



**ACCESS AND SUCCESS SUB-COMMITTEE
MEETING 2 – Thursday 19th November 2015
UNCONFIRMED MINUTES**

Name of Member	Meeting 1 28/09/15	Meeting 2 19/11/15	Meeting 3 20/01/16	Meeting 4 12/03/16	Meeting 5 24/05/16	Meeting 6 19/07/16
Professor Carl Stychin (Chair)	√	√				
Michael Bennett	√	√				
Ben Butler	√	√				
Professor Jason Chuah	√	√				
Issy Cooke	√	-				
Dr Cristina Gacek	√	A				
Dr Russell Gerrard	√	A				
Professor Chris Hull	√	√				
Andrea Kenneally	A	√				
Dr Chris McDowell	A	A				
Pam Parker	A	A				
Sarah Wood	A	√				

√ indicates attendance

A indicates apologies have been provided

Attending: Megan Butler (Student & Academic Services); Chris Clements (Education & Student Strategy Coordinator); Will Power (Buddy Scheme Officer); Nick Howes (Cass Business School)

1. Welcome and Apologies

The Chair welcomed the group. Apologies were received and noted. Nick Howes attended on behalf of Russell Gerrard.

Chris Clements and Will Power were in attendance to provide clarification on agenda items.

2. Minutes

The minutes from the previous meeting were approved.

A separate actions/matters arising document was circulated with the minutes. It was noted that all the actions were either on-going or complete. The group noted that work on action 3 would be initiated early next year.

It was clarified that the January 2016 meeting agenda would include an item for discussion on Outreach and Student Support.

3. Education and Student Strategy

It was highlighted that the group would receive feedback from student surveys and APE's and the group would use this data, along with good practice or improvements from the sector, to identify emerging projects and decide which were priorities. The group acknowledged they would need confirm priorities for the 2016/17 academic year in January/February 2016 and would submit reports on identified priorities each year to E&SC for review. The group will use their knowledge and expertise to refine and make suggestions for existing projects.

The group discussed retention and agreed that this was an important issue which needed more immediate action as the University was currently ranked 63rd out of UK Universities for retention of students. It was emphasised that retention is complex and there are many factors which impact upon this. Data in relation to retention within each School needed to be generated but it was highlighted that there were a lack of resources, therefore it was suggested that posts could be created to identify issues and plans for improvement within Schools.

It was suggested that more support was needed for students in order to improve retention, without compromising academic standards. The group were informed that a pilot scheme for peer to peer assisted study support had been implemented in SMCSE, which aimed to provide further support to students and build a sense of community. The group agreed that it would be beneficial to find out about existing activities within Schools which helped with retention and good practice could be shared across Schools. It was highlighted that good practice would also be identified through the APE process.

Action: AK to provide report on pilot peer support scheme

4. CityBuddies Update

The group received an update on the CityBuddies project. The projects objectives had been updated, which included aims of the scheme and some measures of success. It was suggested that creating a sense of belonging and reduction on course officers work load were benefits rather than aims. Focus groups about the scheme (for both mentees and mentors) had previously been used as a tool to measure success, but it was highlighted that staff had been in the room and this may have affected responses. It was confirmed that 75 to 80 percent of mentors had previously been mentees.

The group noted that the mentor numbers for SMCSE were low in comparison to other Schools. It was confirmed that the number had been higher but some mentors had dropped out. However, it was highlighted that this was the first year the scheme had run in this School, and data patterns showed that numbers improved within other Schools over the years. It was confirmed that students could be matched with buddies from other Schools to their own, or could be placed on a waiting list and take places if others disengaged.

It was highlighted that the different teaching hours within Schools may affect participation numbers. It was confirmed that provisions were to be made going forward to account for students who could only attend on particular days/times.

It was confirmed that autistic students were guaranteed a place on the scheme and buddies were provided with additional training if matched with these students. Care leavers were also guaranteed a buddy. Buddies were matched together based on a number of factors, including their programme, but they could not guarantee perfect matches.

It was emphasised that the scheme would require additional resources if it were to develop and grow. The requirement for additional resources had been noted at the last E&SC meeting.

Action: BB to discuss resources with Head of Student Experience and produce proposal for additional resource

5. Personal Tutoring Update

The group received an update on the next steps in the project implementation. It was confirmed that the policy clarified the numbers of meetings to be held per year, what should be discussed and that a record of meetings should be kept. The policy was currently being implemented and had been sent to the Board of Studies within Schools, who would provide feedback on this in the Spring term. Training for Personal Tutors would also be provided in the Spring term and would be ongoing.

The group agreed that more guidance, particularly in regards to record keeping, feedback and what to do if they encountered issues, would be useful for Personal Tutors. It was confirmed that a recommended number of students per Personal Tutor was not detailed in the policy, but this was something to be discussed at the Board of Studies and would differ per School. It was highlighted that academics may need some support if they were allocated large numbers of tutees, and it was suggested there could be a professional within Schools to assist when issues arose.

6. DSAs / Inclusive Learning review

The group were informed that guidelines in relation to disabled students and inclusive learning were expected to be published by the Government in January 2016. Prior to the published report Learning Success were looking at best practice within the sector and at producing a policy for an inclusive learning environment. It was highlighted that the policy would include recommendations such as, providing course outlines and reading lists prior to the start of courses, lecturers to wear microphones, presentations to be put on Moodle and for students to be permitted to record lectures. The group agreed that it would be beneficial to review the draft policy at the next meeting.

7. AOB

It was highlighted that WP and retention issues were prominent in the recent Green Paper. It was noted that the consultation would end in January and David Bolton was coordinating a response.

Action: ARC to circulate document on Green Paper prior to next meeting

Meetings in 2015/16:

20th January 2016, 14:00-15:30

29th March 2016, 14:00-15:30

24th May 2016, 14:00-15:30

19th July 2016, 14:00-15:30

Megan Butler
Megan.butler@city.ac.uk
020 7040 4243

Access and Success sub-committee: Actions and Matters Arising

	Date	Agenda Item	Item Title	Action Required	Member to actions	Action Due	Action status	Comments
1	2/12/14	3	Update: Presentations	Improve internal communications	ARC	Ongoing	Ongoing	WP and SD teams to present to Programme Directors, WP report sent to Schools circulated.
2	2/12/14	5	AA 2014/15 implementation	Develop Statement of Strategic Principles	ARC (with WP and SD Manager)	Ongoing	Ongoing	Long-term goal to bring strategic approach to access/success into annual planning in line with allocating HEFCE Student Opportunity funding.
3	2/12/14	3	AA 2016/17 submission	Contact Schools about data requirements	ARC	July 2015	Delayed	Follow up analysis scheduled for March 2016.
4	14/4/15	3	AA 2016/17 submission	Survey sector provision of disabled students' bursary	ARC	January 2016	On course	To review for next Access Agreement submission. Picked up by Access Agreement working group.
5	14/4/15	3	AA 2016/17 submission	Establish next steps to review contextual admissions	ARC	September 2015 onwards	Ongoing	May become standing item or intermittent business for the sub-committee. May also become part of Student and Academic Services delivery plan as dedicated piece of work.
6	28/9/15	2	Minutes	Review use of WP Flag more broadly	ARC	January 2016	Ongoing	
7	28/9/15	3	Education and Student Strategy projects briefing	Education and Student Strategy Coordinator to attend next meeting	ARC	November 2015	Complete	
8	28/9/15	3	Education and Student Strategy projects briefing	Provide data on participant numbers by School Review objectives and present options for evaluation	BB	November 2015	Ongoing	
9	28/9/15	3	Education and Student Strategy projects briefing	Provide overview of next steps in 2015/16	PP	November 2015	Complete	
10	28/9/15	5	Access Agreement resource allocation for 2015/16	Finalise and distribute resource allocation template	ARC	November 2015	Delayed	ARC to follow up and distribute Feb. 2016
11	28/9/15	6	WP and Retention links in Schools	Review possible approach and take forward	ARC	January 2016	Ongoing	Possible development as emerging priority work for 2016/17