU. The proposal is to gather details about City's student body to inform the SU Strategic Plan but also programme delivery, marketing and accommodation and the City Community Sub-Committee. The survey has been undertaken in other institutions and groups students into broad personality types.
	The suggestion that a sub-group of Education and Student Committee be formed to work with the SU on this project was supported and **approved**. The sub-group will link with existing City expertise and data sources and make recommendations to the Committee.
	Action: Formation of a sub-group to support the Segmentation initiative **(Head of Student Experience January 2016)**
12.	**HEFCE Evaluation of Longitudinal Destinations of Leavers from Higher Education (LDLHE) survey**
	The Head of Careers reported on research commissioned by HEFCE covering differences in employment outcomes based on equality and diversity characteristics. An example of the City context in relation to the HEFCE findings is that City's widening participation students are more likely to go into work than further study.
	Members agreed the analysis is useful and supported further work to develop our own longitudinal survey for 3.5 years after graduation. This would enable City to tailor specific questions and link with the TEF. It was noted that SITS flags enable data analysis to support this work. A proposal will now go to ExCo.

Reports from Education and Student Strategy Hub Sub-Committees and Projects

13.	**Support for Success**
	Access and Success Sub-Committee
	The minutes of the meeting held in September 2015 were received together with a summary of projects and priorities and a report on student engagement and attendance monitoring. Members noted that CityBuddies will be monitored to ensure the project is appropriately resourced to deliver its objectives most effectively.
	The Learning Analytics project is at early stage and the next step is to engage JISC consultants in a free "Readiness Assessment". This will review institutional strategies, systems, processes and culture to establish options. Members of the Committee (Associate Deans Education) may be part of the consultation (via short interviews with key staff to gauge their views).
14.	**Career Development and Employability**
	Career Development and Employability Sub-Committee
	The minutes of the first meeting, held in September 2015, together with a summary of projects and priorities and a briefing paper on current sector innovations. Emerging priorities centre around student placements, career development learning gain, employability in the curriculum and Careers/Development awards. Further details will be brought to the next meeting.
15.	**Research and Practice Informed Education**
	LEaD Advisory Sub-Committee
	The minutes of the meeting held in September 2015 were received together with a summary of projects and priorities. An emerging priority will be the review of the Peer Review Policy as an enhancement opportunity.
	Graduate School Committee
	The minutes of the meeting held in June 2015 were received.
16.	**City Communities**
	City Communities Sub-Committee
	The minutes of the meeting held in October 2015, the first of this Hub sub-committee, were received together with a summary of emerging priorities. These will be discussed in more detail at the November meeting and a decision taken about which will be progressed.

CitySport Working Group

The minutes of the meeting held in September 2015, and the shift from operational to strategic matters following the first year of CitySport's operation, was noted. Discussions are currently under way to ensure the composition and terms of reference of the group can support this and take a longer term view, aligning with the Education and Student Strategy. A proposal will be brought to the next meeting.

Action: Updated composition and terms of reference to be received at the next meeting (Head of Student Experience February 2016)

17.	**In the Heart of a Global City**

The activities supporting this Hub are embedded within reports from the above Sub-Committees/Groups

Operational Business and Reports from Sub-Committees

18.	**Partnerships Sub-Committee**

The Committee **approved** the Terms of Reference for 2015/16 which also reflect the updated membership. The minutes of the meeting held in April 2015 and a verbal report of the meeting held in October 2015 were received.

The Partnerships Sub-Committee is now in its second year and continues to use Chapter B10 of the Quality Code as a key reference point. Work to date has covered establishment of stronger Stage 1 and 2 processes, Memoranda of Agreement and flexible guidelines for site visits and evaluation of new providers.

The Committee received a report outlining the outcomes of a recent review of APEs and Boards of Studies minutes to establish how effectively partnership activity is embedded within the reporting framework. The Committee **approved** the recommendations within the report which will strengthen existing practice. The Partnerships Sub-Committee will monitor the implementation of the recommendations

Study Abroad, Work Placements and Work-based Learning

The Partnerships Sub-Committee has noted diverse practice in the University's Study Abroad arrangements. Where this is embedded in programmes quality and standards can be maintained, however if study abroad is undertaken as an elective option it is more difficult to oversee the arrangements which tend to be more informal. Some support is offered by the International Office but student experience is not monitored consistently by the Boards of Studies. The Sub-Committee is currently collecting information, which will also encompass work placements and work-based learning, and will make recommendations to the Committee based on their findings. In the meantime it was agreed that Education and Student Committee should monitor the academic quality of these activities and provision, and the International Office provides institutional support for outgoing students for study abroad; this information would be disseminated by the Chair. It is also important that students have appropriate support mechanisms and contact points available.

Action: Clarification of quality and standards duty relating to study abroad to be communicated to Boards of Studies once sub-Committee recommendations are approved (Deputy Vice Chancellor, April 2016)

19.	**Programme Development Update**

The lists of programmes running in 2015/16 and programmes that have terminated were received for oversight and noted.

Programme approval pilot

Details of a proposed pilot process for programme approval were received and supported by the Committee. The proposed arrangements for the pilot in 2015/16 (which would combine aspects of PARC and UPAC stage 1 and 2 whist maintaining sufficient scrutiny and University oversight) were considered. It was agreed that there must be sufficient expertise on programme development within panels. Members supported a proposal for Institutional Level Stage 2 approval meetings to be held within the Schools so that facilities can be viewed by panel members.

20.	**Assessment Regulations Review** A paper summarising the work of the sub-group following the last Education and Student Committee was discussed. The next stage of work will involve consultation with Board of Studies and the Committee **approved** the draft paper for circulation to the Boards. A further update will be received at the next meeting. **Action: Assessment Regulations review update to be received at the next meeting (Assistant Registrar Quality, February 2016)**
21.	**Assessment Boards** A report on Assessment Board operation 2014/15 was received and considered. The recommendations of the Internal Audit had been used to inform updates to procedures and guidance notes for 2014/15 and a series of briefing sessions were held prior to the Boards. The Committee **approved** the 6 recommendations in the report.
22.	**External Examiners** A summary of current External Examiner Appointments for Taught Programmes and appointments due to expire at the end of 2015/16 was noted. There would be vacancies for 79 new appointments for the 2016/17 academic year and Schools were asked to identify nominees as soon as possible to ensure that appointments can be made.
23.	**Examinations** A review of the operation of examinations during 2014/15 had been undertaken outlining the scope of the activities, issues experienced and actions being taken where relevant. A total of 56,265 examinations were sat during the main examination periods in 2015 (up from 51,038 in 2014) which put considerable demands on resources. Additional venues were required incurring substantial costs to the University. The Committee expressed a strong desire to vary the types of assessment within programmes and reduce the number of examinations. This would need to be achieved through curriculum design, the devising of assessment strategies at programme level and the drafting of criteria for School PARCs for consideration at the approvals stage (including a policy to limit numbers of formal examinations). Several members expressed interest in progressing this work which links with recent discussions with Associate Deans Education around assessment feedback. An Examinations report will be submitted as a standing report each November for the Committee's oversight of activities **Actions:** **1. Guidance on assessment strategy at programme approval stage to be linked with current work on feedback (ADEs, LEaD, Student & Academic Services, February 2016)** **2. Examinations Report to be added to the annual calendar of business (Assistant Registrar Quality, November 2015)**
24.	**Periodic Review** The Committee received an updated Periodic Review Schedule (noting that several reviews are still awaiting confirmed dates), a Periodic Review Report, Responses and One Year On Reports from 2013/14 and 2014/15 which include responses to conditions/recommendations set by the Review Panels: • 1 Periodic Review Report (BSc/PgDip Public Health and Primary Care) • 3 One Year On Reports (Cass Charities programmes, Nursing Studies and Midwifery) Previous reports and reflective reviews are now available from the website however several One Year On Reports are overdue. Members noted a recommendation from the Public Health and Practice Nursing Periodic Review for University consideration to review the provision of student support (e.g. in relation to specific learning needs) outside normal office hours to ensure reasonable availability to students with non-standard attendance patterns. This would be followed up with the relevant services. **Action: Comments to be requested from the Library and Learning Success (Assistant Registrar Quality, November 2015)**

25.	**Disabled Students Allowance**
	Members received a report from the Task and Finish Group responsible for monitoring the proposed governmental changes to the Disabled Students' Allowances (DSA) for 2016/17. The Group is assessing the implications of the changes which will be both financial and legal. The sector awaits confirmation of whether Access Agreements may be used as a funding source for activities that discharge Universities' duties under the Equality Act 2010.
	In the meantime the Group is monitoring a range of general activities supporting City's responsibilities. Specific proposals on how to address changes to student funding will follow once Government issues advice and OFFA has provided follow up guidance.
	Action: Further update from the Task and Finish Group to be received by the Committee (Head of Student Experience, February 2015)
26.	**Professional and Statutory Regulatory Bodies (PSRBs) Register**
	The current register detailing the University's programmes with PSRB associations was received for information prior to being circulated to Senate and external publication. A minor further revision was noted and members were asked to keep Student & Academic Services informed of any updates.
	Action: Student & Academic Services to publish the updated PSRB Register (December 2015)
27.	**Education and Student Committee Annual Calendar**
	The annual calendar of Education and Student Committee business for 2015/16 was received for information. The calendar schedule aligns with Senate reporting schedule.
Sector developments	
28.	**QAA Updates**
	The sector awaits the outcomes of the HEFCE consultation on future approaches to quality assessment and the review of external examining.
	Members noted the publication of new and revised QAA Characteristic Statements on Doctoral degrees, Masters degrees, Foundation degrees and Qualifications involving more than one Degree-awarding body, and revised Benchmark Statements for Linguistics, Optometry and Languages, Cultures and Societies.
	The current QAA consultations on the Creative Writing and Social Policy Benchmark Statement remain open until 23 November 2015.
29.	**Meetings in 2015/16:**
	Thursday 11 February 2016 Thursday 14 April 2016 Thursday 26 May 2016

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