UET meeting

Tue 30 May 2023, 10:00 - 13:00

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

Approval
Chair

The minutes of the meeting were agreed as being an accurate record of the meeting and there were no redactions required before publishing.

There was one matter arising - 5.4 -wording changed.

The action log was noted.

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

Some actions have now been completed and can be removed from the list.
📄 UET action list after 23rd May 2023 meeting.pdf
📄 Minutes_UET meeting_230523.pdf

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Not available for the meeting due to the Bank Holiday. SR to circulate the cash flow update when available

Information
Susie Reynell

2.2. Draft internal audit plan for 23/24

It was agreed that there is no requirement for a sustainability audit. This is to be replaced by a Faculty review.

The plan was approved for onward approval by ARG - unless there are any changes that need to come back to UET.
📄 DRAFT_May 2023_Bournemouth University - IA plan slides for discussion.pdf

2.3. FRC Papers

Susie Reynell

Public and products liability: SR to clarify what Excess Limit and Primary Limit mean in the report

Reserves Policy: SR reported that the policy itself hasn't changed but some of the wording has been clarified to comply with the Charity Commission guidelines. It was agreed that it should be made clear that this policy is for the duration of the 2025 plan and will be reviewed again for the 2032 plan.

Ethical investments: includes some very light touch changes - an ethical banking policy has been introduced, although there are no relevant nvestments in place currently.
📄 Ethical Investment Policy (tracked) v UET.pdf
📄 Ethical Investment Policy - Cover Sheet June 2023 vUET.pdf
📄 FRC insurance paper vUET.pdf
📄 Reserves Policy - Cover Sheet - UET.pdf
📄 Reserves Policy June 23 vUET.pdf

2.4. Budget Planning

Susie Reynell

SR to issue to UET on 31 May for approval.

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Overall, a minimum of 14% of OS students have dependents. Budgets have been modelled bearing in mind that OS numbers might now be affected. Bournemouth had the second lowest number of international students and therefore is likely to be less affected than other similar universities.

It was agreed that Jane W and Andrew V should be asked along to talk about student numbers

ACTION: Jane and Andrew to be invited to a future discussion (Jane is already at UET on 6th June and is currently away)

📄 Student Number Model - May 30 - Graph.pdf
📄 Student Number Model - May 30 - Summary.pdf
📄 Student Number Model - May 30 - By Faculty.pdf
📄 Forecast I&E to 2027-28.pdf
📄 Student Number Model - May 30 - Applications Data.pdf
📄 Pay Development - May 30.pdf

2.5. Bids for approval

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Approval
Susie Reynell

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There is 1 Bid for discussion and approval

RED ID: 13686 – "A Platform for Actionable Security Threat Intelligence in the Grey Zone", DASA – Edward Apeh

Agreed in principle
📄 Narrative for UET meeting 30.05.23.pdf

3. Student experience priority workstreams

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Discussion
Shelley Thompson And Jo
Thurston To Be Invited For
This Whole Session

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- Continuation and completion – Keith
- Assessment and feedback – Keith
- Student voice – Jo
- Access to learning and materials – Shelley

Jo Thurston and Shelly Thompson joined the meeting.

Report from KPh: Continuation and Completion/Assessment and Feedback

Short, medium and longer term action plans have been investigated:

- What can be done within existing regulations e.g. re-emphasis the role of the Unit Board.
- Focus on units where results are out of step
- Regulations where students can carry credit - look at processes for pre-requisites to gain more consistency
- Offer alternative re-assessments - bust the myth that a new assignment has to be given which requires a greater workload. The new definition of exam should help with this.
- Formative assessments - again, there is a myth that these are not allowed. Some staff development required in order to bust these myths in line with 6C which should be fit for purpose
- Quicker feedback if failing a unit impacts on a student's continuation and completion
- Better use of Brightspace - present info in a slightly different way to enhance the student experience.
- Continuation and completion workstream - personal tutors arrangements are well-formed so pushing on with that.
- KPh to go back to UCU with the same action plan.

Induction and attendance
- A lot of work has been done already
- Engagement has a direct link with attendance
- Attendance monitoring (mandatory in some universities)
- Would like to make some interventions targeted by course if problematic

- Workload should be minimal. Attendance can be taken a the start of a lecture. A workstream is being set up to look at workflow and order.

- Students to have access to their own attendance data.
- Attendance data to be available at individual level and at cohort level.

- Need to engage with UCU
- KPh needs some time from PRIME and from IT

Communications
- Is key and should be based around the premise that we have listened to the feedback and here's the changes made as a result.
- Also need to go through Senate

Report from JT - Student Voice

WP1 – STAKEHOLDER ENGAGEMENT
Engage colleagues for their view of current and future SVA
Key themes so far:
- My Unit Feedback Survey least favoured
- Some calls for lecturer feedback – not in scope of this project
- Clear call for more natural, authentic conversation at unit level in particular.

Engage students for their view on the current and future SVA
We have a lot of data on this from SUBU and our own feedback mechanisms – a clear, intuitive feedback mechanism, with clear evidence of feedback being responded to.
SimOn needs to be easier to use.

WP2 – Auditing and Mapping
16 surveys found so far – not all to all levels
Plus, focus group calls from library and FLIE
Clear evidence we need central oversight and approval process for services wanting to contact students –
What do we want to hear about comes second to what do we need to hear about.
Clear survey calendar for AY23/24 - call to all services

WP3 - Student Union Partnership
Relationship with SUBU is going really well, involved in the working group. A lot of conversation around REPs.
Clear SimOn analytics are steps ahead of where they used to be. Needs more triangulation and be linked to Brightspace
SimOn needs some work to make it more user friendly – pre-population of data fields, JDeVdata sharing agreements?
A lot of discussion around the role, ownership and training of the programme reps (something to work on during AY 2023/24).

WP4 – Evaluation of level surveys against NSS outcome
Pending – Meeting Chaired by Ros Ashcroft 8th June looking at Survey Feedback and closing that working group.

WP5 – Amend policy 5B – reframing student voice at BU
Review of mechanisms for auditing SVA
Working Group are commenting on proposed reporting / documentation lines for feedback
Clear framework of gathering feedback and reporting lines
Working with Jacky Mack's group to firm up student voice within committees
Working with Jules Forrest to amend the UAMRs and AMERs for AY23/24 to include Student Voice feedback and continuous action plans respectively
Present paper to ASEC to proposed amendments to 5B re 'procedure' for data collection
Will be presented to ASEC in June for implementation in September
No changes to principles – will clearly outline a robust system for AY23/24

WP6 – Launch and embed new ethos and practice around policy 5B
Once ASEC / Senate agree amends for academic year 2023/24:
Detailed operational walkthrough, leading to:
Produce Sharepoint story for SV launch - will have link to NSS within it
Service Excellence event to launch Feedback@BU
Clear, auditable reporting through UAMRs, AMERs and Committee Minutes
Finally – Research project to truly explore our students, feedback and firm up the way forward, is being developed by members of the working group, and the outline will be presented to ASEC as part of the paper talking to the request for changes and interim arrangements for 2023/24.
It was confirmed that the proposals from all the workstreams need to be presented to UET for approval.

Report from ST: Access to Learning and Materials

Areas of emphasis

- Improved student access to recorded materials - lecture capture
- Improved coherence of the student and staff experience of Brightspace
- Improved experience of student comms in/through Brightspace

Lecture Capture
Best practice to be adopted. ST's research shows that 140 universities can be seen to have a policy of which 59 opt out and 40 (including BU) opt in. It was unclear what 35 universities' policy was and there were 6 classed as other.

There are a number of policy features present, covering automated recording, student self-record, varied timeframe release/delete, branded names, exceptions and alternatives, approvals processes and overriding to take into consideration the Equality Act. Recorded lectures to be used as supplementary means of learning and not to take the place of lectures and not all lectures will be suitable for recording.

Next steps to agreeing and finalising the new (either opt-in or opt-out) policy in early June:
- Technical review with IT to identify goals - magic Record Yes/No button
- Amend staff guidance
- Draft the policy for consultation
- Implement and communicate to students and staff

Improved Brightspace experience

Brightspace is a powerful tool that could be used more effectively and a number of recommendations for staff and students were put forward to allow that to happen.

For Students:
Single BU-wide content experience (Lesson 1 from the slides would be the recommendation)
Clarity of navigation within units - needs simplifying and making more intuitive with more meaning analysis
Student Brightspace modules - what to expect and what's new
Student access to wider resources e.g. workshop bookings, programme lens (there are currently 6 or 7 platforms in operation to book workshops through - needs to be reduced to 2 or 3)

For Staff:
Simplify and streamline unit set up experience and recommended structure - single content experience for units
Pre-populate some content where possible and appropriate (e.g. unit aim and intended learning outcomes). Include recommended templates for core unit elements (e.g. assessment briefs and generic marking criteria)
Embed staff guidance within units for clarity and supported staff experience - guidance boxes on each page
Staff development - simplify and improve visibility - embedded links to staff resources, move staff support to higher level in Brightspace content navigation

Next steps:
Review Brightspace capabilities with FLIE
Identify milestones in Brightspace rollover
Amend model unit for Brightspace 2023/24
Implement and communicate to students and staff
Effective communication is critical across all stakeholders - students, staff, SUBU, JCNC.Working towards a deadline in mid July with a September implementation. Effective communication is critical across all stakeholders - students, staff, SUBU, JCNC.

JV thanked all for their very interesting and insightful feedback and invited a further review on 27 June to review progress and next steps.

4. Specific items for approval/discussion or note

4.1. DH Roof Replacement Business Case

Stuart Laird - In Person

Stuart joined the meeting
The business case was approved.
SL to look into possibility of any suitable grants.
SL to note that if costs go above £500K - a different process is required
📄 Appx 2 - DH Roof Programme.pdf
📄 Appx 3 - DH Roof Equality Impact Analysis.pdf
📄 Appx 4 - Proposed Design.pdf
📄 Appx 1 - DH Roof - Budget & Cashflow 16.05.23.pdf
📄 BU2025 Business Case RA Checklist DH Roof (003).pdf
📄 DH Roof Replacement Business Case.pdf

4.2. EBC lease

Stuart Laird - In Person

New EBC lease to 2025 was proposed.

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📄 EBC appendix monthly cashflow v1.pdf
📄 EBC Lease post 21Oct2024 v3 DRAFT TO UET.pdf

4.3. Talbot House new underleases for Dr Surgery & Nursery

Jim Andrews

Approved
📄 UET Paper - GP surgery and nursery underleases 2023.pdf

4.4. Variation of Wallisdown Playing Fields lease

Jim Andrews

Approved
📄 UET paper - varation of BCP lease of Walisdown playing fields.pdf

4.5. Access and participation plan - preparation for SQS

Discussion
Keith Phalp

The plan was noted and approved. The gaps are around BAME.

ACTION: KPH to ensure that there is a plan of action in place, particularly as some of the trends are going in the wrong direction.
📝 APP Update on Targets and Action Plan for SQS clean KP edit.docx
📝 SQS BU Degree Outcomes Statement 2021-22 CLEAN.docx
📝 CLEAN Appeals and Complaint Report 2022 SQS.docx
📄 Eng and Att 26.5.23 for UET.pdf

4.6. Strategic planning

Discussion
John Vinney

It was agreed that the presentation to the Board in October should concentrate on the educational character and the academic vision of the university.

SR noted that financial implications will be relevant to all the discussions

ACTION:
JF - will prepare slides for the Board for October to include what defines educational character, size and shape, fusion, mix, international, strategic partnerships, strategic narratives.
All - to consider what else should be presented to the Board in October.
📄 Next steps - strategic plannning for UET 9th May 23.pdf

4.7. Ethical Careers Policy

Jane Forster

The Ethical Careers Policy has been approved at Sustainability Commitee but will come back to UET for final approval when an over-arching ethics policy is approved (that is a work in progress)
ACTION: JA to follow up.
📄 4b. Ethical Careers Policy DRAFT 2023 v8.pdf

5. Standing item: reportable events

Discussion
Chair

Reportable events update
There was no update to the outstanding report events

There were no other events reported.

6. Committee Updates

Information
Chair

Noted

📄 EULT meeting Cover Sheet for committee updates - SC 270423.docx
📄 Sustainability Committee report for ULT 270423.docx

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7. Future Meetings
Russ to be invited to UET meeting on 6th June with the Deans

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Note

Chair

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ACTION: JF/JK
📄 UET 6th June 2023.pdf
📄 UET 21st June 23.pdf
📄 UET Events June & July 2023.pdf

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8. Leadership, culture and staff experience
CH fed back some observations:

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Discussion

Colleen Harding

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The level of detail provided at the meeting was interesting but is such detail required at UET meetings going forward? It was agreed that it's right for now but once the PVCs are in place, the level of detail should be reduced.

It was agreed that UET is more collaborative than it's ever been and allows for healthy challenges while at the same time being supportive.

KPh confirmed that he was responsible for the comms stream going forward for all the workstreams and they should be two-way channels of communication.

CH asked the group to consider what might go wrong and what needs to be done to get it right?

What could go wrong?
- Continue to look at micro detail and not enough macro detail
- Don't listen properly to feedback
- Failure to implement proposals as a result of feedback
- Failure to engage staff
- Over complication
- External factors
- People working at cross-purposes
- Don't have a joined up approach
- Expectations aren't set at the right level

What needs to be done to get it right?
- Important to keep the above on the UET agenda.

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9. AOB
There was no further business.

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Chair

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