UET meeting

Tue 21 November 2023, 10:00 - 13:00

Committee Room

Attendees

Board members

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

Absent: Shelley Thompson

In attendance

Sarah Bate, Julie Kerr, Jane Forster

Apologies were received from Shelley Thompson

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval

Chair

The minutes of the meeting held on 14th November 2023 were agreed as being an accurate record of the meeting. Some redactions are required before publication.

Matters arising : clarification required on point 5.2 - now done.

The action log was noted. Good to see some getting ticked off the list.

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

📄 UET action plan after meeting 14th Nov 23.pdf
📄 Minutes_UET meeting_141123.pdf

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Information

Susie Reynell

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- ███ ████████████████████████████████. Judi to attend the IT Executive meetings going forward.
- Management accounts will be available for next week's meeting. ████████████████████████ ████████████

📄 UET - Weekly Cashflow Forecast Narrative w-e 17 November 2023.pdf
📄 UET - Weekly Cashflow Forecast w-c 20 November 2023.pdf

2.2. Bids for approval

Approval

Susie Reynell

There were 3 pre-award proposals and no post-award proposals.

RED ID	13996	BU PI	Steven Trenoweth
Project Title	Building Capacity for Applied Mental Health Research		

This Bid was not approved; further investigation is required

RED ID	13974	BU PI	Emma Jenkins
Project Title	CRISIS		

The Bid was approved.

RED ID	14020	BU PI	Hamid Bouchachia
Project Title	Privacy-preserving law enforcement and support decision leveraging Big Data and AI technologies (PRESERVE)		

The Bid was approved.

ACTIONS:

SR to follow up on 'Building Capacity for Applied Mental Health Research' Bid - as it is a long way off target - to investigate and sign off with Sarah Bate outside of UET once satisfied.

SR to check with RDS that these reports are submitted after the Deans have reviewed them: the Deans should take responsibility and sign off Bids before they come to UET, particularly where there are implications for profitability.

📄 Narrative for UET meeting 21.11.23.pdf

3. Theme: student experience and education

Jo Thurston, Ros Ashcroft, Einar Thorsen and Brian Kaliczynskyj joined the meeting in person and Mandi Barron and Jane Wakefield joined online.

Discussion covered:

- Continuation and completion
- Assessment and feedback
- Student voice
- Access to learning and materials
- Academic calendar

KPh: focus is on collecting and understanding the data we already have to better inform decision-making. Personal Tutors and Attendance Capture have been rolled out well and now need to understand the figures - what actions will have the most impact and what are the effective themes and drivers. There are a number of pilots running which will gather data to be analysed before a roll-out is agreed.

Ros presented an update on the Education & Quality and Student Experience Workstreams covering:

- Attendance & engagement
- Personal tutoring
- Student support data & systems
- Teaching quality
- Assessment & feedback
- Managing & assuring course delivery
- Student voice
- AI and its impact on portfolio & learning

Working on operational guidelines to:

- Support students to continue & achieve
- Support staff to deliver an excellent educational experience
- Develop an Access & Participation Plan (APP) that will substantively address gaps in access and achievement
- Enable students to gain learning & skills reflected in employability
- Facilitate students' understanding & valuing their learning experience
- Comply with regulatory & legal regulations: OfS – B conditions & TEF, Consumer Protection, UKVI
- Financial sustainability

It will be a data-based, analytical process through which assumptions will be challenged and either proved or disproved. There is a lot of pilot activity in progress and the data from that will be used to shape the next steps.

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██████████ **Workstream Update** - Jo Thurston

- WP1 – Stakeholder engagement - complete
- WP2 – Auditing and Mapping - completed
- WP3 - Student Union Partnership - in progress
  - The workstream recommendation was to encourage students to use SimOn as the main Student Voice mechanism.
  - This was facilitated through the placing of a "Want to give some feedback?" button on the Brightspace home page along with strong messaging to colleagues via the Student Voice Sharepoint page.
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- 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
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Snapshot survey launches 22nd November with 4 questions covering settling in, belonging, timetabling, time pressures/non attendance.

- Survey rolled out via JISC surveys through email and Brightspace link.
- Messaging to colleagues: BU Internal Comms newsletter 13.11.2023
- Messaging to students: BU newsletter via Brightspace, 22.11.2023; social media, digital screens etc
- Survey open: 22.11.2023 until 01.12.2023
- Incentivised: 3 x Fitbits to win (thanks to M & C)
- Results to be analysed by PRIME and sent to Workstream Lead w/c 4.12.2023
- Workstream lead and PVC Student Experience to review results, engage with central colleagues, and create headlines by Faculty to send to ADSE's to post their curated response to students pre Winter Break.

Feedback logs : need students to know that their feedback is being heard and acted upon. Logs maintained at Faculty level to track the feedback.

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████████████████ - Einar Thorsen

- A staff survey has been carried out and a number of issues have arisen re timetables that are currently being investigated and analysed. ET to liaise with HR re further staff surveys to avoid over-kill.
- Inter-department co-operation:
  ○ HODs to share best practice
  ○ Putting WLP ahead of UTFs
  ○ Myth busting
  ○ Recruitment deadlines shared
  ○ A series of pilots being introduced
- Looking at where the most impactful interventions will be.

📄 Student Experience November Update JT.pdf
📄 Student Experience and Continuation Priority Workstreams Report_ Month End - 31 October 2023.pdf

3.1. NSS

Decisions required about optional questions and approaches to the student comms campaign before the end of November.

Decision

Shelley Thompson

The proposal was approved including using the following questions instead of the intellectual motivation set (B13) was approved:

B3 Careers

- As a result of my course, I believe that I have improved my career prospects.
- Good advice is available for making career choices.
- Good advice is available on further study opportunities.

📄 NSS Briefing Paper Nov 2023.pdf
📄 UET cover sheet.pdf
📄 NSS addiitonal data 2.pdf

4. Departmental meetings

📄 Departmental reviews 23-24 21st November 23.pdf

4.1. Computing and Informatics

Christos and team - Carly Stewart, Tiantian Zhang , Clive Hunt, Nan Jiang, Huseyin Dogan and Melanie Coles - joined the meeting

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4.2. NCCA

Einar and team - Paula Callus, Salvatore Scifo, Ann Luce, Xiaosong Yang - joined the meeting

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All were thanked for their useful feedback.

4.3. Humanities and Law

The Law and Humanities team joined the meeting - Salvatore Scifo, Katharine Cox, Sarah McKeown, Roy Watson, Alina E Dolea, Ann Luce

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All were thanked for their useful feedback.

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5. Items for approval or note

5.1. Digital Marketing Agency Contract

Re-tender for the digital marketing agency contract. Approval required.

Approval for this to go through to the Procurement process was granted. It was noted that this is approval for procurement of a framework with a financial cap and not agreement to the expenditure. As such, a budget was not approved - budget approval will be granted through the normal annual process.

SR to put on Judi's radar.

New-media-agency-estimated-budget-UET.pdf

5.2. Research Metrics Summary

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ACTIONS:

- Sarah to work with Susie on this.
- Credible plans to be drawn up to present to the Board in February 2024.

2023-24 Q1 Research Metrics Summary.pdf

5.3. Academic Reporting Dashboard Summary

It was agreed that the new summary is much more use-friendly, has more data on it than ever and is a step forward - attendance and Brightspace activity has now been added. Personal Tutor data to be added in due course.

The colour-coding was appreciated.

There are still numerous data sets in different places and in different formats and collating data is not always easy as a result.

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FMC have set up a working group to look at data.

UET do not need to see the data at Programme level.

ACTION: JA/KPh to consult with Faculties on what data they require.

2023-11 ARD Summary.pdf

5.4. PAR Schedule

It was agreed that the schedule was interesting but raised a number of questions which will be discussed separately.

PAR Schedule 2023-24 - Faculty version.pdf

6. Standing item: reportable events

Reportable events update
There were no new reportable events.

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JA confirmed that the Portsmouth issue raised previously is not a reportable event.

7. Future Meetings

Any comments and suggestions to be sent to JF.

All approved.

- 📄 UET 28 November 23.pdf
- 📄 UET strategy meeting 27th Nov 23.pdf
- 📄 UET 5th December 23.pdf

8. AOB

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