

UET meeting

Wed 21 June 2023, 09:00 - 11:00

Attendees

Board members

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

Attendees

Julie Kerr, Jane Forster

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval

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

Chair

The minutes were agreed as being an accurate record of the meeting held on 6th June and there were no matters arising. Some redactions required.

The action log was noted.

 UET action list after meeting on 6th June 23.pdf

 Minutes_UET meeting_060623 (2).pdf

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Information

The financial position is still strong and the trend continues - [REDACTED]

Susie Reynell

[REDACTED] targets for September are expected to be met or exceeded.

Management Accounts

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

KPI Board Report

SR to feedback to the team that the new format is working well

The data is as expected.

ACTIONS:

- SR to change the subject order on the coversheet.
- SR to add in a comment under 1.2 of the Executive Summary to say that working in the background to add something in?
- SR to follow up on the summary of graduate outcomes data which is needed before Clearing so that employability outcomes can be highlighted at Clearing.

- Management Accounts May 2023 Final.pdf
- 2023-07 Board Report.pdf
- UET - Weekly Cashflow Forecast Narrative w-e 16 June 2023.pdf
- UET - Weekly Cashflow Forecast w-c 19 June 2023.pdf

2.2. Bids for approval

There is 1 pre-award proposal and no post-award proposals.

RED ID: 13739 – “BU Chair in Adult Social Care Nursing”, Royal College of Nursing Foundation – Sam Porter

Approved

- Narrative for UET meeting 20.06.23.pdf

Approval

Susie Reynell

Theme: student experience and education

3. Confirmation and Clearing report and decisions

The paper has been previewed by KPh and has one area pending update on page 19: confirmation that Wiltshire College University Centre (WCUC) are happy to retain last year's Clearing tariff.

Jacky Mack And Jo Freeman

Decision

[REDACTED]

[REDACTED]

[REDACTED]

ACTION: KPh to discuss further with Deans.

- Confirmation and Clearing Operations 2023.pdf

4. Apprenticeships

Discussion

Phil Sewell, Jack Mack,
Deborah Wakefield

4.1. Update

Phil Sewell joined the meeting on Teams

Decision

Phil Sewell (On Teams), Jack
Mack,

[REDACTED]

It was confirmed that UET are to retain central oversight and approval of all apprenticeship contracts and orders where BU is delivering apprenticeship provision. Sign-off by Faculties will no longer be accepted at any level. The relevant Dean to present all proposals to UET and PS.

This means in practice: 1) no Faculty sign off - all contract signatories on CAFs should be UET and 2) approval of UET as a whole is required before commitment 3) NO CAF exemptions for anything to do with Apprenticeship delivery and 4) Phil Sewell is also to be notified in addition (not instead of UET).

ACTIONS:

- KPh to liaise with Anand
- PS to present paper to ARG and report back to UET
- JA to speak with Tom Ormerod to move at pace towards the new model, BUD implementation and training
- PS to discuss consultant support with software provider

- 📎 Degree Apprenticeships update to UET - 20 June 23 v1.Final.pdf
- 📎 ARG update 23 June 23.v2.pdf
- 📎 URN_Return__31313-1079_Bournemouth_Universit (1).pdf

4.2. Reportable event

[Redacted]

Decision

Phil Sewell, Jack Mack, Deborah Wakefield (On Teams)

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]

5. Student outcomes: B3 Gap

A view of the B3 metrics gaps as they stand, to discuss next steps and context

There was insufficient time to discuss this and it will therefore be discussed at a later meeting

6. Policy and approach on attendance and engagement

In addition to the work on this policy linked to continuation there is a new angle on international student attendance, as outlined in the note. There is a request for additional resource to support this:

- UET is asked to consider whether any additional resource could be provided to support this activity.
- This could be based in Faculties (though noting that they have quite widely-varying numbers of international students) with a dotted line through to the Immigration Advice team, or in the Immigration Advice team but working closely with Faculties.
- It would be important for any additional resource to also have appropriate links to the Student Retention Team as their forthcoming intervention pilot will use the same data as would be used to follow up on international student attendance

In terms of the Policy & Procedure, UET is asked to note/agree this as something that will go to ASEC for discussion on 3 July – then it will come back to UET with an update on the ASEC discussion before it goes to Senate. The procedures in the Appendix are likely to need some further development/amendment.

The request for additional resources (up to 4 additional roles) was discussed in principle and approved subject to further details being presented in due course. KPh to present paper to ASEC.

It was agreed that it is important to be compliant with UKVI requirements and to monitor attendance particularly in respect of welfare, engagement and completion rates. The project could be self-funding if it manages to reduce attrition rates.

ACTIONS:

- KPh to present paper to ASEC
- KPh to arrange for monitoring to start on selected courses and Faculties.
- KPh to emphasise to Faculties that student engagement is everyone's responsibility
- KPh to take forward the staffing support for international student monitoring which would need approval through WFP

 Engagement Attendance PP revised draft 19.6.23 clean.pdf

 UET note on Att and Eng and UKVI (002).pdf

7. BU2025 strategic plan update

Updated implementation plan for review (for sharing with ULT and updating on the intranet)

We have not shared an updated implementation plan this year, partly because of all the changes, so it would be good to share the latest one before we start talking with staff about what comes next.

The 100 actions from BU2025 are stable but the implementation plans have been updated by JF and UET are asked to review them outside of the meeting prior to updating the Board in September.

There will be separate communications about progress against the outcome.

ACTION:

- All to review and provide comments to JF

 BU2025 strategic plan as at June 2023.pdf

8. Future Meetings

[The Events calendar](#)

This was not discussed and will be added to the agenda for the 27th June.

4th July

- JV to do introduction
- Ann and Tim to lead - workshop style
- Professor profiles doc issued - some tweaks to be made

 UET 4th July 23.pdf

 UET 11th July 23.pdf

 UET 27th June 23.pdf

 UET Events June and July 2023 v2.pdf

9. AOB

Chair

- The presence of travellers at the Chapel Gate site was noted



9.1. Turing/BU Bid to Arcadia

Decision

Approved

Jim Andrews

 UET paper re 2nd Arcadia bid - Turing Lead Partner_SE.pdf

9.2. Data and context summary for the student experience and outcomes discussions

Humanities and Law was represented by

Einar Thorsen ; Melanie Gray ; Katharine Cox ; Sarah McKeown ; Elena-Alina Dolea ; Salvatore Scifo

NCCA was represented by

Einar Thorsen ; Melanie Gray ; Salvatore Scifo ; Christa Van Raalte ; Paula Callus ; Hammadi Nait-Charif ; Zhidong Xiao

People and Organisations was represented by

Lois Farquharson ; Shelley Thompson ; Carly Stewart ; Philip Ryland ; Svetla Stoyanova-Bozhkova ; Tim Gale ; Lee Miles ; Hanaa Osman

Sports and Event Management was represented by

Lois Farquharson ; Shelley Thompson ; Keith Parry ; Philip Ryland ; Helen O'Sullivan ; Daniel Lock

Notes from discussions:

Humanities and Law

- Workstream assessments going well.
- Continuing to build external connections.
- Legal skills - confidence growing.
- HR - people and culture - succession building ongoing
- 2 x new PLs joining - very experienced.
- 3 more academics to be added to refresh the team.
- Creating a very strong team - right people in the right place.
- Beginning to see where issues are - need for myth busting.
- Recognise that may have been making life difficult for students previously .
- BTEC students typically have lower outcomes.
- Law Clinic - is helping with student retention and wellbeing. Also looking at emerging technologies, particularly AI and IP and working with Sci Tech on very exciting disciplines. AI set to be key.
- Team is building on existing portfolio - content aligned with student experience.
- Introduced a BAME mentoring scheme
- Personal tutoring embedded at every level of the curriculum to improve engagement.
- Deregulation means that now have an opportunity to be more creative and create degrees that are more desirable and contemporary.
- 46% increase in sickness in the department this year

- 3-week turnaround being skewed by challenges in marking LLMs.
- This year has been a challenge - industrial action has hit some programmes harder than others - English has historically had a high level of satisfaction but the IA has hit it hard.
- Some very innovative work is being carried out, particularly at level 7
- Connected Politics with Law.
- Student recruitment improving with the new Humanities and Law course.
- Opportunity for Business with Law - Shelley Thomson been very supportive .
- Nice to see inter-disciplinary growth - will benefit from economies of scale. Gives more flexibility for delivering foundation subjects.
- Assessments - less formal examination, more course work
- Work placements
 - No longer mandatory.
 - Now seeing more work placement opportunities offered.
 - Building guest lecturers into the curriculum.
 - Starting to build more links with community - firms looking for students to stay on long term.
 - Opportunity to bank placement experience as part of qualifying work experience.
- Foundation
 - Felt very positive about this area.
 - Outperforming benchmarks.
 - Helping shore up UG courses.
 - Been working successfully with BUBS.
 - Need to think more about student experience.
- Workforce
 - have changed the way courses are delivered so that there is less reliance on agency staffing.
 - Fusion can be a challenge but working with Marie in HR to use the workforce planning software.

NCCA

- Very confident with the way things are going.
- Had a re-think about UG provision to remove perceived barriers and improve delivery and efficiency as well as student experience.
- Making more industry connections.
- Laying the foundations for the future.
- Have brought 3 courses together which has been a huge cultural shift but one which has been widely accepted and approved. The programme is simple to understand and is more student focussed and avoids some of the duplication and repetition that existed previously. It also means that students are able to move across programmes more easily during their learning journey.
- There is now one team - this has been a fundamental cultural shift but one which is widely embraced and accepted as being a move in the right direction. Einar congratulated the exec team for managing to bring the whole team with them on the journey - all have recognised that compromises have been made for the good of the programme overall.
- Have looked at the long-term investment in the team - staff have opportunity for personal development and are being encouraged. There is a clear career pathway for Demonstrators for example.
- Graduate show in July - an opportunity to present the new course and get feedback and develop more links with community and industry. The show would normally have taken place in May but having listened to feedback from students, it has been moved to July so that more parents can also attend.
- Numerous activities have been organised to help improve student experience including field trips, exhibitions and guest speakers
- Following a review of course design, it was highlighted that students could end up with gaps in their knowledge. Therefore Production has now become a compulsory foundation subject. After that students can build their own pathway.
- The focus has been on quality rather than quantity of subjects.

- A routine has been established which is replicated across all year groups.
- Have been preparing students for internships and jobs
- Improved PG and UG mix .
- The design of the courses will force continued collaboration and prevent silos from reforming.
- Trust has been rebuilt and it is having a real beneficial impact
- Small issues have arisen and been resolved - e.g. the kettle being hidden.
- There have been some small additions but big wins including a microwave, cushions and bean bags which means the students are happier to spend more time in the space which is working very well.

People and Organisations

Undergraduates:

- Now seeing cohorts that have been affected by the Pandemic. Their behaviours and habits have changed. They often prefer to learn from home and want to spend less time on campus. Trying to understand what the contemporary student needs and wants from the university experience.
- Induction week has been extended beyond welcome week to try and encourage students onto campus and to lectures.
- Students can easily get lost so trying to make it as welcoming and simple as possible - building social and pastoral scaffolding to help them succeed. Ensuring a good student experience at Level 4 particularly and fostering a sense of belonging and of community.
- There is a culture change going on in the department and some new staff are coming in who understand what makes students tick - it's important to move with the students .
- Pass rates and completion rates are 89- 90%.
- Bringing in local schools and colleges to help inform the Induction process.

BTEC:

- Lower completion rate for BTEC students so working on improving that - will personalise for each student if required.
- Making courses less exam based and more course work based - more experiential learning.
- Paying close attention to the best learning ways for BTEC students - the Covid years were particularly successful so trying to replicate that.

- Placements:

- Range of issues outside of BU.
- The landscape has changed with regard to how students make decisions.
- Placements are no longer mandatory - students can therefore make more choices - some prefer to complete their degree earlier.
- Engaging with local SMEs and there more opportunities are becoming available.
- Considering a 4-day week timetable so that students can do a one - day per week placement - has implications for timetabling and for the employers so may not be feasible.
- Considering too how summers can be used for work placements to achieve the 30 weeks target. Some students are working part-time anyway so looking how that might also be incorporated into the target.
- Report being produced on current uptake of placements now that they are no longer mandatory.
- Been liaising with Fundraising to try and get sponsorship for student placements .
- Targetting more diverse employers, particularly BAME businesses as students want to work for business which

share

their own values.

- Helping students to become more resilient before entering the job market which can be difficult.
- Development of department:
- Need to think about the future workforce.
- Large number of ECRs coming through the system.
- QR - need to buy in some resources while growing our own.

- PGT:

- Going very well.
- Highest student outcomes rates in BU, although not as many merits and distinctions as some other parts of BU
- Potential to bring in even more international PGs
- The main reason for non-completion is due to non-payment of fees. This has particularly affected the Nigerian cohort.

Sports and Event Management

- Overall it has been a good year but a hard one and staff are exhausted but it is a nice department to work in and staff are committed to supporting students.
- It has been an interesting semester with the industrial action affecting the department.
- Aware that there are areas to be worked on but believe the department is heading in the right direction and there should be a positive impact on the NSS results, although outcomes are not where they need to be.
- AACSV process successfully navigated - given opportunity to embed in staff's minds and with the programmes.
- Investigating co-branded degrees with AFC Bournemouth.
- Events NSS up 22% - seeing much more engagement from students
- Student engagement is not where it was pre the pandemic. Hoping that changes to Induction will help.
- Need to understand the new students' mindset - for example they don't seem to be able to make friends as easily. Need to find new ways of speaking with them via Student Voice and make them feel part of the community.
- Heavily invested in personal tutors which is helping with the increase in mental health issues as well as completion.
- Highest intake of BTEC students coming from non-traditional backgrounds - making improvements in retention rates by taking into consideration student learning preferences. Supporting them to complete their courses by breaking down barriers and leading by example. Some of the staff haven't gone down the traditional academic route either and therefore understand the challenges and are able to support. The 200 year traditional lecture scenario might not be the best way to teach this group.
- Need to understand all students and design new courses specifically for their needs.
- Working with Brockenhurst College - potential 80 students
- SR - ? 25% higher and is now at the very top - congratulations
- Team working closely and well - team is core to Events and Sports. Helping each other out when required, including marking dissertations for a colleague who was unwell.
- Use of Chapel Gate has lifted spirits and staff and students are very positive about it.
- Technical deadlines are currently being met - now need to improve the quality of the returns.
- NSS results should see an improvement again next year.
- Now looking forward and dreaming big.

 UET NSS reviews summary for UET on 21st June 23.pdf