

Actions and Matters Arising – November 2015

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

Meeting	Item	Action	Update	Responsible	Status*
Meeting 9 12.11.15	4 Chair's Business – BIS Green Paper	<i>Summary notes on the Government Green Paper Fulfilling our Potential: Teaching Excellence, Social Mobility and Student Choice published by BIS will be circulated</i>	<i>Notes circulated to the Committee November 2016</i>	<i>Deputy Vice Chancellor</i>	<i>Completed</i>
Meeting 9 12.11.15	8 Vision & Strategy 2016	A diagram to be produced outlining the relationship between Vision and Strategy and related strategies and initiatives	Update to the Committee February 2016	Director of Strategy and Planning	<i>See February Agenda</i>
Meeting 9 12.11.15	9 Education & Student Strategy – School Learning and Teaching Plans	Education and Student Strategy Priorities and good practice guides to be incorporated into the Careers Development Plan	Update to the Committee May 2016	Head of Careers	May 2016
Meeting 9 12.11.15	9 Education and Student Strategy – Emerging Priorities	<i>The approach to reviewing new proposals as emerging priorities to be disseminated to the Committee</i>	<i>A new template has been developed for project proposals</i>	<i>Education and Student Strategy Coordinator</i>	<i>Completed</i>
Meeting 9 12.11.15	10 Student Surveys	Revisions to survey question banks to be implemented	Update to the Committee April 2016	Deputy Head Student Experience	April 2016
Meeting 9 12.11.15	11 Segmentation Initiative	<i>Formation of a sub-group to support the Segmentation initiative</i>	<i>Segmentation Project Group has been formed and the first meeting took place in January 2016. See SU Reports for ongoing updates.</i>	<i>Head of Student Experience</i>	<i>Completed</i>
Meeting 9 12.11.15	16 CitySport Working Group	Updated composition and terms of reference to be received at the next meeting	Update to the Committee February 2016	Head of Student Experience	<i>See February Agenda</i>
Meeting 9 12.11.15	18 Partnerships Sub-Committee Study Abroad	Clarification of quality and standards duties relating to study abroad to be communicated to Boards of Studies, Work Placements and Work-based Learning	Awaiting Sub-Committee report recommendations and approval	Deputy Vice Chancellor	April 2016
Meeting 9 12.11.15	20 Assessment Regulations Review	Update on progress of the Assessment Regulations Review	Update to the Committee February 2016	Assistant Registrar (Quality)	<i>See February Agenda</i>

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

Item 3 - Education & Student Committee: 11.02.16

Actions and Matters Arising – November 2015

Meeting	Item	Action	Update	Responsible	Status*
Meeting 9 12.11.15	23 Examinations	<ol style="list-style-type: none"> Guidance on assessment strategy at programme approval stage to be linked with current work on feedback. <i>Examinations Report to be added to the annual calendar of business</i> 	<ol style="list-style-type: none"> To be progressed by ADEs, LEaD, Student and Academic Services <i>Completed</i> 	<ol style="list-style-type: none"> ADEs & Assistant Director (QUAD), Head of Student Experience <i>Assistant Registrar (Quality)</i> 	<ol style="list-style-type: none"> <i>See February Agenda</i> <i>Completed</i>
Meeting 9 12.11.15	24 Periodic Review	Comments to be requested from the Library and Learning Success relating to periodic review actions	Comments provided from Library	Assistant Registrar (Quality)	November 2015
Meeting 9 12.11.15	25 Disabled Students Allowance	Further update from the Task and Finish Group to be received by the Committee	Update to the Committee February 2016	Head of Student Experience	<i>See February Agenda</i>
Meeting 9 12.11.15	26 PSRB Register	Updated PSRB Register to be published		Assistant Registrar (Quality)	December 2015

Education & Student Committee (from September 2015)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 8 22.09.15	5 and 9 2015 Student Survey Results	<ol style="list-style-type: none"> Professional Services Departments to be invited to present to the Committee Surveys Working Group to progress work to raise participation in the PTES 	<ol style="list-style-type: none"> PAF to be invited to the April Committee Update in February 2016 	Head of Student Experience	<ol style="list-style-type: none"> April 2016 February 2016
Meeting 8 22.09.15	5 Vision and Strategy	<i>A further update would be provided once ExCo had received the emerging Vision and Strategy</i>	<i>Update in November 2015</i>	<i>Director of Strategy and Planning</i>	<i>Completed</i>
Meeting 8 22.09.15	6 Student and Academic Services Standing Report	<i>The Committee will be updated on work to comply with the Competition and Market Authority (CMA) guidance</i>	<i>Update in November 2016</i>	<i>Director of Student and Academic Services</i>	<i>Completed</i>
Meeting 8 22.09.15	10 Personal Tutoring Policy	Feedback on implementation of the Policy will be obtained through Learning and Teaching Committees for consideration by Boards of Studies in the Spring	Verbal update in February and report to be received in April 2016	Acting Director of LEaD	<i>See February Agenda</i>
Meeting 8 22.09.15	15 Programme Developments	PARC quoracy to be kept under review and an update provided to the Committee	Update in May 2016	Assistant Director (QUAD)/Deputy Vice Chancellor	May 2016

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Actions and Matters Arising – November 2015

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	Assistant Director (Quality & Academic Development)	April 2016
Meeting 7 14.05.15	18 External Examiners	<i>Thematic Review of External Examiner Report to be submitted to Senate and Boards of Studies</i>	<i>Report received by Senate and details of themes to be sent to Boards of Studies</i>	<i>Assistant Registrar (Quality)</i>	<i>Completed</i>

Education & Student Committee (from March 2015)

Meeting	Item	Action	Update	Responsible	Status*
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	<i>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</i> <i>Update September 2016: the strategy will be incorporated into the University Vision and Strategy</i>	<i>Deputy Vice Chancellor</i>	<i>Completed</i>
Meeting 6 12.03.15	10. Annual Programme Evaluation	Submission of missing APEs and recording of partnership activity	<i>Deputy Vice Chancellor contacted Schools re missing APEs. Work on recording partnership activity is in progress. Verbal update November 2015. Missing 2014/15 APEs to be submitted before or with 2015/16 APEs</i>	<i>Education and Student Strategy Coordinator/ Deputy Vice Chancellor</i>	<i>Completed</i>

Education & Student Committee (from January 2015)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 5 29.01.15	9. CitySport Working Group: Wednesday Afternoons	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	<i>See February Agenda</i>

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Item 3 - Education & Student Committee: 11.02.16

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Meeting	Item	Action	Update	Responsible	Status*
Meeting 5 29.01.15	10. LEaD Student Engagement in Learning and Teaching	<i>Feedback on pilot activity to be evaluated. Consideration of a formal proposal and recommendations for Education and Student Committee.</i>	<i>LEaD Advisory Board will monitor pilot activities and report to the Committee. Update in September 2015; remove from matters arising.</i>	<i>Acting Director of LEaD</i>	<i>Completed</i>
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 and now included as part of LEaD annual activities 2. Good practice will be shared with Schools 3. & 4. Update to the Committee provided in September 2015 	<i>Acting Director of LEaD</i>	<i>Completed</i>
Meeting 5 29.01.15	12. Partnerships Sub-Committee	<i>Boards of Studies consideration and reporting of partnerships/partnership activity to be monitored by the Partnerships Sub-Committee</i>	<i>Boards of Studies Chairs/Secretaries to note</i> <i>Partnerships Sub-Committee to monitor/review</i> <i>Update provided in November 2015</i>	<i>Assistant Director (QUAD)/ Chair & Secretary Partnerships Sub-Committee</i>	<i>Completed</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 submitted to the Committee in November 2015, further update to be provided February 2016	Head of Student Experience	<i>See February Agenda</i>

Education & Student Committee (from November 2014)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 4 13.11.14	20. Periodic Review	<i>Periodic Review guidance should be revised to enable constructive engagement with Education & Student Strategy as well as broader consideration of 'strategic fit'</i>	<i>Guidance revised to incorporate alignment with Education and Student Strategy. Strategic fit to be considered within broader Vision and Strategy.</i>	<i>Student & Academic Services</i>	<i>See February Agenda</i>

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