

Education Committee

Wed 11 December 2024, 14:00 - 17:00

OVC Board Room



Attendees

Board members

Professor Keith Phalp (Pro Vice Chancellor - Education and Quality (Chair)),
Dr Shelley Thompson (Pro Vice Chancellor - Student Experience (Deputy Chair)), Jules Forrest (Head of Academic Quality (Secretary)),
Jacky Mack (Academic Registrar), Professor Sara White (Deputy Dean Faculty of Health and Social Sciences),
Professor Ann Luce (Deputy Dean Faculty of Media and Communication), Dr Carly Stewart (Deputy Dean Faculty of Science and Technology),
Professor Lee Miles (Deputy Dean BU Business School), Grace Ehiosun (SU Vice-President Education, SUBU),
Kerry-Ann Randle (Interim Head Of Student Services), Professor Philip Sewell (Director Of Apprenticeships and Skills),
Dr Gelareh Roushan (Head of Fusion Learning Innovation and Enhancement (FLIE)), Professor Zoheir Sabeur (Member of the Professoriate),
Dr Kate Terkanian (Member of Senate), Eniola Agbeniga (Student Representative BU Business School),
Catrin Morris (Student Representative Faculty of Science and Technology)

In Attendance

Anna Burgess (Academic Quality Officer (Clerk)), Rosalind Ashcroft (Head of Academic Operations),
Ann Barnes (Access and Participation Analyst attended for item 5.3.)

Apologies

Dr Philip Ryland (Associate Dean Student Experience BUBS), Dr Fiona Knight

Meeting minutes

1. APOLOGIES

Noted as listed above

2. DECLARATIONS OF INTEREST

None

3. MINUTES OF PREVIOUS MEETINGS

3.1. Accuracy: Education Committee 17 October 2024

For Approval

The minutes were approved as an accurate record. Item 6.4 Quality and Standards Report included an error in the data for the Faculty of Media and Communication. This had been resolved with the Academic Quality team, the error was noted in the cover paper for the Quality and Standards report and corrected in the report itself. The action required by the faculty was no longer required and had been removed.

Chair

Decision: Minutes approved. The correction to the Quality and Standards report was noted.

3.1.1. Accuracy e-Education Committee summary 15-22 Nov 2024

The committee questioned whether all the queries raised in the e-meeting had been resolved. It was agreed that the e-meeting summaries would be discussed at the in-person meetings so that queries could be resolved and decisions ratified.

Paper 1.1. PDP for MSc Diagnostic Imaging. Members had asked whether the previous title, 'Diagnostic Radiography', was a sector-recognised programme title. The Deputy Dean confirmed that the name had been chosen based on the market research which highlighted that 'Imaging' was a more current term that covered the broader range of imaging techniques now used. The PDP had been approved by the Faculty Education Committee (FEC).

Paper 4. Personal Tutoring and Academic Engagement Activity. Many of the comments suggested it needed further discussion. The committee noted that this would be discussed in the meeting today under agenda item 5.2.

Paper 6. Joint Academic Board Minutes (JAB) minutes. It was questioned whether the Executive Dean for FMC was representing all the faculties at JAB, and this was confirmed as correct.

Decision: Ratified. E-summary minutes to be ratified at the following in-person Education Committee.

3.2. Matters Arising/Actions Log

17/10/2024 3.5 Education Committee ToR. The Head of Academic Quality confirmed the updates/amendments would be made as soon as possible.

The ToR had been updated **Action closed.**

17/10/2024 3.8 Faculty Education Committee ToR. The SU VP Education advised that Faculty Officers were the main SUBU representative attending each meeting alongside two Student Reps and this should have been communicated more widely. The Head of Academic Quality agreed the terminology with regards to SUBU Officer needed to be clarified with SUBU.

SUBU Officers had a dual role, attending committees in SUBU and in BU. The details of the role were set out on the SUBU website and the Head of Academic Quality would share a link to it. **Action closed.**

Information

Various

4. SUBU STUDENT REPRESENTATIVES FEEDBACK REPORT

Discussion

Grace Ehiosun

It was noted that the SUBU SimOn reports would be shared at alternate Education Committee meetings. A link to the SimOn dashboard was included on the agenda if members wanted to view the feedback in more detail. SUBU were scheduling workshops for students to help with exam preparation, academic writing, and workshops for January starters.

The SU Vice-President Education had attended the Faculty Education Committee meetings and had flagged a few issues raised by students, including concern about the use of Citygate for teaching. Problems with other teaching rooms had been reported to Estates. The committee discussed the concerns about Citygate. It was noted that Citygate was being used for postgraduate BUBS students who were taught on two common units that had more than 600 students on them. The SU VP reported that students had raised concerns about being taught in a church, the large groups and the distance for disabled students who were now required to travel off campus to attend classes there. It was reported that the Faculty of Health and Social Sciences had used the space for a number of years without any issues being raised. It was noted that the use of the space by the Business School was a planned trial, the useability of the space was due to be evaluated. The Deputy Dean for BUBS was asked to work with Estates to evaluate the use of the space and bring the outcome back to the Education Committee.

ACTION: Deputy Dean BU Business School, Professor Lee Miles

5. FOR DISCUSSION

5.1. Chair's business

The Chair reported that there was ongoing work taking place with regards to the portfolio review. This included reviewing courses as well as considering the BU education strategy. It was reported that there were discussions about being bolder with different types of delivery. This also linked in with Access and Participation strategies, the need to be more commercial, investment in digital resources and considering future skills for students.

Discussion

Chair

5.2. Student Engagement update and Personal Tutoring progress reports

The Head of Academic Operations gave an update on the Student Engagement framework and personal tutoring progress reports. It was reported that emails had gone out to students whose attendance had dropped using the new student engagement processes. Student Services had also made calls to students with zero attendance to check on their welfare. Students had given a variety of reasons for not attending and a small number had said they were intending to withdraw. It was noted that making calls was a positive, personal approach to check on welfare but there were workload implications with regards to resourcing this approach on a larger scale. The third step in the student engagement process was for students to have a mandatory meeting with their personal tutor. It was noted that this also had workload implications for staff. The committee noted the workload implications and that these concerns would be addressed through executive channels.

Discussion

Rosalind Ashcroft

Education Committee was asked to consider what the monitoring processes should be to enable effective oversight of the engagement framework. It was suggested that having one report would be useful to avoid repetition, but different teams would need oversight of different elements of the data. Education Committee needed to ensure that the policy was implemented, to evaluate its effectiveness and to identify flags of risks. Professional Services teams would need to reflect on the data for UKVI compliance and there could also be considerations about the experience of international students at BU. Attendance monitoring was a requirement for apprenticeship provision and this was currently managed through an appendix to the Student Engagement policy, monitored by the Apprenticeship Board. It was highlighted that all the faculties were looking to introduce apprenticeship provision in the next 12 months, and it was suggested that Head of Academic Operations brought together the reports in future for Education Committee.

ACTION: Head of Academic Operations

The committee discussed whether the consistency of the personal tutoring experience needed to be considered, along with ways of capturing feedback around the tutoring interactions. Feedback from students had highlighted confusion from students about the role of personal tutors and this was reported by the Student Representatives and SU Vice-President Education. It was noted that the University had changed the title from academic advisor to personal tutor following feedback from students. It was suggested that if students were not aware who their personal tutor was they could speak to AskBU or their Programme Support team.

An example Student Engagement report would be submitted to the February 2025 Education Committee for evaluation. The Deputy Deans asked for it to be submitted to the Faculty Education Committees first so they could review locally first.

5.3. Access and Participation (APP) Update

5.3.1. New APP update

The University had submitted the new Access and Participation Plan on the 1st October 2024 and had received confirmation of the submission from the Office for Students (OfS). A response was expected in the New Year. It was noted that SUBU had also completed their submission though this had not yet received an acknowledgement, this was commonly reported across the sector. It was noted that the intervention strategy team leads were meeting the following day but could not launch the interventions until formal approval of the APP had been received from the OfS.

Discussion

Ann Barnes

5.3.2. 2023-24 APP Funded Projects

A summary paper about the funded projects that had taken place in 2023/24 had been included in the paper pack. Due to the failure to recruit students for the Student Engagement Event, it was noted that this was the only project that had not progressed in 2023/24.

The committee was asked to consider whether the Maths diagnostic project for Foundation year students should take place in 2024/25. The project was targeted at FST Foundation year students who were due to progress on to FHSS programmes. It was reported that the funding for the BKSB licenses was only for the 2024/25 academic year, and it was questioned whether there was time, resource and the capacity to run the project. The committee discussed what would be involved and whether it was possible to start the project this later in the year. The project was linked to the Academic Skills Hub but staffing issues in the library meant this was under-resourced. The Chair and Deputy Deans for FST and FHSS would consider the proposal after the meeting.

ACTION – Chair, Deputy Dean FST, Deputy Dean FHSS

Members discussed the UpReach project for employability and questioned whether it constituted value for money. The Head of Careers & Employability was leaving BU and it was suggested that the project may need to be reconsidered because it only involved small numbers of students so any meaningful impact would be limited.

5.3.3. 2023-24 APP Targets Update

A report from PRIME confirmed that there was little difference between the OfS A&P Dataset and the internal data that was reported to the Board in June 2024. The University had missed a POLAR target around Entry but it was noted that POLAR was being phased out across the sector and the new APP had explained the University's response to this missed target.

Committee members questioned whether BU needed to take any action in 2024/25 to address the BAME students' attainment levels which were not on target. The committee considered whether the planned interventions would support this work and it was questioned whether there was any known good practice across the sector that was having a positive impact on this issue. It was reported that the Centre for Transforming Access and Student Outcomes in Higher Education (TASO) had recently completed a scoping exercise around curriculum review which the Access and Participation Analyst would share with Deputy Deans.

5.4. Peer Reflection on Education Practice (PREP) proposal

A draft teaching observation form was included in the papers for the committee to consider. PREP had been discussed at previous meetings and it was agreed that interim arrangements were needed for 2024/25 to comply with the current ARPP. The committee discussed the requirement for staff to be able to reflect on teaching practice in a meaningful way and whether PREP could be linked to personal professional development. It was requested that the form be created in a digital format that would be more accessible and user-friendly for academic staff to complete. The Committee asked Deputy Deans to send the details of their interim PREP plans to the Head of FLIE for oversight and to support production of the observation form.

ACTION A: Deputy Deans and Head of FLIE

The committee also discussed the longer-term plans for PREP and the policy review of the ARPP that was due to take place in 2024/25. There was a requirement to complete teaching observation for apprenticeships provision and it was questioned whether the same processes would be implemented across all provision, apprenticeship and non-apprenticeship. Members agreed that it should have one process for all provision, to avoid a two-tier system. The FHSS Nursing Department had introduced these processes across their programmes because they had both apprenticeship and non-apprenticeship provision. It was agreed that a sub-group would be created to plan for the future of PREP. The Chair, Pro Vice Chancellor Student Experience and the Deputy Dean for FMC would meet in January 2025 to discuss the plans and a new ARPP. A proposal would then be brought back to the committee in March 2025 and then submitted to Senate for approval in May 2025.

ACTION B: Chair, Pro Vice Chancellor Student Experience and Deputy Dean for FMC

Decision: ARPP 9A - Peer Reflection On Education Practice (PREP) to be revised by an Education Committee sub-group for implementation from Sept 2025, including a common approach for apprenticeships and non-apprenticeship provision.

6. FOR APPROVAL/ENDORSEMENT

6.1. Annual Monitoring and Enhancement Review (AMER) Review Panel Report

For Approval

Jules Forrest

The AMER Review Panel had taken place in October 2025 and a summary report was included in the papers for approval. The committee discussed whether the core faculty AMER processes for approval were addressing the issues identified by the Review Panel. Committee members reported that the plans were not always reflecting all the flagged data, but it was noted that these were an improvement on previous years. It was noted that where the data indicated that the programmes were below benchmark, these programmes were not meeting the minimum threshold for quality and standards, as outlined in OfS ongoing condition of registration B3, for the course and action needed to be taken to make improvements. The second round of Review Panels were scheduled for March 2025 following the publication and consideration of the Student Outcomes data.

The Academic Quality team were undertaking a review of AMER and the Programme Approval and Review processes. The team had met with PRIME and Deputy Deans to consider how to support better understanding and action planning in relation to B3 data. Further process enhancements were planned as part of the review of this policy, for implementation in 2025/26 and Faculties would be consulted as part of this process. The proposal would then be submitted to Education Committee in March or April 2025.

The Deputy Deans asked if there was any Faculty-specific feedback they could receive about the AMER plans the Review Panel considered. The Secretary would share these with the Deputy Deans.

ACTION: Secretary

Decision: Approved

6.2. Annual Monitoring and Enhancement Review (AMER) Faculty Action Plans

For Approval

Deputy Deans

Due to lack of time, this item was not discussed and would be added to the January 2025 meeting agenda.

6.3. Annual Monitoring and Enhancement Review (AMER) Partner Plans

For Approval

Jules Forrest

The Partner plans were in the pack for approval. The Head of Academic Quality had agreed that Wiltshire College and University Centre did not need to complete a separate partner review report because they only had one programme with BU. The programme action plan was included in the paper pack for reference.

Decision: Approved

6.4. Assessment design and Academic Integrity

Due to lack of time, this item was not discussed and would be added to the January 2025 meeting agenda.

6.4.1. Turnitin AI Detector Tool Review and Authorship Dashboard Pilot

To Endorse

Gelareh Roushan

6.4.2. FLIE update on assessment design and PGT International Academic Offences

To Endorse

Gelareh Roushan

6.4.3. FLIE AI-Integrated Pedagogies - Programme of Staff Support and Resources

To Note

Gelareh Roushan

6.4.4. FLIE Brightspace Storage Usage

To Note

Gelareh Roushan

7. ANY OTHER BUSINESS

None

8. DATE AND TIME OF NEXT MEETING

- Wednesday 29/01/2025
- e-meeting Week commencing 10th Feb 2025
- Thursday 27/02/2025
- Thursday 27/03/2025
- e-meeting Week commencing 7th April 2025
- Monday 28/04/2025
- e-meeting Week commencing 12th May 2025
- Wednesday 28/05/2025
- Wednesday 25/06/2025
- e-meeting Week commencing 7th July 2025