EDUCATION & STUDENT COMMITTEE
MEETING 15 – 8 FEBRUARY 2017 – UNCONFIRMED MINUTES

Name of Member	Mtg 5	Mtg 6	Mtg 7	Mtg 8	Mtg 9	Mtg 10	Mtg 11	Mtg 12	Mtg 13	Mtg 14	Mtg 15
Professor David Bolton (Chair)	√	√	√	√	√	√	√	√	√	√	√
Yusuf Ahmad (SU President 2016/17)	---	---	---	A	√	√	√	√	√	√	√
Professor Susan Blake	√	√	√	√	√	---	√	√	√	√	√
Margaret Carran	---	---	---	---	√	√	√	√	A	A	√
Alison Coutts	---	---	√	√	√	√	√	√	√	√	√
Clare de Than	---	√	√	A	√	A	A	A		A	A
Maria Dingle	A	A	√	√	√	√	√	√	√	√	√
Dr Cristina Gacek	A	√	√	√	A	√	√	A	√	√	√
Professor Ken Grattan	√	A	A	√	A	A	√	√	√	√	√
Dr Richard Goodey	---	---	√	√	√	√	√	A	√	√	√
Sheik Hassan (VP Activities 2016/17)	---	---	---	---	---	---	---	---	√	√	√
Zain Ismail (VP Education 2016/17)	---	---	---	---	---	---	---	---	√	√	
Rachael-Anne Knight	---	---	---	---	---	---	---	---	√	√	A
Susannah Marsden	√	√	√	√	√	√	√	√	√	√	√
Professor Cliff Oswick#	A	√	A	A	A	A	A	A			
Professor Pam Parker	A	√	√	√	√	√	√	A	√	√	√
Dr Simon Parker	√	√	√	√	√	A	√	√	√	√	√
Jo Silvester	---	---	---	---	---	---	---	---	---	---	√
Professor Laurence Solkin	√	√	√	√	√	√	A	√	A	√	√
Professor Steve Stanton	√	√	A	---	√	A	√	√	√	---	---
Professor Carl Stychin#	A	A	A	A	A	A	√	A			√
Dr Lorenzo Trapani	√	A	√	√	A	√	√	√	A	A	---
Richard Verrall#	---	---	---	√	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

In attendance:
Helen Fitch, Assistant Registrar (Quality), Student and Academic Services (Minutes)
Alison Edridge, Assistant Director, Quality and Academic Development
Megan Butler, Student Experience Officer (Policy and Strategy)
Kristen Goodrich, Head of IT Business Relationships
Gemma Watt, Governance Administrator
Emily Thornton (TEF/HEFCE Policy Analyst)
Strategy Items:
Gemma Kenyon, Head of Careers
Michael Bennett, Retention and Success Manager
Tim Longden (Director of Marketing and Communications)
Tracey Hughes, Facilities Manager, Property and Facilities
Matt Shipton, Communications Manager, Property and Facilities
Eleanor Cornfield (Management Information Project Manager)
Tony Copeland (SHS Head of Academic Services)

1.   Welcome and apologies

The Committee welcomed Jo Silvester (Deputy Dean, Cass), Tim Longden (Director of Marketing and Communications), Matt Shipton (PAF Communications Manager), Tracey Hughes (PAF Facilities Manager), Eleanor Cornfield (Management Information Project Manager), Tony Copeland (SHS Head of Academic Services) and Emily Thornton (Policy Analyst, TEF/ HEFCE QA).

Apologies were received from Rachael Knight, Clare de Than and Dean Stokes.

2.   Minutes

To minutes of the meeting held on 10 November 2016 were **approved.**

3.   Matters Arising

The matters arising schedule was received for information. Updates for the following items were provided:

Learning and Teaching

This item is being taken forward by the LEaD Advisory Board at their next meeting on 21 February 2017.

Periodic Review

Two Periodic Review Year On reports will be received today and the outstanding reports are awaited from the relevant Schools.

English Language Support

The proposal for term-time only tutors had not been approved, and will be re-submitted with amendments to state that visiting lecturers would be engaged to provide language support.

Further updates on the above will be received at the next meeting. All other past matters arising have now been completed, covered within the February agenda or are due to be carried forward to a future meeting.

4.   Key Performance Indicators – Professional Services Presentations

Presentations were received from colleagues representing Property and Facilities and Marketing and Communications on activities which support the Education and Student Strategy:

Property and Facilities Presentation

The Communications Manager for PAF updated the Committee on measures taken to improve student satisfaction. Focus has been on:

- providing high quality academic space (e.g. the new basement areas)
- creating a sense of community (e.g. the CitySport facility, Citybar and refurbishment of catering and social spaces
- support for School Plans (e.g. CitySight, upgrading of computer facilities)

and on responding to issues raised by Student Experience Committees.

Measurable improvements since 2010 include the current higher rate of spending per student, increased capacity and an improved use of space whilst achieving lower environmental impacts. Students are consulted to influence the shaping of developments.

Forthcoming projects include the new City Law School Building and new student amenity facilities in the Tait Building.

It was confirmed that any issues that arise relating to specific property and facilities matters should be raised at the Space Management Committee. Where an area of activity or issue requires strategic or policy decisions to be made this should be referred to the Learning Environment Committee.

The Associate Deans Education enquired about prioritisation of facilities for lecture capture and requested that timetabling requirements and teaching space capabilities are considered to facilitate this. It was agreed that the ADEs would provide comments to the Learning Environment Committee for discussion and work on lecture capture policy development would be taken forward as part of the DALI project.

Action

- **ADEs to feedback to Learning Environment Committee with regard to Lecture Capture for consideration within the DALI project (ADEs to Chair of LEC, April 2017).**

Catering Presentation

The PAF Facilities Manager advised that the Catering priorities are to achieve value for money and minimise environmental impact whilst offering a diverse range of products and services. The SU noted that costs to students can be high, for instance for use of the City catering service for Student Society events. The Facilities Manager encouraged the SU to liaise with her so that options within set budgets can be offered.

Initiatives have included providing a bursary for a student internship, and this can be further promoted by City's Careers Team.

Marketing and Communications Presentation

The Director of Marketing and Communications outlined the work being undertaken to support the Education and Student Strategy, new Vision and Strategy, and the School Plans. The broad range of activities being undertaken to support the Education and Strategy Hubs were outlined.

Particular emphasis is being placed on recruitment, including website developments, increased media coverage, events and raising the profile of City as a 'preferred choice'. A shift from a recruitment to counselling approach is being adopted.

The Committee agreed that understanding the readiness of students for higher education is a key factor in supporting progression. An understanding of students' skills on entry will enable us to gain insight and the Head of Careers advised that a short online course could be set up to help applicants understand their skills on entry and aid their transition. It was agreed that consideration will be given to broader work on student support at induction, to focus on students rather than on programmes. This will include an analysis of the current approach and prioritisation to identify enhancements that would support students over their first terms.

Action

- **Approach to enhancements to Student Induction to be planned (Head of Student Experience, June 2017)**

The Chair thanked the Professional Services colleagues for their presentations and the work being undertaken to enhance the student experience.

5. **Chair's Business**

Higher Education and Research Bill

The Bill is in progress and is currently being considered in the House of Lords.

TEF and Revised HEFCE Operating Model for Quality Assessment : Annual Provider Review

City's TEF has been submitted and a paper and update will be received under Item 7.

Strategy Updates

An update will be given on the plan of work to update the Education and Student Strategy to align with the new Vision and Strategy (see item 7 below). The Research and Enterprise Strategy will also be aligned with the new Strategy.

Evaluation of City's Student Experience Report

Colleagues have been working on responses to areas raised in the report and an update on the next steps will be received at the next meeting.

National Teaching Fellowship Awards

Congratulations were extended to Susannah Quinsee who has been appointed as a Learning and Teaching Excellence Ambassador and Rachael-Anne Knight who joins the current group of 9 National Teaching Fellows at City.

Microplacements

Congratulations were also extend to Gemma Kenyon for the successful HEFCE bid to extend the Microplacements scheme.

Part 2 Strategy, Planning and City Developments and Priorities

6. **Vision and Strategy 2026**

The Vision and Strategy has now been approved and will be officially launched in the near future. A paper outlining the individual ownership and collective accountability for the implementation of the Strategy was received. Education and Student Committee noted their key responsibilities relating to delivery of the Academic Output KPIs and the Institutional PIs as noted in the paper:

- Academic Output KPIs: Employability, Progression, Satisfaction
- Performance Indicator 2 (PTES)

The City Vision and Strategy and School 'Plans on a Page' were provided.

It was confirmed that the new Strategy places greater emphasis on supporting strategies and coordination of practice across City as well as supporting and promoting innovation.

It was noted that HEA accreditation is not included as an institutional priority; it is however under consideration for inclusion in the updated Education and Student Strategy as it is acknowledged that HEA membership would support staff in improving approaches to assessment and feedback. The process for identifying good practice will be built in to the overall evaluation and monitoring framework, and support for programme directors will be put in place.

Scorecards and performance reports will be used to help Schools and Professional Services understand and monitor their plans. Scorecards will include data on Academic Output KPIs, Institutional PIs, League Tables, Finances and Competitor analysis. It was agreed that an example would be presented at the next meeting for information.

Action

- **Sample Scorecard to be provided to the Committee for information (Director of Strategy and Planning, April 2017)**

7. **Education and Student Strategy**

Teaching Excellence Framework (TEF)

A copy of the final version of the TEF submission was received for information. City's TEF had been submitted in January and the outcome is awaited.

The sector now awaits details of the proposed discipline level TEF; it is unclear at present whether this will be proposed at JACS level or be more programme level focused. Details will be disseminated as they become available. The Chair noted that City will need to be responsive to any issues we are already aware of as these will impact on future outcomes and data.

The current priority will be to progress actions to address any gaps that were identified as an outcome of collating data for the TEF submission. This work will be carried out in conjunction with both the Modernising Administration for Students project and the update of the Education and Student Strategy. It is acknowledged that communications and engagement with Schools are a crucial part of this process and, once the initial analysis is complete, Student and Academic Services will liaise closely with Schools to support the delivery of City's KPIs.

HEFCE Revised Operating Model for Quality Assessment

The sector is awaiting an update on the HEFCE Revised Operating Model for Quality Assessment: Annual Provider Review. In the meantime, we are aware that there will be a pilot for the 5-yearly visits and QAA are recruiting assessors to verify institutions' periodic review processes.

The Chair advised that Council had been briefed on their new duties in relation to the assurances required as part of the new HEFCE method and TEF. The Governance Team and Student and Academic Services are reviewing current reporting processes; the aim will be for reports to be provided to committees which will serve the dual function of providing assurances in relation to both City's Vision and Strategy and KPIs, and HEFCE.

Undergraduate Programme Team Meetings 2016 (KPIs, APEs and NSS)

A report was provided which gave an overview of the Deputy President's engagement with programme teams during the round of meetings arranged to progress work on the new KPIs, Annual Programme Evaluations and NSS risk assessments. The report includes a summary of the key areas of action planning.

The Committee considered the report and noted that an update will be provided to Senate. The outcomes of the meetings will feed in to the revised Education and Student Strategy, inform gap analysis exercise work and the establishment of priorities.

Revision of the Education and Student Strategy

The Committee received a briefing on work that will now be undertaken to revise the Education & Student Strategy in response to the Vision & Strategy 2026 and other internal and external drivers. A paper was received which outlines key developments since the launch of the Education & Student Strategy, the drivers for its review, and a timeline for the review and re-development process. A timeframe of just under five months has been set reflecting the urgent need for changes but also the requirement for consultation.

It is intended that an immediate action plan is put in place for progression to reflect its high priority. The Committee was asked to consider what actions could be taken in the immediate term to improve progression, including the rolling out of existing practice that could be shared.

It was confirmed that priorities identified by Schools as well as those driven by external factors will be considered for inclusion in the updated Strategy. The approvals will be sought during the summer to enable time to engage with staff and consult with School Learning and Teaching committees. There will be an emphasis on individual as well as collective actions that can be taken to ensure that City delivers on its KPIs.

With regard to measures to supporting and improving student progression, it was agreed that:

- appropriate programme level assessment strategies are key to ensuring that learning outcomes are measured
- personal tutoring and pastoral support should be a priority
- staff should be supported to enable they are equipped to signpost students who need additional support outside the generic student services offered by City
- support should also be extended to strong students to help them to attain higher grades and degree classifications

The Committee **agreed** that further feedback should be provided to the Head of Student Experience to inform institutional actions which will be drawn up to coordinate the above work. Data requirements and support should also be identified.

Action

- **Committee members to provide feedback to the Head of Student Experience on how to improve student progression (All, March 2017)**

8.   **Interdependencies**

Internationalisation Strategy

The Committee received the Internationalisation Strategy, governance arrangements and implementation plan. The Internationalisation priorities will be finalised on 20 February and the first Internationalisation Committee and a launch event for the Internationalisation Strategy is planned in March.

The Internationalisation Strategy will be considered during the update of the Education and Student Strategy and the revision of the Education and Student Strategy Terms of Reference.

Strategic Developments for Equality and Diversity

The Chair of the Equalities Committee outlined the re-focused role of the Committee and its priorities. Copies of the updated Terms of Reference and membership list were available to view. It was confirmed that the remit of the Committee spans matters relating to both staff and students. Activities will include providing advice and guidance and progressing work on Athena Swan; accessibility and disability; access and success; unconscious bias (relating to both staff appointments and educational provision) and engagement with the City Communities hub.

Part 3 - Reports from Education and Student Strategy Hub Sub-Committees and Projects

9.	Activities encompassing all Hubs

Management Information Project

The Management Information Project Manager presented an update on work being carried out as part of the Modernising Administration for Students suite of projects. The Management Information project seeks to establish a 'single source of truth' for student related data to support better evidence-based decision making.

The Committee was invited to provide feedback on the existing use of Management Information and the scope outlined within the presentation which would contribute to the Options Report being produced at the end of March 2017. Feedback was invited on the following in particular:

- what decisions are being made based on which reports
- in future, which reports will be crucial for measuring KPIs and PIs for the Vision and Strategy 2026, School Strategies/plans and the Education and Student Strategy
- information on any issues currently experienced with Management Information at City that haven't already been identified

The presentation would be emailed to the Committee following the meeting with a further opportunity to provide feedback.

It was noted that colleagues who input data need to be supported to ensure they understood the purpose of their role in data quality and the implications of inaccuracies.

Action

- **Committee members to provide feedback to the Project Manager to ensure the requirements of their Schools or Professional Service are considered within the Management Information Project (All, February 2017)**

Student Engagement

The Committee received a draft policy to support student participation and engagement. The Head of Student Experience and the Retention and Success Manager outlined the proposed approach to further developments. A consultation will be undertaken to establish whether the policy and its implementation would be effective in supporting progression.

It would be important to clearly establish the aims of the policy noting the definition between engagement and attendance, the minimum attendance and engagement requirements expected by City and the specific requirements of professional and statutory bodies as well as the Home Office.

It was agreed that a policy is desirable however there were some initial concerns about how it might be implemented, for instance for programmes with large cohorts, online provision, and for postgraduate provision.

The Committee **agreed** that in order for students to benefit from their full educational experience, 100% attendance would be the expectation, that this would be monitored and that an appropriate intervention would be triggered if a student's attendance drops below 80% to establish whether there is an issue that should be addressed.

Segmentation Project

An update was provided on the work being carried out following the Segmentation Project. The outcomes of the project have informed the SU Strategic Plan and Vision and further data analysis is taking place. The data and accompanying guidance will be made available to Schools to be considered alongside other data to inform future decision making.

Communications

Following consultation with Associate Deans Education and Professional Services colleagues, it is proposed that summaries of Education and Student Committee project updates will be disseminated in leaflet/flyer form as part of a wider communications strategy.

10. Support for Success

Access and Success Sub-Committee

An update on activities will be provided following the February meeting of the sub-Committee.

11. Career Development and Employability

Career Development and Employability Sub-Committee

The Committee received a paper outlining the Careers Registration pilot initiative being implemented to support the employability KPI, following approval by the Career Development and Employability hub committee and the Education and Student Committee. The paper focused on preliminary Year 1 data (UG and PG), background information on the Careers Registration concept and future goals of the project. Year 2 and 3 data will be disseminated when available.

It was agreed that this is a worthwhile initiative which should be supported.

12. Research and Practice Informed Education

12.1 **Learning Enhancement & Development Advisory Sub-Committee**

The minutes of the meeting held in December 2016 were received and noted together with a summary of key updates**.**

12.2 **Graduate School Committee**

The minutes of the meeting held in October 2016 were received and noted.

13. City Communities

City Communities Sub-Committee

The minutes of meetings held in October and December 2016 were received and noted together with a summary of key updates.

14. In the Heart of a Global City

Activities supporting this Hub will be embedded within reports from the above Sub-Committees/Group

Part 4   Standing Reports

15. Student & Academic Services Report

It was noted that details of key current projects and activities had been reported under earlier agenda items.

16. Learning Enhancement & Development (LEaD) Standing Report

To be reported at the next meeting.

17. Students' Union Standing Report

The Committee commended the SU Standing Report which focused on activities supporting City's KPIs. Thanks were extended to the SU for their recent support in drafting the TEF submission, and for the successful campaigns, for instance Keep Calm and Study On.

Part 5   Operational Business and Reports from Sub-Committees

18. Partnerships Sub-Committee

A paper outlining proposed changes to governance arrangements for collaborative provision was received and discussed. The revised arrangements will combine the business of the current VIP Committee and Partnerships Sub-Committees and have been proposed to consolidate and strengthen the institutional oversight of the framework and arrangements for City's validated provision, School-managed partnership provision and institutional partnership provision. The new arrangements would also clarify School responsibilities in managing these activities.   The new governance arrangements will now be considered by AGC and Senate.

19. Programme Development Update

The Committee received and noted a summary a report on the current programmes running in 2016/17 and the programmes terminated in 2015/16. The report will now be forwarded to Senate.

20. Annual Programme Evaluation (APE) - Undergraduate

Each year a review of the quality, best practice and themes arising from Annual Programme Evaluation is conducted. The Committee received the report arising from the review of 2015/16 UG APEs, together with notification of actions that are already underway to support improvement of future rounds and further actions planned, including some to be undertaken by Boards of Studies.

The report includes a commentary on the quality of individual elements of the APEs and also on good practice and work which supports the Education and Student Strategy; the guidance will be updated to further enhance the latter.

It was agreed that the themes for next year's APE round will be Progression Improvement and Assessment Strategies. The Student Experience Team will work with LEaD to align the assessment thematic element with the Assessment Strategy Review.

Action:

- **Boards of Studies action plan items to be disseminated to BoS Chairs and Secretaries (ESS Coordinator, March 2017)**

- **Head of Student Experience/ESS Coordinator to liaise with LEaD regarding the APE assessment theme (May 2017)**

21. Periodic Review

The outstanding Year On reports for BPTC (2014) and Economics (2013) were received.

22. Senate Regulation 13 – Student Discipline

Following work undertaken by a consultation group, a paper was received outlining the proposed incorporation of the management of possible criminal convictions or offences in the Regulation. Consultation included engagement with Schools and Professional Staff and the draft updated Regulation includes feedback from the Operations Board and LEaD.   It was **agreed** that the paper would go to AGC and Senate for consideration.

Part 6   Sector Updates (for information)

23. HEA Briefing: Degree Standards and External Examining

An HEA briefing note was provided detailing work relating to degree standards and External Examining. HEA have been commission by HEFCE until 2021 to run a project on degree standards, which aims to facility a 'sector owned' process for the professional development of External Examiners. A pilot scheme is being developed for launch in 2017/18.

24.   HESA Review of Graduate Outcomes

A paper outlining the forthcoming changes to the Destination of Leavers from Higher Education (DLHE) was received. Further updates will be provided once information becomes available.

25.   Next meetings: **6 April 2017** and **15 June 2017**

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