

Minutes of the meeting held on 18 January 2012 at 1430 hours in the Board Room

Present:

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| Prof T McIntyre-Bhatty (Chair) | Deputy Vice Chancellor (Student Experience, Education and Professional Practice) |
| Ms M Barron (Secretary) | Head of Student Services |
| Ms S Fereday (Clerk) | Quality and Enhancement Officer |
| Ms A Allerston | School Student Experience Champion, The Business School |
| Ms L Bryant | Student Representative (undergraduate campus-based) |
| Ms F Cownie | School Student Experience Champion, The Media School |
| Dr B Dyer | School Student Experience Champion, School of Health and Social Care |
| Dr S Eccles | Head of Education, The Media School |
| Dr R Hill | Associate Dean (Education), School of Applied Sciences |
| Dr M Humphreys | Director of Estates and IT Services |
| Mr A Ireland | Chair of Student Voice Committee |
| Ms K Jones | Student Union Vice President (Education) |
| Ms J Mack | Academic Partnerships Manager |
| Dr A Main | School Student Experience Champion, School of Design, Engineering and Computing |
| Dr K McGhee | School Student Experience Champion, School of Applied Sciences |
| Mr H Piper | Student Representative (undergraduate, based in University Centre Yeovil) |
| Ms J Quest | Senate Member |
| Mr P Ryland | Deputy Dean (Education), School of Tourism |
| Associate Prof C Shiel | Director of the Centre for Global Perspectives |
| Mr M Simpson | Student Representative (undergraduate campus-based) |
| Ms C Symonds | School Student Experience Champion, School of Tourism |
| Ms J Taylor | Educational Development and Quality Manager |
| Prof T Zhang | Head of The Graduate School |

In attendance:

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| Ms L Byles | Senior Lecturer, Academic Staff Development (Agenda Item 3.1 only) |
| Mr R Chater | (Observing as Clerk designate) |
| Mr J Wardle | Co-Director, Centre for Excellence in Media Practice (Agenda Item 3.4.1 only) |

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| AI | Mr A Ireland |
| JJ | Ms J Jenkin |
| LB | Ms L Byles |
| MB | Ms M Barron |
| MH | Dr M Humphreys |
| PR | Mr P Ryland |
| SE | Dr S Eccles |
| SF | Ms S Fereday |
| SSECs | School Student Experience Champions |
| TM-B | Professor T McIntyre-Bhatty |

1. Apologies

Apologies had been received from:

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| Prof D Buhalis | Senate Member |
| Ms J Dawson | Observer nominated by the Chair of the Board |
| Mr T Horner | President of the Students' Union |
| Mr A James | General Manager of the Students' Union |
| Mr C Matthews | Deputy Dean (Education), School of Health and Social Care |
| Ms M Mayer | Observer nominated by the Chair of the Board |
| Dr X Velay | Deputy Dean (Education), School of Design, Engineering and Computing |

2. Minutes of the previous meeting (16 November 2011)

2.1 Accuracy

The minutes of the last meeting were approved as a true record subject to the following amendments:

- Minute 4.9 to be amended to refer to "Agenda Item 3.1" instead of "Agenda Item 3.2"
- The first sentence of the final paragraph of Minute 7 to be amended to insert the word "teaching" before "staff".

2.2 Matters Arising

2.2.1 *Minute 4.2*

ACTION: This action had yet to be completed. It was agreed that ESEC should be updated on progress at its July 2012 meeting.

The report on the progress of the sub-group of the Education Enhancement Committee on School approaches to employer sponsorship and professional body involvement had been placed on the agenda for the July 2012 meeting.

2.2.1 *Minute 4.3*

ACTION: It was agreed that ESEC should be updated on the system's effectiveness at its July 2012 meeting.

A report on the effectiveness of the Mahara system to support lifelong learning had been placed on the agenda for the July 2012 meeting.

2.2.2 *Minute 4.8*

ACTION: It was agreed that the report should be submitted to the next meeting and a discussion item on the University's position on teaching qualifications for staff should be added to the next Agenda.

An item considering the University's current position regarding the teaching qualifications for teaching staff had been placed on the agenda for discussion (See Minute 3.1).

2.2.3 *Minute 4.10*

ACTION: It was agreed that the EDQ Manager would update the Committee at the next meeting.

An item considering HEA Fellows and the Education Excellence programme had been placed on the agenda for discussions (See Minute 3.1).

2.2.4 *Minute 6.1*

ACTION: It was agreed that the SUBU President would obtain the views of current postgraduate students who used the EBC in respect of expanding its use, in the short term, to undergraduate students.

ACTION: It was agreed that the Head of Estates and IT Services would review the current use of EBC and forward a report to the Chair.

ACTION: It was agreed that the Chair would forward the report of EBC usage to the Dean of the Business School and arrange for undergraduate use of the EBC to be discussed at ULT.

The Students' Union Vice President (Education) reported on behalf of the Students' Union President that a survey of current EBC students had only elicited a small number of responses (19). Of these, 58% responded that they liked the fact that the EBC was restricted to postgraduate use only. In response to a question about opening up the EBC to other students, 68% of the sample had responded negatively. It was accepted that the reliability and validity of these findings was limited given the low response rate. The Chair would further discuss the usage of the EBC with the Director of Estates and IT Services prior to consideration at University Leadership Team (ULT).

ACTION: It was agreed that the Deputy Vice Chancellor would report back on the ULT discussion of EBC usage at the March 2012 meeting of ESEC.

TM-B

2.2.5 *Minute 6.4*

ACTION: It was agreed that the Head of Student Services would review assignment receipting practices in other universities.

ACTION: It was agreed that the SUBU President and School Student Experience Champions would report at the next meeting on the scale of the problem of disputed hand-ins.

Student assignments handed in electronically received an automatic receipt. Although Schools also receipted the hand-in of hard copy dissertations, the majority of hard copy hand-ins took place without students receiving a receipt. The Student School Champions' investigation into the number of instances of disputed hard-copy hand-ins revealed a range of between 2 and 10 per School in an academic year. Whilst this meant that disputed hard-copy hand-ins amounted to approximately only 0.001% of the total number of hand-ins, the committee was mindful of the level of worry that could be experienced by students, not only those directly affected by disputes but also more generally for all hard-copy hand-ins. The Head of Student Services had undertaken a survey of receipting practices in other institutions as tasked by the Committee. Practice varied from very low-tech signing-in procedures to very high-tech, and expensive, bar coding systems. The committee considered that, for hard-copy hand-ins, a parallel electronic submission might be considered as a way to increase the amount of receipting. The electronic submission would trigger an automatic receipt to allay student concerns and could be available in the case of any hand-in dispute. It was that noted this solution would not give receipts for all types of assessment, eg, artefacts or portfolios.

ACTION: It was agreed that the Head of Student Services would convene a meeting with all School Student Champions, the Director of Estates and IT, and a representative of the Students' Union to discuss the feasibility of the introduction of a system that would allow students to receive a receipt for hard copy hand-ins in light of the committee's deliberations and report back to the committee with its recommendations at the next meeting (March 2012).

MB/MH/
SSECs

2.2.6 *Minute 8*

ACTION: It was agreed that the 100 Day plans should appear on the Agenda for the January 2012 meeting.

An update of the Schools' 100 day plans had been placed on the agenda (See Minute 3.2)

2.2.7 Minute 9

ACTION: It was agreed that progress on the preparation for the QAA Review should appear on the agenda of future committee meetings.

The Agenda template had been amended to ensure that an update on the QAA Review appeared on each ESEC agenda until further notice.

2.2.8 Minute 12

ACTION: It was agreed that the SUBU Sabbatical Officer for the Lansdowne site should be added to the list of members prior to recommending the terms of reference to Senate for approval.

The Head of Student Services confirmed that the Terms of Reference for the Student Voice Committee had been updated to specifically include the Students' Union sabbatical officer at the Lansdowne site as a member.

2.2.9 Minute 14 (ii)

ACTION: It was agreed that the Chair of the Student Voice Committee (formerly Student Voice Steering Group), at the next meeting, would propose a protocol for all Schools to adopt.

The Chair of the Student Voice Committee had prepared a protocol for staff response to student emails for consideration by the Committee with a view for adoption by all Schools but the paper had not been available for circulation prior to the meeting.

ACTION: It was agreed that the protocol produced by the Student Voice Committee should be discussed executively at the University Leadership Team (ULT).

TM-B

2.2.10 Minute 14 (iii)

ACTION: The Chair would discuss the proposal with Schools at the meetings to review the 100 Day Plans on 30 November 2011.

The Chair had been unable to discuss the implementation of a "you said, we did" / "listening to you" page on the students' School myBU community page with all School Executives.

ACTION: It was agreed that the Chair would give a full report at the next meeting (March 2012).

TM-B

2.2.11 Minute 16.4

ACTION: The SUBU Vice President (Education) agreed to ensure that there was representation from a Partner Institution at the next and subsequent meetings

The SUBU Vice President (Education) confirmed that a Student Representative from one of the University's Academic Partners was present at the meeting and that every effort would be made to ensure that similar representation occurred at future meetings.

3. Items for discussion

3.1 UK Professional Standards Framework

The Senior Lecturer, Academic Staff Development outlined the recent changes to The UK Professional Standards Framework for Teaching and Supporting Learning in Higher Education (2011) and their implications for Bournemouth University. The meeting accepted the recommendations outlined in the paper (ESE/1112/24).

ACTION: It was agreed to set up a working group to identify a strategy for the implementation of the revised UK Professional Standards Framework. The membership of the group would be the current teaching team for the Postgraduate Certificate in Education Practice, The Media School's Head of Education (who would lead), and the Staff Development Manager. In addition to issues raised in the report, the working group should also consider the University's Fusion strategy (BU 2018) and costings for the support of those staff with relevant qualifications other than the Postgraduate Certificate in Education Practice. The working group should report back to the Committee at its next meeting (March 2012)

LB/SE

3.2 School Education Enhancement Strategies/100 Day Action Plans

The committee considered Paper ESE/1112/25 which contained information with regard to School strategies and action plans which had been considered by School Executives. It was confirmed that the actions were not for implementation by Partner Institutions (PIs) which had their own strategies and action plans. It was, however, open to Schools to share good practice with PIs for enhancing the student experience and vice versa. One method of doing so was via the Quality Reports completed by Schools and PIs.

The Committee noted that the overview of all plans facilitated the sharing of good practice for implementation in other Schools where applicable

The Students' Union Vice President (Education) reported that the events organised by the School of Design, Engineering and Computing and The Media School involving students and School Student Champions had been particularly well received by students.

It was noted that The Business School included a "Mock NSS" and it was queried whether this might result in survey fatigue. The Business School Student Champion was unable to confirm whether or not it was a full mock NSS that was envisaged.

(Secretary's Note: It was later confirmed by the Business School Student Champion that what was described as a "mock NSS" was, in reality, three focus groups).

It was felt that the amount of feedback requested by Schools should be reviewed at the end of the year with a view to maximising the effectiveness of the implementation of actions to enhance the student experience by allowing sufficient time to fully analyse the results.

The Head of Student Services confirmed that consideration of additional Student Services resource to support the implementation of placement opportunities for all full-time undergraduate programmes effective for new enrolments in 2012 would be made once Schools confirmed their resource needs.

It was clarified that the Fusion Strategy (BU 2018), when confirmed, would provide Schools with the reference point for their strategic plans, including education enhancement.

ACTION: It was agreed that the committee would continue to monitor the strategies and action plans to facilitate the sharing of good practice. It was envisaged that an institutional conference be held in the summer in this regard. Additionally, the School of Tourism and SAS should circulate their full Action Plan and updates to members of the Committee for consideration.

SSECs/
PR/JJ

ACTION: It was agreed that Student Voice Committee deliberate whether principles of consistency can be found in the differing approaches taken to the gathering of mid-cycle unit feedback in Schools, and whether such principles should be embedded across the institution in the next academic year.

AI

3.3 International Mobility

The committee reflected on the contents of Paper ESE/1112/26. The advantages to students and their employment prospects when participating in international mobility were clearly articulated. Action was needed to overcome the barriers to students taking advantage of opportunities for international mobility highlighted in the paper.

ACTION: It was agreed that Paper ESE/1112/26 should be circulated to the Deans of Schools for consideration at School Academic Boards with specific responses included in School Education Enhancement Action Plans within their Strategic Plan submissions for 2013 onwards.

SF

ACTION: It was agreed that the Director of Estates and IT Services would review the availability of short-term lets and report to the next meeting (March 2012) as the lack of such lets had been identified as a barrier to international mobility.

MH

3.4 Review of the use and effectiveness of myBU

Paper ESE/1112/27 had been circulated prior to the meeting. The Co-Director of the Centre of Excellence in Media Practice outlined the main findings of the research undertaken. The main thrust of the paper was that the current myBU system based on Blackboard was not sufficiently user-friendly (particularly for academics) or flexible to address the medium to long-term requirements of the University and students, eg, utilising smartphones. It was also difficult to support technically. A move to another provider may take time as myBU was embedded into other University systems so it was recommended that the University simplify the current system for current usage and fully investigate an open-architecture solution for 2013/14 onwards.

ACTION: It was agreed that consideration of a new open-architecture solution for 2013/14, based upon the recommendations of the report, should be undertaken as a project by the Student Experience Programme Board, with progress monitored at ESEC via the Student Experience Programme Board Report.

JJ

4. Approval and endorsement

There were no items for consideration under this agenda item.

5. For note

The contents of the following reports were noted. No action by the committee was considered necessary:

- Students' Union President's Report (Paper ESE/1112/28)
- Annual Report from the Dignity, Diversity and Equality Steering Group (Paper ESE/1112/29)
- Annual Report from the Chaplaincy (Paper ESE/1112/30)

- Update on the Fusion Seminar and Conference Series (Paper ESE/1112/31)
- The Summary of School Quality Reports (Paper ESE/1112/32). It was noted that the School Quality Reports that had been considered at Academic Standards Committee as part of due process were appropriately referencing to the same educational and quality issues and enhancements identified in the School Education Enhancement Strategies.

The Educational Development and Quality Manager reported verbally that an Institutional Review Steering Group and Institutional Review Working Group with representatives from all Schools had been inaugurated to progress preparation for the Institutional Review.

6. Reporting Committees

The minutes of the following committees were received without comment:

Student Voice Committee (Paper ESE/1112/33)
E-Learning Enhancement Forum (Paper ESE/1112/34)

The following report was received without comment:

Student Experience Programme (Paper ESE/1112/35)

7. Any other business

No other business was raised.

8. Date of next meeting

28 March 2012, 1400-1600, DG02 (change of venue)