

UET meeting

Tue 15 August 2023, 10:00 - 13:00

Attendees

Board members

John Vinney, Jim Andrews, Keith Phalp, Karen Parker, Susie Reynell (Finance Director)

In attendance

Julie Kerr, Shelley Thompson, Jane Forster

Meeting minutes

1. Minutes and Matters arising from the previous meeting


Approval

<https://livebournemouthac.sharepoint.com/sites/UETPrivate/Lists/UET%20Actions/AllItems.aspx>

Chair

The minutes were approved as being an accurate record of the meeting held on 1 August 2023. There were no matters arising. Some redactions required before publication.

The action log was noted. This to be added to the agenda for the meeting on 19th September in order to discuss the progress so far, any further actions required and what can be moved from the log.

 [Minutes_UET meeting_010823.pdf](#)

 [UET actions after 1st August 23 meeting.pdf](#)

2. Finance discussion

2.1. Cash flow update

Information

Cash flow was reported as stable. 

Ian Pettit Available On Teams
If Required

ACTION: JA to follow up.

No changes expected for September and October or to the 23/24 forecast.

 [UET - Weekly Cashflow Forecast Narrative w-e 11 August 2023.pdf](#)

 [UET - Weekly Cashflow Forecast w-c 14 August 2023.pdf](#)

2.2. Bids for approval

Approval

There were 4 pre-award proposals and no post-award proposals. It was reported that there is no commitment at submission stage for all pre-award proposals and the due diligence has been addressed for each, in the Narratives, under the strategic value section.

TBD

Further information will be sought about the Leverhulme bid although it was approved in principle, alongside the other two; and the CPD bid data was incomplete: more information required before this can be considered.

 [Narrative for UET meeting 15.08.23.pdf](#)

3. Theme: student experience and education

3.1. Workstream updates

Mandi, Jane, Jo, Ros and Brian joined the meeting

Continuation and Completion - KPh

Notes from the papers:

Overview

- Initial (urgent) work on assessment, implemented, predominantly through ASECs
- Focus on continuation and completion work, in readiness for September,
 - Has included regs changes, again via ASEC, to allow this to be rolled out.
 - Current focus on comms, agreement with UCU and 'hearts and minds'
- Have discussed within UET a good deal about regs (more medium term)
 - Some initial discussions with AQ around where we sit within the sector but also the direction of travel of the sector.
 - Will have further ASECs where we discuss some potential changes. (Scheduled).
- Emphasis of workstreams on targeting innovations that will be most impactful.
- Also, align to gaps, APP, BTEC and feed in to actions across the streams.

Initial Changes (to be revisited and re-emphasised)

- Role of unit boards in review of anomalous units, benefits for continuation rates.
- Guidance for programme boards, and discussions with faculties will ensure that more students are given the opportunity to carry credit
- More students given the opportunity to make good on work (through in-year retrieval). Similarly, have emphasised the ability for boards to consider alternative re-assessments, where students have failed on their first attempt.
- Nature of Assessment (Assessment Review), e.g.,
- Higher failure rates as a result of exams (and tests). (Check via IMPs).
- Disproportionate impact on some groups, e.g., BAME / BTEC more than others
- Faculties to review assessment strategies (more on this later).

Future Plans

- Semester boards – some scoping post Senate, but aligned to calendar work.
- Also need, to consider impact versus in-year retrieval.
- Regs changes. Some scoping in terms of condone / compensate against place in sector.
- Re-attempts. AQ again been looking again at varied practice in the sector.
- -Also, in stream aware that others 'find a unit suitable for students'.
- Some potential also to examine assessment which might be used across units, (something we did in the distant past, but moved away from when the sector was nervous of this).
- This also links to SUBU calls for more authentic and sometimes cross-unit.
- Need to reconsider how the workloads across the workstreams are managed as the move towards putting the plans into operation take place.
- It is now clear what needs to be done - the action plan now to be implemented. Ros and Shelley continuing to tackle the comms issues.

Future Discussions

- Much discussion of the need, as our regs state now, to pass every formal element.
- On the face of it, an average across the unit would save students.
- Work to be carried out to examine the impact (assuming marking behaviour the same)
- However, as ASOS has showed, we do tend to be very prescriptive in terms of mapping ILOs to

specific pieces of assessment.

- Compromise: require some deliberate redundancy within, or even across units.
- An aside, cross unit ILOs have been used for us to justify awarding credits)

Comms - Shelley

- The key messages have been drafted by Ros and progress continues to be made.
- Policies and procedures largely complete (ASEC and Senate)
- Welcome back to the start of the academic year. Meeting and comms arranged.
- Signpost comms and positive aspects to be re-asserted.
- Theme – simplification, making things easier to do and easier to find.
- More ‘myth busting’
- More empowerment and pilots: being evidence based
- Re-stating the need for educational pedagogy and research
- Ros has also organised a launch event to underpin all the other comms and to gain and keep staff confidence. There will be one day in BGB and one day in Fusion - will be able to talk through roadmaps and signposting of resources. There is also a stand booked in each campus during induction week.
- It is recognised that it is a work in progress and not the finished article.
- It is important that all the discussions result in progress and channels for feedback will also be crucial so that staff feel listened to.

AI

KPh to set up a sub-group to look at this subject specifically.

Teaching Quality

NSS - Teaching on my course - below both bench-mark and sector.

This was raised as an area to be investigated in light of the NSS results. It has not been tackled previously. Better engagement may help but more understanding of what students want and need is necessary to ensure that more lectures are classed by students as interesting and exciting.

It was agreed that a strategic and coordinated approach that covers prep, appraisals and CPD is required to tackle consistently under-performing teaching staff.

The interviewing criteria for academics also to be addressed.

Student Voice - Jo Thurston

Notes from the presentation provided:

The intent behind the Student Voice strategy

The student voice strategy for this year is an interim arrangement that is being initiated in response to feedback from a broad range of colleagues. The arrangements focus on quality of feedback rather than quantity.

Supporting the interim arrangements is a deep dive research project in which a team will work with our students, to help us understand their needs related to student voice and the relationship between their needs and those of the organisation. In so doing, we can create a powerful collaboration that will result in the new Academic Regulation, Policy and Procedure for Student Voice being written in Spring/Summer 2024.

This new policy will take what we have learnt from both the interim arrangements and the research project, to create policy that we know resonates and works for the student, the Students Union, BU colleagues and our external regulatory partners.

Much progress has been made - nearly there but operationally, there is still a way to go.

- WP1 – Stakeholder engagement - complete
- WP2 – Auditing and Mapping - in progress
- WP3 - Student Union Partnership - in progress
- WP4 – Evaluation of 2023 surveys / evaluation against NSS - complete

- WP5 – Amend policy 5B – reframing student voice at BU - complete
- WP6 – Launch and embed new ethos and practice around policy 5B - in progress

Auditing and Mapping

- Student Voice Group Calendar updated with FASEC, ASEC, SVEC, Central Marketing plan, Speak Week
- Audit trail completed for Student Voice Activity – unpacking deliberative and executive committees (in their current form)
- Awaiting final output from Committee sub-stream to create one holistic workflow – Meeting 10.08.2023
- Output expected 15.08.2023
- Creating a Sharepoint 'Student Voice Project Development Form' for Student Voice as part of the sharepoint site, to ensure central support and oversight of student voice requests is possible and proposed activity is mapped against our ethical framework, calendar demands and evaluation of findings are visible centrally

Student Union Partnership

- Data sharing conversations progressing to create an enhanced student experience of SimOn
- Meeting held between SUBU, James Stevens, JET: 24.07.2023
- SimOn link now on Brightspace landing page: "What to give feedback?"
- Ongoing partnership around maximising the implementation and benefits of SimOn and the student rep system – For completion during AY2023-24 ready for ARPP rewrite Spring 2024.

Launch and embed new policy and practice around ARPP 5B

- Using our Graduate Attributes as the lens through which our students view their personal and professional development throughout their experience at BU
- Developing a collaborative approach to enhancing our offering.
- Do the basics well – i.e. don't over complicate ARPP 5B
- Plan for interim student voice activities for AY2023-24
- 1 x 'Semester 1 Review & What to Expect in Semester 2' F2F session led by PL (Feb '24)
- 1 x 'Semester 2 Review and What Happens Next' session led by PL
- 1 x Supporting You @ BU survey (Nov '23) promoted centrally, questions focused on transition to HE/Level of study and accessing support; short and incentivised.
- 1 x Supporting You @ BU survey (April '24), all levels, promoted centrally, questions around accessing support, resources, timetabling, giving feedback; short and incentivised.
- Student Voice Sharepoint site housing support resources, plus central calendar and 'request' form for those wishing to conduct focus groups/surveys with students (not research requests). Workflow sits behind request form to come to the OVC for support and authorisation. Ethical framework to be applied and outputs to be received centrally.

Actions

- Identify sessions in which to run the Semester One Reviews for all levels (L6 December – Other levels Week 1 Semester 2)
- Record student voice feedback from SSFs, Reviews, other channels in Student Voice Log
- Record key actions for the programme following SSFs, reviews and other channels in the AMERS
- 'Close the loop' via SVLs and Student Reps in SSFs, Brightspace plus one other mechanism ie face to face/social media
- Monthly PL Forum with ADSEs to discuss emergent issues (ADSEs to update SVEC)
- Sharepoint site with all key information for implementation
- Drop in sessions with Workstream Lead throughout the year
- Confirm implementation plan and execute
- Confirm how face-to-face discussions will be captured
- Send to ASEC for approval
- Mandi to liaise with Jo to use some of the findings - help students see themselves developing

Access to Learning and Resources - Shelley

Notes from presentation provided.

Update emphasis:

Improved access to recorded materials

- Improved teaching set up to facilitate opt-in
- Staff guidance & student comms plan
 - Next update: progress update on staff guidance & lecture workflows
 - Next update: key policy considerations & expected development stages (including staff consultation)
 - Net update: retention schedule review

Improving Coherence of Brightspace Experience - launched 6 July

- Rollout review
- Student 'what to expect' and 'what's new' Brightspace materials
 - Next update: Update on student 'navigating your learning' and 'what's new' Brightspace modules
 - Next update: Unit readiness report UET summary & rollout to faculty/department leadership
 - Next update: Planned evaluation: students and staff

Improved experience of student communication

- Workshop outcomes
- Programme communities approach
 - Next update: Progress updates on programme communities
 - Net update: Faculty workshops for communications framework

Workshop Wins

- Raised awareness of (part of) the comms volume
- Gained buy-in/consensus in the room for student-centred approach to comms
- Informed initial development of a needs-wants communication framework

Workshop Outcomes

- Highlighted limitations of existing approach to using range of communications channels for a coherent, effective, strategic approach
- Identified existing communications channels used by professional services & SUBU

ACTIONS:

- Needs / wants in development - finding out what is wanted and needed and signposting
- Switching off student emails - approx 93,000 posted last year will help students identify and engage with important communications. Communications to be student lead not institution lead.
- Look into potential student experience app.
- Similar exercise to be undertaken with the Faculties in October

Attendance Capture

RA reported that there has been some resistance to the attendance capture requirements and that technical barriers to the objections are in the process of being removed, while at the same time remaining safe and compliant.

Academic Calendar

- MB and ET reported that good progress is being made with the main objectives.
 - Reduce exam weeks to one per semester and bring forward the resit boards - in progress but had some resistance (see below)
 - Review of Financial Planning process and timeline - complete
 - Standardisation and roll over of timetabling - in progress, likely to be long-term

- Trial semester 1 Exam boards - started
- Review of timing of WLP, timetabling and staff adjustments. Review the staff adjustment principles - in progress
- Introduce change freeze periods to agreed points in the process - in progress
- Review the possibility of factoring into space management, the option for higher student cohorts - in progress
- Introduce cross functional planning for process delivery - not started
- Complete overhaul of the full end to end lifecycle of activities - not started
- Review of the timing and impact of FASEC/ ASEC - in progress

- Some progress is constrained by the Estate.
- Trying to avoid over-scheduling
- Board timings have been approved by Senate
- Trial seems to have been broadly successful with some kick-back, including from JCNC who now want to do a staff survey before approving a move of the Boards. ET agreed to attend next JCNC meeting to answer any questions and dispel myths if necessary
- Handful of staff blocking progress - feedback includes - not family friendly, not easy to do field work, students will find compact exam timescale stressful
- Lot of myths circulating which when investigated tend to hold little water
- Could potentially bring forward publication further but still a lot of resistance to moving forward just a week so far.
- Could continue to pilot and survey the staff as a compromise

ACTION: KPh to join further discussions with JCNC


International Student Finance - Ros


- All appeal letters to be forwarded to Ian Pettit or Andrew Wright.
- New policy in progress but won't be in place for the start of the year - RA working with legal to finalise the working but the actual process is not very different in that it is still an 8 week process.
- International Student Experience - to be discussed at UET in October.


 [Link to Sway Programme Report 31 July 2023.pdf](#)

 [UET Update August 20231 - student voice.pdf](#)

 [Student Voice AY2023-24 O&I.pdf](#)

 [Workstream Updates August 2023.pdf](#)

 [Academic Calendar - Confirmed actions list 140823 \(1\).pdf](#)

 [Access to Learning & Resources - UET 15 Aug \(1\).pdf](#)

3.2. NSS results – plus other surveys and graduate outcomes

Prime NSS 2023 Analysis Timeline

10th August: NSS release (09:30)

10th August: UET results discussion (16:00)

11th August: Headline summary of results emailed to EULT with further information available via PRIME NSS results dashboard (dependent on data released) and link to the NSS data including open comments (via PRIME SharePoint)

18th August: Release NSS Analysis report (for SVEC on 23rd Aug)

The NSS and TEF results and B3 data show progress and confirm that focus is on the right areas, particularly the continuation and student voice workstreams.

The results also highlight that we need to focus this year on teaching and learning opportunities and supporting graduate outcomes, including for PGT.

ACTION: KPh and ST to prioritise and plan areas of focus

3.3. SQS papers for 20th September and ARG agenda for 6 October

Discussion


DW joined the meeting on Teams

TBD


SQS: As per standard work plan - approved

ARG

- Approved
- SR to double check with PWC that there are no further agenda items to be added.

 SQS 20 September 2023 Agenda.pdf

 SQS 8 June 2023 UNCONFIRMED Minutes.pdf

 Draft ARG Agenda 6 Oct 2023.pdf

4. Size and shape

Discussion

Andrew and Jane presented the findings of their comprehensive research to drive growth, including:

Jane Wakefield And Andrew Bird

- SWOTS
- Other universities
- Market analysis
- Alignment of portfolio
- Accreditation
- Employment potential
- Partnerships
- Apprenticeships opportunities
- International opportunities
- Masters potential

This will now enable refined and defined conversations and recommendations for growth areas and to mitigate courses with declining numbers such as midwifery which may take years to recover.

Electrical Engineering was the area showing most potential.

Radiography was also identified as a space where BU's footprint could be increased in partnership with UHD

Educational Psychology - is already moving forward

Sports - growth areas already underway

Haven't fully engaged with Faculties yet for their views but that's the next step and a meeting is scheduled with the Deans in September. Initial informal discussions haven't thrown up anything more than the research has already identified.

Some growth is being slowed by space, kit and time.

Some cross-over between Faculties e.g. Pharmacology could be FST or FSS

JV thanked Andrew and Jane for their excellent work. Jane and Andrew to update UET again on 19th September


JV to present headlines to Board on 22nd September.

 UET SS Stage 2 update 15 Aug23.pdf

 Elec Engineering FOCUS.pdf

 Physiology FOCUS.pdf

 PHARM FOCUS .pdf

 Radiography FOCUS.pdf

5. Items for approval or note

5.1. Religion, Belief and Non- belief policy

Decision

From Mandi Barron: policy update that needs UET approval

Policy approved with minor change of adding Diversity Manager

- UET cover paper August 2023.pdf
- BU Religion, Belief and non-belief Policy V3.pdf

5.2. Student Minds University Mental Health Charter

Decision

This was approved - the registration deadline is 16th August

An additional admin post to support this was also approved subject to going through the usual WFP process

- Mental Health Charter for UET.pdf

5.3. Timetabler Line Management Consultation

Decision

This was approved to proceed

Brian Kaliczynskyj

- Deputy Space Planning Manager (Data) Job Description.pdf
- 5672 Timetabler.pdf
- 503106 (TBS204) Timetabler.pdf
- 504554 (HSS110) Timetabling and Resources Administrator.pdf
- Resources Officer JD.pdf
- Faculty Timetabler Job Description.pdf
- Deputy Space Planning Manager (TS) Job Description.pdf
- Timetabler Line Management Consultation Paper (005).pdf

5.4. Proposal to transfer administrative tasks out of RDS and into the Faculty Finance and Resource Teams

Decision

This was approved to proceed

Brian Kaliczynskyj

- Proposal to transfer administrative tasks out of RDS and into the Faculty Finance and Resource Teams.pdf

5.5. Apprenticeships Safeguarding Policy

Decision

This was also approved and will now go to ARG.

- Apprenticeships Safeguarding Policy October 2023.pdf
- Safeguarding Policy for Apprenticeships October 2023 marked up.pdf
- ARG coversheet for Apprenticeships policy.pdf

6. Standing item: reportable events

Discussion

Deborah joined the meeting

Chair

7. Future Meetings

Board

- AI position statement
- KPI dashboard - to be tabled as discussion rather than decision. Russ to create. Shelley to review KPIs that will be of interest and use to the Board as the current ones are not very helpful and will encompass the complexities and nuances as far as possible using the NSS results as a lens to look through. ST to present to Board.
- 3.1.1. - JV to update at Board
- Shelley to be invited to Board
- JF working on papers for the Board and will also prepare a version for the chancellery.
- SQS papers to include an update on the Halpin actions - JF to work with KPh and ST on that as well as the main SQS update from UET

ULT

- JF to prepare slides to include subset of papers that will go to the Board.

SVEC

- Meeting next week - JF to work with KPh and ST and share data for a discussion about NSS and workstreams

UET agendas

- Approved
- Shelley on leave on 22nd September

ACTIONS:

- ST and SR to work together with RP to develop a simplified set of existing KPIs for the next SVEC, ahead of more detailed work on KPIs for the board going forwards.
- Board update to go our 18th August

 UET 12th September 23.pdf

 UET 22nd August 23.pdf

8. AOB

Chair

8.1. Delay to Ground Floor of Poole House

Jim Andrews

The completion of the Poole House ground floor project may be delayed (completion due 30th October) due to supply chain issues. Estates are looking at ways to manage the logistics for the start of term, including using FG04 for Student Services.

All other projects are on track.

8.2. TVT Leases

Jim Andrews

8.3. Visiting professors

Panel to be set up, to be chaired by the PVC Research, to approve visiting Profs. JV to authorise.

ACTION: KA and KPh to review the existing processes and policy

8.4. FAB

Jacky Mack to look at discontinuing FAB as many other universities no longer have this function.

8.5. Union - possible strike update

UCEA have now advised that following their Higher Education Committee meeting, UCU has voted to take further strike action before the end of September and to begin preparations for a new ballot to renew their IA mandate for the coming academic year.

It is unclear whether this will be a re-ballot on the 2022-23 pay dispute or a new ballot on the 2023-24 pay dispute and when this ballot will be conducted.

The dates for strike action under UCU's current mandate have yet to be announced, UCEA do not have formal confirmation of this but action may be used to target welcome weeks and the start of term for students.

The current mandate runs to 20th September – UCU would need to give 14 days' notice of their intention to take strike action.

8.6. Decarbonisation project

Approved but not complete. DW to progress to completion. Needs to go through FRC.

8.7. Carpark behind Studland

Completed

8.8. Sales of shares in Fluvial Innovations Ltd

This was approved at a UET meeting on 10th August and by email.