

BOURNEMOUTH UNIVERSITY**SENATE**

Wednesday 29 October 2014, 2.15pm

Board Room, Poole House, Talbot Campus

AGENDA

		Paper	Timing
1	Welcome, apologies and declarations of interest		
2	Minutes of the Meeting of 4 June 2014 (VC) 2.1 Matters Arising 2.1.2 – Dorset Healthcare University NHS Foundation Trust (DHUFT) – Designation of the Trust (Prof Gail Thomas)	SEN-1415-10 Verbal Update	2.15
3	Report of Electronic Senate Meeting of 22 September to 26 September 2014	SEN-1415-11	
	PART A – Vice-Chancellor’s Communications		2.30
4	4.1 BU 2018 and HE Sector Update	Verbal Report	
	PART B – Debates		2.50
5	5.1 National Student Survey 2014 (Prof Tim McIntyre-Bhatty) 5.2 Technology Enhanced Learning and its role in facilitating innovation in learning (Prof Gail Thomas, Dr Gelareh Roushan, Ms Dawn Birch, Dr Maggie Hutchings, Prof Stephen Heppell)	SEN-1415-12 Discussion	
	PART C – Other Reports		
6	6.1 None		
	PART D – Routine Committee Business		4.15
7	Terms of Reference 7.1 Academic Standards Committee Terms of Reference 7.2 Education & Student Experience Committee Terms of Reference 7.3 University Research & Knowledge Exchange Committee Terms of Reference Minutes of Standing Committees: 7.4 Education & Student Experience Committee (unconfirmed), 23 September 2014 7.5 University Research & Knowledge Exchange Committee (unconfirmed), 24 September 2014 School Academic Boards: 7.6 School of Health & Social Care (unconfirmed), 9 October 2014	SEN-1415-13 SEN-1415-14 SEN-1415-15 SEN-1415-16 SEN-1415-17 SEN-1415-18	

8	Any other business Please Note: items of any other business should be notified a week in advance to the Secretary of Senate.		4.30
9	Dates of next meeting: Electronic Senate – 9.00am, Wednesday 4 February 2015 Senate Meeting – 2.15pm, Wednesday 25 February 2015		

BOURNEMOUTH UNIVERSITY**UNCONFIRMED****SENATE****MINUTES OF A MEETING OF SENATE HELD ON 4 JUNE 2014**

- Present: Prof J Vinney (**Chair**)
Mr C Allen; Ms M Barron; Mr G Beards; Dr C Bond; Prof D Buhalis; Dr C Chapleo;
Mr D Evans; Prof B Gabrys; Ms T Hixson; Mr J Holroyd; Mr S Jukes; Ms J Mack;
Prof T McIntyre-Bhatty; Dr S Minocha; Prof A Mullineux; Ms J Quest; Prof J Roach;
Prof E Rosser; Prof H Schutkowski; Mr M Simpson (SUBU); Ms A Stevens; Dr H Thiel;
Prof G Thomas; Prof K Wilkes
- In attendance: Ms M Frampton (Policy & Committees Officer); Mr I Jones (Item 5); Mr G Rayment
(Corporate Governance & Committee Manager); Ms N Silvennoinen (Item 6.1);
Ms S Sutherland (University Board Chairman)
- Apologies received: Mr J Andrews; Prof P Comninos; Prof J Fletcher; Mr J Gusman (SUBU); Mr A James;
Dr S Jeary; Prof T Zhang

1. WELCOMES, APOLOGIES AND DECLARATIONS OF INTEREST

The Chair welcomed members to the meeting and apologies were noted as above.

The Chair welcomed Dr Sonal Minocha in her role as Pro Vice-Chancellor Global Engagement. Ms Sutherland, the University Board Chairman observed part of the meeting.

2. MINUTES OF THE MEETING OF SENATE HELD ON 26 FEBRUARY 2014

The minutes were approved as an accurate record.

2.1 Matters ArisingItem 6.5.3 – Research Ethics Restructure Implementation Plan

In Prof Fletcher's absence, the Chair provided an update of the action listed from the previous meeting. The process now depends on the type of research project the member of staff is submitting for ethical approval. For example, if the member of staff is submitting for ethical approval for their PGR project, then they should follow the route for PGRs, and if the member of staff is submitting for ethical approval of an internally/externally/non-funded project (not related to their PGR), then they should follow the route for staff. Julia Hastings-Taylor has now clarified this within the Research Ethics Implementation Plan.

3. REPORT OF ELECTRONIC SENATE MEETING OF 14 MAY TO 21 MAY 2014

The report of the Electronic Senate meeting of 14 to 21 May 2014 was noted.

Item 2 – Re-investment of money saved from staff taking industrial action into student support

Ms Barron commented that she thought historically, monies saved from staff taking Industrial Action had been transferred to student hardship funding. The Chair confirmed, however, that whilst the Student Hardship Fund may have received additional funding on occasion as a result of underspends more generally, it was not the University's policy to allocate any specific savings arising from Industrial Action to any particular areas of expenditure.

4. VICE CHANCELLOR'S COMMUNICATIONS

4.1 HE Sector Update and BU 2018

HE Sector Update

- 4.1.1 The sector had been relatively quiet of late, although there had been a lot of speculation regarding the implications of a change of government at the next election and what it would mean to Universities with regards to funding models for future finance and policy changes, and the fees Universities could charge. With the cap being removed from Student Number Controls from 2015/16, BU would need to consider the implications and to understand how to maximise BU's position in moving forward.
- 4.1.2 Following the Universities UK Report published on 29 May 2014 (*Postgraduate Taught Education, The Funding Challenge*), the focus was now on PG funding moving forward and over the Summer, BU would be looking at different models and reports which highlighted the 10% fall of PGT recruitment. Dr Minocha would be focusing on international PG recruitment and would lead in this area.
- 4.1.3 In April 2014, David Willetts unveiled plans to create new University campuses in areas identified as HE 'cold spots', such as county towns and coastal communities that currently lack provision, namely Shrewsbury, Yeovil, Hereford and East Anglia. These were areas which could have Higher Education sites for the first time.
- 4.1.4 The future of the Higher Education Academy (HEA) was uncertain due to the huge cut in funding of 90% over the next few years. BU would continue to interact with the HEA over the next few years as it was important that the good work undertaken so far was preserved.
- 4.1.5 Ms Barron commented on David Willett's announcement to cut Disabled Student Allowances (DSAs) from September 2015. DSAs provide grants to disabled students to support studies, and are a vital support mechanism in the recruitment of disabled students. It was noted that SUBU would be attending a meeting regarding this issue on 6 June 2014.

BU2018 Update

- 4.1.6 The Chair confirmed that the third round of BU2018 Delivery Planning had been progressing well over the past few months and various meetings had taken place with Schools/Faculty/Professional Services. The Delivery Plans would be finalised shortly and a summary, along with draft budgets for 2014/15, would then be presented to the University Board. Delivery Planning had focused on making good progress towards BU2018 and also towards increased investment. The first tranche of new academic staff posts in response to Delivery Planning had recently been advertised and options were being looked into with respect to further academic investment.
- 4.1.7 Senators were reminded of the importance of continuing to focus on high levels of innovation across the University in order to build on success and build our academic strength. The increased focus on pedagogic innovation and enhancing student experience was also welcomed. At the last meeting of Senate in February 2014, the general consensus had been in support of a move to a faculty structure within BU and this move would provide increased opportunities for Fusion, new research, new academic groupings and increased international activity. It was confirmed that the drive for this change is primarily academic. Informed by the Delivery Planning process, proposals to move to faculties across BU will be shared in the near future, followed by a period of consultation.
- 4.1.8 Prof Roach explained the processes followed during the formation of the Faculty of Science and Technology, and the key requirements had been regular meetings taking place within academic groups and ensuring that all staff contributed to the process.
- 4.1.9 Dr Bond commented that it was important that academic voices were not lost through there being a lower number of 'academic unit' elected representatives. The Chair advised that he would review Senate membership and ensure adequate academic coverage was maintained.

- 4.1.10 The Chair commented that a key element of the planning process is flexibility and adapting to the changing mix of BU students. In addition to the changing mix, discussions were also taking place around building on our success and areas of academic strength by selectively growing in a planned and controlled manner.
- 4.1.11 Prof Roach highlighted that in order for the Faculty of Science and Technology to grow, an increased number of laboratories were required. The potential for growth within BU would rely on its areas of strength which all tended to be lab based. The Chair confirmed that future provision of laboratory space was a key feature of the Estates Development Framework, but that these will take some time to realise and that Schools/Faculties will need to be flexible and creative in the short to medium term.
- 4.1.12 A discussion took place regarding Technology Enhanced Learning and the Centre for Excellence in Learning and the valuable work being undertaken to transform BU into a leader of the future. It was agreed that future discussion should take place at the next meeting of Senate to agree how to take technology forward and to also discuss the future use of Blackboard.

ACTION: The use of Technology Enhanced Learning to be the main debate topic at the next meeting of Senate.

ACTION BY: Professor Gail Thomas

4.2 Key Performance Indicators

- 4.2.1 Prof McIntyre-Bhatty introduced the latest KPI Report (April 2014) which summarised performance against the KPIs and PIs which had been set out in BU2018, and had been presented to the University Board and Senate Committees.
- 4.2.2 The Executive Summary showed the increased performance of KPI1 – Academic Strength, which had improved by 2% since February 2014.
- 4.2.3 Prof Fletcher would be looking to revise a small number of the KPIs moving forward which would change from budgeted figures to actual figures. These changes would provide information which would be more meaningful.
- 4.2.4 Despite efforts to increase the number of academic staff, vacancies were still taking some time to be filled and therefore would continue to impact on the KPIs. It was therefore important that all vacancies were recruited to as quickly as possible moving forward.
- 4.2.5 Ms Quest referred to PI14 – the proportion of academic staff who hold at least one recognised professional affiliation, and questioned whether monies could be made available to staff from the Staff Development Fund which would assist with the improvement of PI14 figures. It was noted, however, that this was not currently the University policy and that any such schemes would need to be applied equitably across all staff, including professional and support staff. Senators were reminded that professional body membership fees paid on behalf of staff members would be subject to Income Tax.
- 4.2.6 Prof Rosser highlighted that HSC were not permitted to deliver programmes without affiliation and all HSC professional body membership fees were paid by the individual, therefore rules should be applicable to all staff.
- 4.2.7 Dr Minocha questioned whether KPI5 – Graduate employability, was ambitious enough bearing in mind BU's current position. This suggestion would be further considered and it was agreed this KPI would be further monitored.

5. COMMUNITY ENGAGEMENT

- 5.1 The Chair welcomed Mr Simpson, SUBU President 2013/14 and Mr Jones, Head of Regional Community Partnerships, who provided a brief overview of the University's activities in the field of community engagement.

- 5.2 Mr Jones explained that approximately 52 separate projects were being, or had been, undertaken and that they fell into three broad categories – Residents/Populations, Civic and Community and Organisations. Extensive work had been undertaken with the local community, local councils and other agencies to improve the reputation and standing of the University and its students. This included the introduction of Student Wardens, which would shortly increase from 4 to 9 wardens, and working with councils to address issues around noise and student behaviour. Students were encouraged to engage in community volunteering activities, some of which also brought additional public relations opportunities for the University. The University's Festival of Learning and being patrons of the Bournemouth Air Show had also helped to open doors and engage with the local community.
- 5.3 Mr Jones has been working with the Arts University on the 'lock it or lose it' campaign which reminds students to keep their houses secure and to hide valuables in order to prevent burglaries taking place. The Big Feed events had taken place twice and in total 2.2 tons of food had been collected for local food banks which had helped to improve relationships between BU students and local residents.
- 5.4 Mr Jones provided an update on examples of community partnership projects, including the development of a greater strategic partnership with AFC Bournemouth. Looking ahead, work would continue to build further strategic collaborations within the wider region and to facilitate a more joined-up approach across all of the University's Schools and Services.
- 5.5 Thanks were given to Mr Simpson for his input into Senate over the past year. Mr Simpson left the meeting.

6. OTHER REPORTS

6.1 Proposed Assessment Policy Changes

- 6.1.1 Following the review of *Chapter B6: Assessment of students and the recognition of prior learning* in October 2013, the revised Chapter now incorporated what the UK Quality Code for Higher Education referred to as the 'recognition of prior learning', rather than the 'accreditation of prior learning' (APL). However, the revised Chapter did not cover what was described as 'UK Credit Transfer'.
- 6.1.2 Senate was requested to approve the adoption of the revised sector terms for inclusion in *ARPP 3P*.
- 6.1.3 **Approved:** Senate approved the recommendation to replace the current BU term 'accreditation of prior learning' (APL) with the new sector terminology 'recognition of prior learning' (RPL) and 'UK Credit Transfer' and to reflect these changes within the Policy or *ARPP 3P*.
- 6.1.4 Chapter B6 of the UK Quality Code differentiated between the functions of 'second marking' and 'internal moderation'. Currently BU uses the terminology associated with assessment described as 'second marking' as a process that includes both of these functions and combines 'marking' with 'internal moderation'. BU currently uses the term 'moderation' to describe external examiner scrutiny of students' work. It was noted that ASC supported this proposal in May 2014, and if approved by Senate, the intention was to revise these terms and submit a paper for QASG discussion in July 2014, and then represented to ASC for final approval.
- 6.1.5 It was suggested that this proposal was more of a process change rather than a term change and further clarification was still required to explain exactly what 'internal moderation' entailed. Following discussion, it was agreed that Senate were unable to approve this recommendation until academic staff were content with the change of policy and the differences were made clear.
- 6.1.6 Senators agreed, after due consideration, that the paper should be resubmitted to the July 2014 meeting of QASG and represented to ASC to receive in principle approval for resubmission to the next meeting of Senate.
- 6.1.7 **Rejected:** Senate rejected the recommendation to adopt the sector term 'internal moderation' and to redefine the current BU term 'second marking'.

7. ROUTINE COMMITTEE BUSINESS**7.1 Academic Standards Committee (unconfirmed), 15 May 2014**

The minutes were **noted**.

7.2 University Research & Knowledge Exchange Committee (unconfirmed), 1 May 2014

The minutes were **noted**.

8. ANY OTHER BUSINESS

- 8.1 Prof Thomas reminded Senators about the 'Third Year Annual Report of Dorset Healthcare Trust's 'University' Status – University Department of Mental Health report which had been presented at Electronic Senate in May 2014, and how the report had provided an update of the good activity which had taken place over the past three years.
- 8.2 Following the appointment of a new Chief Executive of the Dorset Healthcare University NHS Foundation Trust (DHUFT), a new dialogue had been started to shape the future relationship with the Trust. This matter would be represented to Senate as a substantive item at the next meeting to provide confidence to Senators in the re-designation of the Trust and on-going partnership.
- 8.3 The Chair thanked Senators for their input to meetings over the last academic year and gave thanks to those who were coming to the end of their term. Mr Rayment would be in contact with Senators over the summer with regards to the election of new Members.
- 8.4 Thanks were also expressed to Mr Gusman, SUBU Vice President (Education) who was unable to attend the meeting.

9. DATE OF NEXT MEETING:

Electronic Senate – 9.00am, Monday 22 September 2014

Live meeting – 2.15pm, Wednesday 29 October 2014

BOURNEMOUTH UNIVERSITY

ELECTRONIC SENATE

**REPORT OF A MEETING OF ELECTRONIC SENATE held on
22 September 2014 (9AM) TO 26 September 2014 (5PM)**

STATEMENT ON QUORUM

1. The meeting was quorate with 27 members confirming attendance.

MATTERS RAISED BY MEMBERS

2. No matters were raised for consideration.

OTHER REPORTS

3. SENATE TERMS OF REFERENCE (SEN-1415-01)

Purpose of the paper: To seek Senate approval to the recommended amendments to the Terms of Reference.

Decision required: Senate is asked to **approve** the amendments to the Terms of Reference.

Chair's Decision

Terms of Reference approved, subject to one minor amendment ('Pro Vice Chancellor' amended to 'Pro Vice Chancellors' in the membership list).

MINUTES OF STANDING COMMITTEES

4. EDUCATION AND STUDENT EXPERIENCE COMMITTEE, 23 MAY 2014 (SEN-1415-02)

Decision required: Senate is asked to **note** the minutes.

Chair's Decision

Item noted, no further action.

MINUTES OF SCHOOL ACADEMIC BOARD MEETINGS

5. ANGLO-EUROPEAN COLLEGE OF CHIROPRACTIC ACADEMIC BOARD, 25 JUNE 2014 (SEN-1415-03)

Decision required: Senate is asked to **note** the minutes. There are **no** 'Recommendations for Approval'.

Chair's Decision

Item noted, no further action.

6. BUSINESS SCHOOL, SCHOOL ACADEMIC BOARD, 23 MAY 2014 (SEN-1415-04)

Decision required: Senate is asked to **note** the minutes. There are **no** 'Recommendations for Approval'.

Chair's Decision

Item noted, no further action.

7. FACULTY OF SCIENCE & TECHNOLOGY, FACULTY ACADEMIC BOARD, 29 MAY 2014 (SEN-1415-05)

Decision required: Senate is asked to **note** the minutes. There are **no** 'Recommendations for Approval'.

Chair's Decision

Item noted, no further action.

8. SCHOOL OF HEALTH & SOCIAL CARE, SCHOOL ACADEMIC BOARD, 8 MAY 2014 (SEN-1415-06)

Decision required: Senate is asked to **note** the minutes. There are **no** 'Recommendations for Approval'.

Chair's Decision

Item noted, no further action.

9. MEDIA SCHOOL, SCHOOL ACADEMIC BOARD, 7 MAY 2014 (SEN-1415-07)

Decision required: Senate is asked to **note** the minutes. There are **no** 'Recommendations for Approval'.

Chair's Decision

Item noted, no further action.

10. SCHOOL OF TOURISM, SCHOOL ACADEMIC BOARD, 28 MAY 2014 (SEN-1415-08)

Decision required: Senate is asked to **note** the minutes. There are **no** 'Recommendations for Approval'.

Chair's Decision

Item noted, no further action.

MINUTES OF RESEARCH STANDING COMMITTEE MEETINGS

11. UNIVERSITY RESEARCH ETHICS COMMITTEE, 21 MAY 2014 (SEN-1415-09)

Decision required: Senate is asked to **note** the minutes. There are **no** 'Recommendations for Approval'.

Chair's Decision

Item noted, no further action.

DATE OF NEXT MEETING

Next in-person meeting:

Wednesday 29 October 2014 at 2.15pm in the Board Room

Next Electronic Senate meeting:

9.00am on Wednesday 4 February 2015 to 5.00pm on Wednesday 11 February 2015



Committee Name	Senate
Meeting Date	29 October 2014
Paper Title	National Student Survey Results 2014
Paper Number	SEN-1415-12
Paper Author/Contact	Russell Pottle
Purpose & Summary	Review of the NSS 2014 results broken down by school and partner college.
Decision Required of the Committee	For discussion.
Implications, impacts or risks	Reputation Marketing & Communications (internal and external)
Confidentiality	Internal only

Executive Summary

This report will summarise the results of the NSS 2014 BU's 'own data' which was released on 1st August 2014. Further sector analysis will be available later in the month when the second phase of data is released. The analysis focuses on the taught results which includes those students studying at BU and excludes partner institutions. Partner institutions analysis will be carried out separately.

BU has maintained its overall satisfaction score of 80% this year with the sector average also remaining static at 86%.

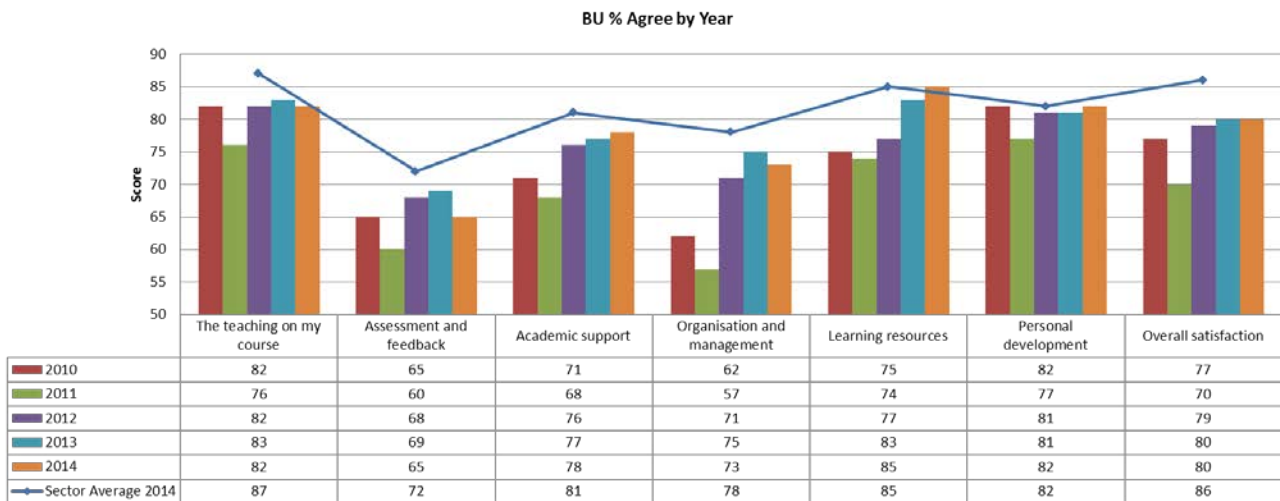
Four out of the six Schools either improved or maintained their overall satisfaction scores, Applied Sciences, HSC, BS and DEC.

At course level 22 courses have improved overall satisfaction scores, however 22 showed a decline.

The % of actively dissatisfied (mostly disagree and definitely disagree) has continued to drop for the third year in a row moving from 12.3% in 2012 to 10.4% in 2014. More students are now falling into the middle neither agree nor disagree count with 9.9% in 2014 compared to 8.7% in 2012. The % of those who definitely disagree has fallen by almost 1% from 2013 to 2014 (3.7% to 2.8%).

Bournemouth University Overall Results

The overall results at BU level showed improvements in three of the seven main areas, Academic support, Learning resources and Personal development.



Satisfaction levels in learning resources have shown the biggest improvement, increasing by 2% to 85%. This has risen steadily over the last four years (74% in 2011) and is now level with the sector average. Students were particularly satisfied with being able to access general IT resources when needed (Question 17), where the % agree score improved by 3% to 88% making this the highest scoring question this year.

Personal development has increased by 1% and is now level with the sector average and whilst academic support has seen four years of consistent improvement it still remains 3% behind the sector average.

Out of the 23 questions, eight have shown an improvement in the % agree score, however, 11 have declined, with changes to the course or teaching being effectively communicated (Question 14) seeing the biggest drop, from 78% in 2013 to 73% this year.

Assessment and feedback remains BU's worst performing area and has dropped by 4% in 2014 to 65%. However this remains a consistent picture with the sector. Question 9, 'feedback on my work has helped me clarify things I did not understand', received a particularly low score of 57% leaving BU 10% behind the sector for this question.

Organisation and Management has also dropped by 2% to 73% after three years of improvement, this area is now 5% behind the sector average.

The additional students' union question has dropped 1% since last year to 77% although this is still 10% above the sector average.

School Results

The following graphs breakdown the results by School and show a comparison to the previous year alongside the overall BU results from 2014.

The headlines for each School are:

Applied Sciences (Faculty of Science and Technology)

- AS has made significant improvements in 2014 with scores going up in all areas except assessment and feedback.
- Academic support and learning resources have both risen by 8% taking them above both the BU and sector average.
- Assessment and feedback is the only area not to improve this year, dropping 3% to 67%, this is largely due to questions 7 and 8, relating to prompt and detailed feedback, which have both seen a drop of 9% this year. Overall Assessment and feedback from AS still remains 2% higher than BU's overall score of 65%.

Business School

- Business School has remained static at 74% this year however this has been significantly affected by Business Studies dropping 9% to 63%. This has been compensated for by both Law (86%) and Accounting and Finance (85%) which improved by 14% and 7% respectively.
- Four of the seven measures have declined with assessment and feedback dropping the most, from 63% to 54%.
- Organisation and management is the only area the Business School has scored better than the overall BU score, however it has still seen a 2% drop to 75%.
- Only academic support and learning resources have performed better this year both increasing by 1% to 73% and 83% respectively.

Design, Engineering and Computing (Faculty of Science and Technology)

- DEC has maintained its overall satisfaction score of 81% for the third year running.
- Assessment and feedback and organisation and management have decreased by 3%. In particular question 14, 'Any changes in the course or teaching have been communicated effectively' has dropped by 7% this year to 74%.
- Two areas have increased slightly, the teaching on my course and learning resources by 2% and 1% respectively.

Health and Social Care

- HSC's overall satisfaction has increased by 1% to 84%.
- All areas improved this year with the exception of teaching on my course and assessment and feedback which have dropped by 2% and 1% respectively.
- HSC remains consistently above the BU score in the majority of areas with the exception of organisation and management which is now just 1% less than the BU score.

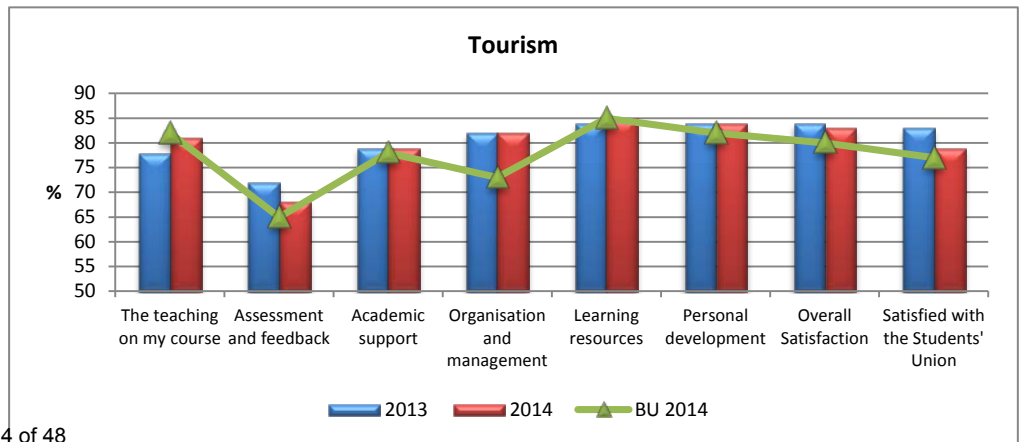
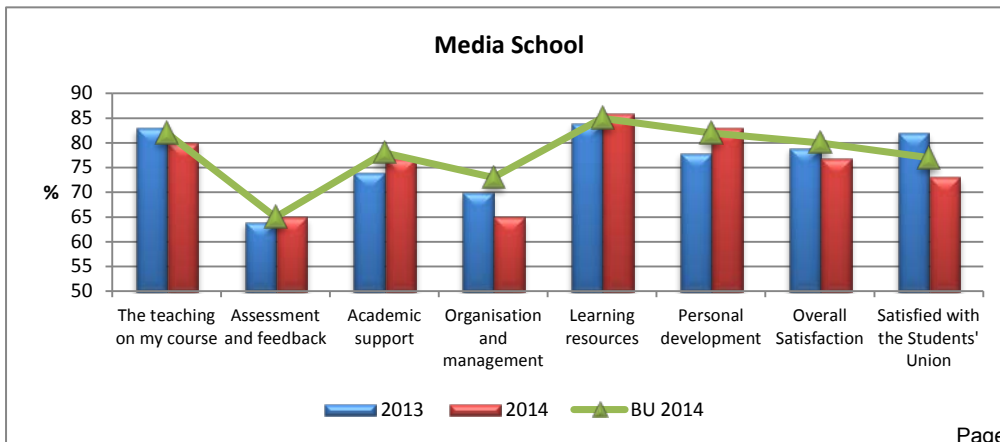
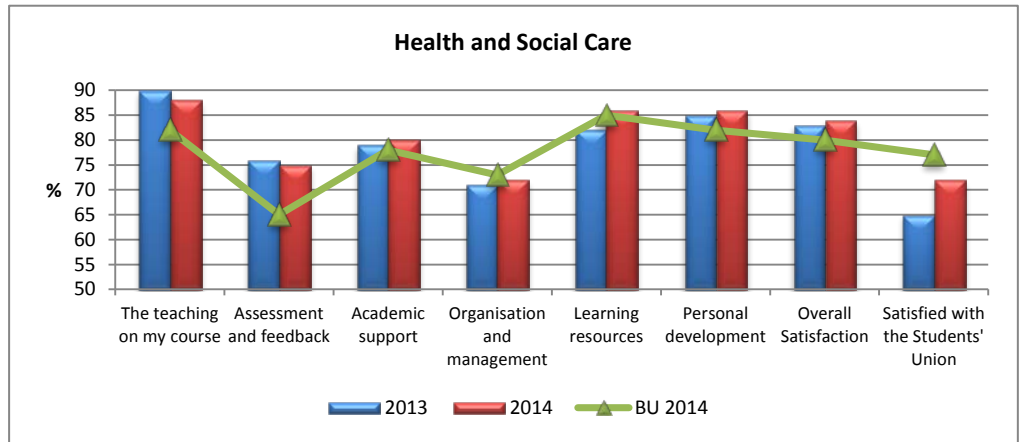
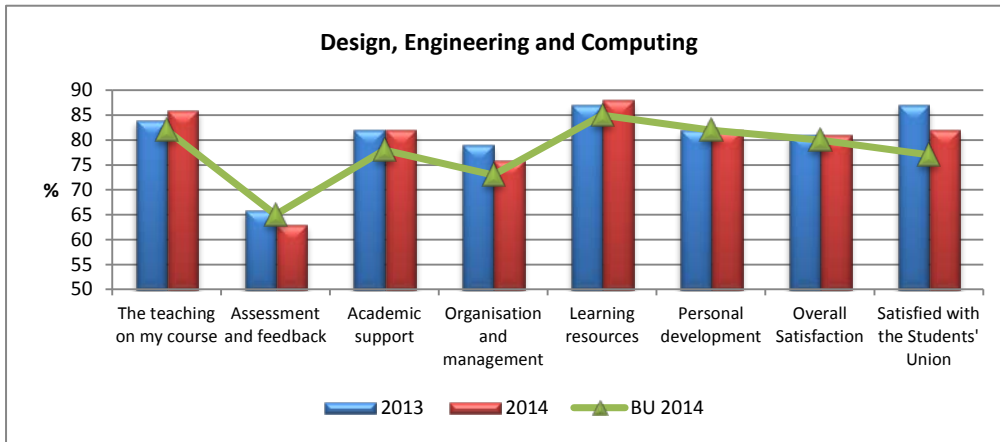
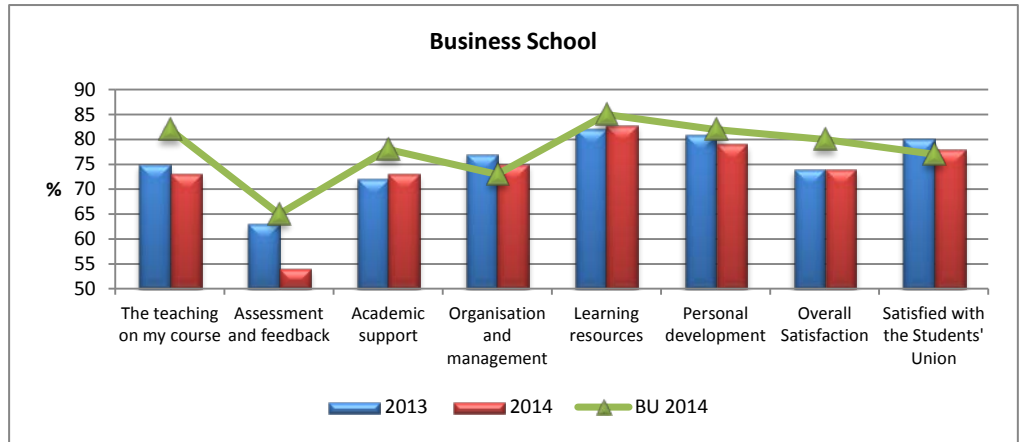
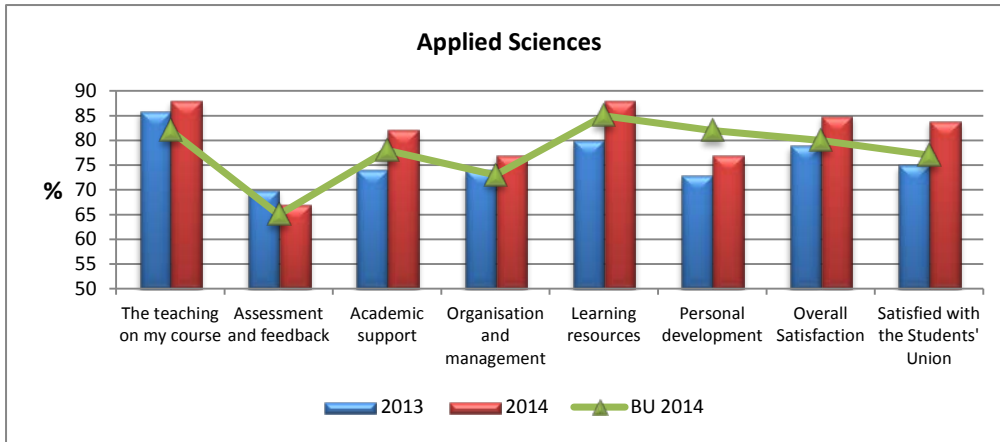
Media School

- Overall satisfaction has dropped by 2% to 77% in 2014.
- Organisation and management appears to be the biggest contributing factor to this, falling 5% to 65%. Question 14, 'any changes in the course or teaching have been communicated effectively' is the main contributor to this fall with a drop of 15% since last year to 60% in 2014.
- The teaching on my course has also dropped by 3% and is now 2% behind the BU average.

- The remaining four areas (Assessment and feedback, Academic support, Learning resources and Personal development) have increased with personal development the most significant of these, rising 5% to 83%.

Tourism

- Overall satisfaction has fallen by 1% to 83% in 2014, although this is still 3% higher than the overall BU score.
- Only one other area has shown a decline this year with assessment and feedback dropping 4% to 68%. A lack of detailed and helpful comments is the main contributor (question 8 and 9 dropping by 9% and 7% respectively).
- The teaching on my course and learning resources have both shown improvement this year, rising 3% and 1% respectively.



Partner College Summary

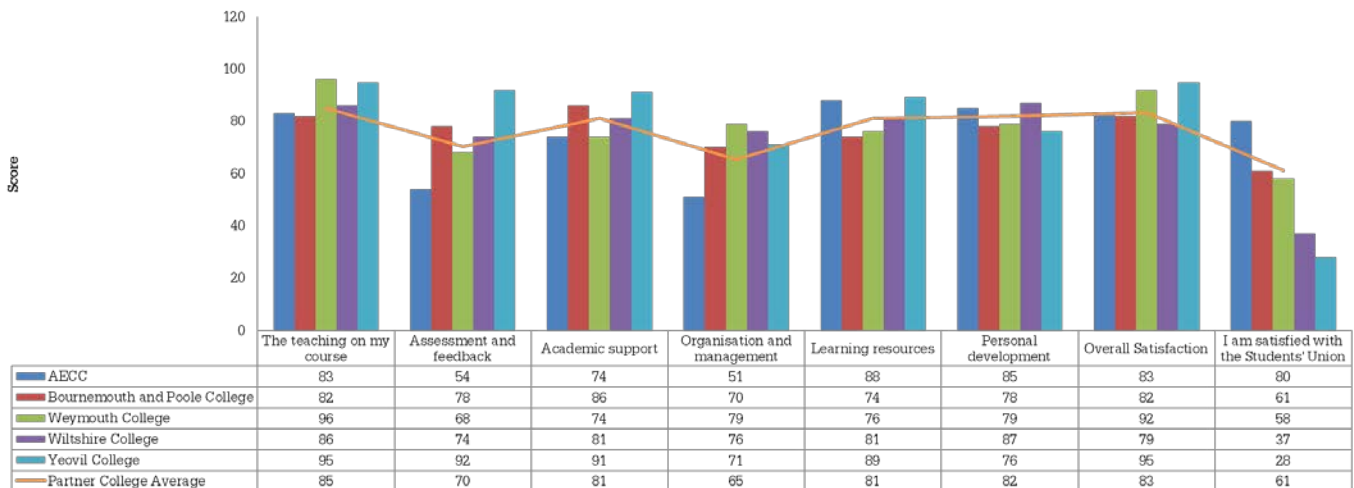
The below graph breaks down the 2014 results by partner college and compares these to the average for all partner colleges.

Students at Yeovil College are the most satisfied this year, having increased their overall satisfaction score by 6% since last year to 95% in 2014. Although organisation and management has dropped 15% to 71% at Yeovil along with the lowest students' union score amongst the partner colleges of 28%, they have still achieved scores of over 90% in 4 of the 8 categories. Weymouth College is the closest behind Yeovil with an overall satisfaction score of 92%, a drop of 3% since last year, whilst still achieving a score above 90% in 2 of the 8 categories even though they have seen a fall in scores in 7 categories.

Students at Wiltshire College appear to be the least satisfied again this year, although they have made significant improvements in every category since 2013. Overall satisfaction here has increased by 16% to 79% in 2014 whilst assessment and feedback and learning resources have increased by 19% and 20% to 74% and 81% respectively.

The lowest scores in this year's survey, other than the students' union question, were recorded in AECC where organisation and management has dropped 27% to just 51% and assessment and feedback has fallen 20% to 54% in the last year.

2014 % Agree by Partner College





Committee Name	Senate
Meeting Date	29 October 2014
Paper Title	Academic Standards Committee Terms of Reference
Paper Number	SEN-1415-13
Paper Author/Contact	Maxine Frampton, Policy & Committees Officer
Purpose & Summary	<p>The ASC Terms of Reference are reviewed annually in accordance with best practice. The proposed amendments are as follows:</p> <ul style="list-style-type: none"> • To include reference to Faculty/Faculties. <p>ASC approved the Terms of Reference on 20 October 2014.</p>
Decision Required	Formal Senate approval is required for any changes to standing committee Terms of Reference.
Implications, impacts or risks	None
Confidentiality	None

Academic Standards Committee

Terms of Reference

Purpose	Responsible on behalf of Senate for setting and maintaining the academic standards of University awards.
Main responsibilities	<ol style="list-style-type: none"> 1. To review the effectiveness of policies within the Quality Assurance Framework and recommend to Senate such changes as appropriate; 2. To consider and approve new and revised framework/ programme proposals for development in relation to the University's overall academic profile and strategic objectives; 3. To maintain an overview of the University's framework/ programme evaluation activity and processes and to ratify the outcomes from the approval processes; 4. To maintain University oversight of issues arising from the annual framework/programme monitoring process through the School/Faculty Quality Reports and approve and act upon such reports, including the referral of matters to the Education and Student Experience Committee as appropriate; 5. To consider and act upon management information data and statistics, including that arising from the annual monitoring process to ensure the maintenance of academic standards and to refer matters to the Education and Student Experience Committee as appropriate; 6. To consider and act upon matters reported by other University Committees which may jeopardise the maintenance of academic standards; 7. To maintain University oversight of the management of quality assurance and enhancement responsibilities within Schools/Faculties through the School/Faculty Quality Audit process and to monitor the resulting action plans; 8. To consider and approve proposals for new collaborative partnerships with reference to the University's collaborative provision strategy and to approve outcomes of Institutional Approval visits; 9. To maintain an overview of academic standards and quality within partnership provision including approval and monitoring of outcomes of Partner Institution Review and receipt of Partnership Board minutes; 10. To make recommendations to Senate on policies and regulations for the admission and assessment of students including postgraduate research degree students; 11. To consider nominations for the appointment of External Examiners and Examiners of research degrees and to ratify the outcomes of the approval process on behalf of Senate; 12. To consider the termination of any external examiner appointment on behalf of Senate; 13. To monitor and act upon External Examiners' reports; 14. To monitor and act upon Professional, Statutory and Regulatory Body reports and activity;

	15. To approve nominations to the Quality Assurance and Enhancement Group.
Duration	Permanent
Chair	Deputy Vice-Chancellor (Student Experience, Education and Professional Practice)
Deputy Chair	To be nominated by the Chair
Management and Support	Secretary: Head of Quality and Academic Partnerships Clerk: Policy and Committees Officer
Membership	<ol style="list-style-type: none"> 1. Vice-Chancellor (Ex-officio) 2. Head of Academic Services 3. President of the Students' Union 4. Vice-President (Education) of the Students' Union 5. General Manager of the Students' Union 6. Senior member of AECC nominated by the Principal of AECC 7. Up to two members of Senate nominated by the Chair of Senate 8. Up to three Members of the Professoriate (to be appointed by the Vice-Chancellor) 9. Deputy Deans (Education) 10. Head of Graduate School 11. Director of Marketing & Communications or nominee 12. Head of Quality and Academic Partnerships <p>It is at the discretion of the Chair to require the presence of particular individuals for any given discussion.</p>
Board Observers	Up to two observers from the University Board nominated by the Chair of the University Board
Quorum	50% + 1
Usual Number of Meetings	Five per year
Reporting Line	Senate
Minutes	Senate / University Board for information
Sub-committees	Partnership Boards International & UK Partnerships Committee School/Faculty Academic Standards Committee Quality Assurance Standing Group AECC Academic Development & Quality Committee Joint Academic Board
Publication	Non-confidential confirmed minutes are routinely published
Notes	Where variation in roles and titles exist within Schools/Faculty, the Dean of the relevant School/Faculty should nominate an appropriate person to undertake the membership role.

Policy and Committees use only:

Final approval by:	Senate	Version number:	
Approval date:		Notes:	
Date of last review		Due for review:	



Committee Name	Senate
Meeting Date	29 October 2014
Paper Title	Education & Student Experience Committee Terms of Reference
Paper Number	SEN-1415-14
Paper Author/Contact	Maxine Frampton, Policy & Committees Officer
Purpose & Summary	<p>The ESEC Terms of Reference are reviewed annually in accordance with best practice. The proposed amendments are as follows:</p> <ul style="list-style-type: none"> • To include reference to Faculty/Faculties. • The addition of Pro Vice-Chancellor (Global Engagement) to the Membership section. • The addition of Vice President (Welfare) of the Students' Union to the Membership section. <p>ESEC approved the Terms of Reference on 23 September 2014.</p>
Decision Required	Formal Senate approval is required for any changes to standing committee Terms of Reference.
Implications, impacts or risks	None
Confidentiality	None

Education and Student Experience Committee

Terms of Reference

<p>Delegated authority and Purpose</p>	<p>Responsible on behalf of Senate for monitoring and enhancing the overall student experience, including the quality of learning opportunities, education enhancement, pastoral, personal development and extra-curricular opportunities available to students, in line with the aims of the BU Strategic Plan 2012-2018.</p>
<p>Main responsibilities</p>	<ol style="list-style-type: none"> 1. To ensure the on-going enhancement of the overall student experience through the development and monitoring of University and School/Faculty strategies and plans for education enhancement and the student experience in line with the aims of the BU Strategic Plan 2012-2018; 2. To champion measures and disseminate good practice to enhance the overall student experience and quality of learning opportunities across the University, including: <ul style="list-style-type: none"> - the academic experience; - the personal development experience; - the pastoral experience; - the social, cultural, sporting and extra-curricular experience. 3. To make recommendations to Senate on policies to promote pedagogic excellence and to develop and disseminate educational initiatives in liaison with the Centre for Excellence in Learning; 4. To identify, promote and review University-wide initiatives, including the Centre for Excellence in Learning to develop the educational practice of staff; 5. To consider and monitor the appropriateness, effectiveness and efficiency of academic and pastoral support services and facilities and to identify University-wide resource needs for the enhancement of education and the student experience; 6. To monitor the student experience relating to the student journey (e.g. recruitment, admission, induction and assessment) to provide the optimal student experience and promote good practice in line with University policies on Fair Access and Dignity, Diversity & Equality; 7. To encourage students to provide feedback and to monitor and act upon the outcomes of such feedback including the annual National Student Survey (NSS), internal student surveys and other feedback mechanisms; 8. To monitor the effectiveness of the University's student-related rules and regulations pertaining to the student experience and conduct and to approve any changes that may be appropriate to ensure fair and impartial application of a reasonable regulatory and supportive well-being framework;

	<p>9. To monitor the effectiveness of the procedures for dealing with complaints and appeals to ensure that students have access to appropriate, clear and transparent formal mechanisms for raising concerns and to refer matters to Senate, Academic Standards Committee or other committees as appropriate;</p> <p>10. To consider and act upon matters reported by other University Committees pertaining to the purpose of the committee;</p>
Chair	Deputy Vice-Chancellor
Deputy Chair	To be nominated by the Chair
Management and Support	Secretary: Academic Administration Manager Clerk: Policy & Committees Officer
Membership	<ol style="list-style-type: none"> 1. Vice-Chancellor (Ex-officio) 2. Pro Vice-Chancellor Global Engagement 3. President of the Students' Union 4. Vice-President (Education) of the Students' Union 5. Vice-President (Welfare) of the Students' Union 6. General Manager of the Students' Union and/or the Head of Representation Services 7. Up to two members of Senate nominated by the Chair of Senate 8. Up to three members of the Professoriate (nominated by the Chair of Senate) 9. Deputy Deans (Education) 10. School/Faculty Student Experience Champions 11. Chair of the Technology Enhanced Learning Strategy Forum 12. Chair of the Student Voice Committee 13. Centre for Excellence in Learning Representative 14. Up to five students nominated by the Students' Union, to include, where possible, a representative of part-time students, postgraduate research students, postgraduate taught students, undergraduates and Partner Institution students 15. Head of the Graduate School 16. Director of Estates 17. Head of Facilities Management 18. Director of IT 19. Head of Student Support Services 20. Head of Quality and Academic Partnerships 21. Head of Academic Services 22. University Chaplain 23. School/Faculty Academic Administration Manager <p>It is at the discretion of the Chair to require the presence of particular individuals for any given discussion.</p> <p>Co-options: SUBU Sabbatical Officers and SUBU executive members</p>
Board Observers	2, nominated by the Chairman of the Board
Quorum	50% + 1

ESE 1415

Usual Number of Meetings	Five per year
Reporting Line	Senate
Minutes	Senate (for consideration) University Board (for noting)
Sub-committees	Student Voice Committee Technology Enhanced Learning Strategy Forum
Publication	Non-confidential confirmed minutes are routinely published.
Notes	Where variation in roles and titles exist within Schools/Faculty, the Dean of the relevant School/Faculty should nominate an appropriate person to undertake the membership role. From academic session 2011/12, the committee combines the work previously undertaken by the Student Experience Committee and the Education Enhancement Committee

Policy and Committees use only:

Final approval by:	Senate	Version number:	v.8
Approval date:		Notes:	
Date of last review	25 September 2013	Due for review:	23 September 2015



Committee Name	Senate
Meeting Date	29 October 2014
Paper Title	University Research & Knowledge Exchange Committee Terms of Reference
Paper Number	SEN-1415-15
Paper Author/Contact	Prof John Fletcher
Purpose & Summary	<p>The University Research & Knowledge Exchange Committee Terms of Reference are reviewed annually in accordance with best practice.</p> <p>URKEC approved the Terms of Reference on 24 September 2014.</p>
Decision Required	Formal Senate approval is required for any changes to standing committee Terms of Reference.
Implications, impacts or risks	None
Confidentiality	None



**Bournemouth
University**

University Research & Knowledge Exchange Committee

Terms of Reference

Delegated Authority and Purpose	Responsible on behalf of Senate for leading, promoting and monitoring the University's research and knowledge exchange activity.
Main responsibilities	<ol style="list-style-type: none"> 1. To lead, promote and review research and knowledge exchange within the University; 2. To oversee the tactical/operational delivery of the Institutional Development Plan for Fusion: Research and Knowledge Exchange; 3. To approve policy on all matters relating to the University's research and knowledge exchange strategies; 4. To review School and Faculty research and knowledge exchange strategies. 5. To assist the University in general, and the Pro-Vice-Chancellor in particular, in the development of a strong, vibrant and financially sound research and knowledge exchange culture and structure within the University; 6. To develop a common framework to underpin how Schools/Faculty develop, manage, report and share research strategy and performance; 7. To receive information relating to research and knowledge exchange activities within the University; 8. To oversee strategy and preparations for the post-2014 Research Excellence Framework exercise. 9. To be responsible for the management of the HEIF strategy and oversee the monitoring of funded projects.
Duration	Permanent (HEIF-5 responsibilities from 2012-13 to 2014-15)
Chair	Pro Vice Chancellor
Deputy Chair	Iain MacRury
Management and Support	Provided by RKEO
Membership	<p>Vice-Chancellor (Ex officio) - John Vinney Pro-Vice-Chancellor (Chair) - John Fletcher Executive Director of Finance and Performance - Graham Beards Academic Services Representative - Christine Fowler Head of Graduate School - Tiantian Zhang Head of Research & Knowledge Exchange - Julie Northam Dean Representative - Jim Roach</p>

	<p>Deputy Deans (Research & Knowledge Exchange) for each School/Faculty (one of whom will be the URKEC Deputy Chair)</p> <p>Andy Mullineux Dean Patton Iain MacRury (deputy chair) Matt Bentley Vanora Hundley Stephen Page</p> <p>Research Communications Manager - Rachel Bowen Researcher Representative (Marilyn Cash) Board Observer (at their discretion) (ask Geoffrey Rayment) SU VP Representative (SU VP Education) REF/UOA sub-committee representative (tbc by Julie) One representative from each of the other URKEC sub-committees (tbc by Julie)</p> <p>It is at the discretion of the Chair to require the presence of particular individuals for any given discussion.</p>
Quorum	50% + 1
Usual Number of Meetings	3 per year (usually January, May and September)
Reporting Line	Senate
Minutes	Senate University Board
Sub-committees	<p>REF/UoA sub-committee (to meet 3 times per year) HEIF sub-committee (to meet 3 times per year) BU Research Themes sub-committee (to meet 3 times per year)</p> <p>The Committee has the authority to set up other sub-committees to focus on specific research and knowledge exchange projects. These sub-committees will meet in the months when URKEC does not meet and will report formally to URKEC, with some of their tasks commissioned by URKEC via its chair.</p>
Publication	Non confidential confirmed minutes are published on the Staff Intranet
Notes	Where variation in roles and titles exist within Schools, the Dean of the relevant School should nominate an appropriate person to undertake the membership role.

Policy and Committees use only:

Final approval by:	Senate	Version number:	3
Approval date:	June 2014	Notes:	Major revision of membership, structure and frequency of meetings, May 2014
Date of last review	October 2012	Due for review:	May 2015

BOURNEMOUTH UNIVERSITY

EDUCATION AND STUDENT EXPERIENCE COMMITTEE

UNCONFIRMED MINUTES OF MEETING HELD ON 23 SEPTEMBER 2014

SUMMARY

1. RECOMMENDATIONS FOR APPROVAL

None.

2. APPROVALS

Section 4.1 – Ratification of Chair's Action: Revision to Student Disciplinary Policy

3. OTHER RELEVANT ACTIONS

Section 3.1.1 - Discussion regarding NSS Results

Section 3.1.2 - Education & Student Experience Plans (ESEPs)

Section 3.3 - BU Student Development Award

Section 3.4 - SUBU President's Report – Focus on the coming Semester

Minutes of the meeting held on 23 September 2014 at 2.00pm in the Board RoomPresent:

Prof T McIntyre-Bhatty (Chair)	Deputy Vice Chancellor
Dr S Eccles (Deputy Chair)	Head of Education, Media School (MS)
Ms D Sparrowhawk (Secretary)	Academic Administration Manager (HSC)
Ms M Frampton (Clerk)	Policy and Committees Officer (AS)
Ms M Barron	Head of Student Support Services (SSS)
Dr F Cownie	School Student Experience Champion, Media School (MS)
Dr A Diaz	Student Engagement & Co-creation Theme Leader (CEL)
Dr B Dyer	School Student Experience Champion (HSC) & Chair of Student Voice Committee
Associate Prof G Esteban	Member of the Professoriate, Faculty of Science & Technology (SciTech)
Prof V Hundley	Member of the Professoriate, School of Health & Social Care (HSC)
Mr A James	General Manager of the Students' Union (SUBU)
Mr S Jones	Head of Facilities Management
Ms J Mack	Head of Academic Services (AS)
Dr A Main	School Student Experience Champion, Faculty of Science & Technology (SciTech)
Ms E Mayo-Ward	Vice President (Education) of the Students' Union (SUBU)
Ms J Quest	Senate Representative
Prof K Phalp	Deputy Dean (Education), Faculty of Science & Technology (SciTech)
Mr R Pope	Vice President (Welfare), Students' Union (SUBU)
Mr M Ridolfo	School Student Experience Champion, Business School (BS)
Prof E Rosser	Deputy Dean (Education), School of Health and Social Care (HSC)
Dr G Roushan	Acting Deputy Dean (Education) (BS) and Chair of the Technology Enhanced Learning Strategy Forum
Ms C Schendel-Wilson	SU President 2014/15, Students' Union (SUBU)
Dr C Shiel	Associate Professor (SciTech)
Ms C Symonds	Head of Quality and Academic Partnerships (AS)
Mr J Ward	Director of IT Services

Student Representatives:

Ms S McGrane	BU Undergraduate Student
Mr J Oliveira	BU Undergraduate Student (International)
Mr K Fraser	Partner Institution Student

In attendance:

Ms S Clarke	Head of Service Excellence (OVC)
Ms A Fernandez	Director of Marketing & Communications (M&C)
Ms S Gates	Internal Communications Manager (M&C)
Mr R Hydon	School Director of Operations (ST)
Mr R Pottle	Head of PRIME

Apologies:

Apologies had been received from:

Mr J Cooke	Head of Student Engagement (SUBU)
Ms A Lacey	Student Rep Champion (HSC)
Mr S Laird	Director of Estates
Canon Dr B Merrington	University Chaplain
Dr S Minocha	Pro Vice-Chancellor (Global Engagement)
Prof J Parker	Member of the Professoriate, School of Health & Social Care (HSC)
Dr P Ryland	Deputy Dean (Education), School of Tourism (ST)
Prof T Zhang	Head of the Graduate School (GS)

1. Welcome and Introductions

The Chair welcomed the group to the meeting and introductions were made. Apologies were noted as above.

2. Minutes of Previous Meeting held on 23 May 2014**2.1 Accuracy**

The minutes were approved as an accurate record of the meeting.

Dr Diaz asked whether the Student Voice Committee (SVC) could discuss and review the overall impact of the introduction of Student Charters and which elements or sections were most or least effective at School level. Dr Dyer confirmed she would discuss this proposal further with the SVC and report back to the Committee.

Action: BD

2.2 Matters Arising**2.2.1 Minute 3.4 – Academic Advisor Research Feedback**

The Committee would like to see further evaluation of the information gathered, conclusions and recommendations. Further work had been carried out to identify current practice across the Schools and recommendations regarding the way forward would be provided to the Committee in due course.

Action Closed: This action was now closed due to other events within the University and would now be superseded.

2.2.2 Minute 3.1 – Debate Item

Members were reminded to submit any suggestions for future debate items to the ESEC Clerk.

Action Completed: The ESEC Clerk reminded ESEC members to advise of any suggestions for future debate items.

2.2.3 Minute 3.1.1 – Annual Review: Education and Student Experience Plans (ESEPs)

Members agreed the ESEP had some overlap with the School Quality Report (SQR) Action Plan, although the SQR was more focused on issues of quality and standards. As the intention was to refine and focus the ESEP in future, it was likely that such duplication could be significantly reduced. Ms Symonds agreed to look through the SQR requirements to ensure information was clear regarding the differentiation between the ESEP and SQR Action Plan.

Action Completed: Additional advice has been added to the SQR template to ensure that there was appropriate differentiation between the two documents. The amended template had been circulated to Schools/Faculty and Partners.

2.2.4 Minute 3.3 – Key Performance Indicators/Performance Indicators

It was questioned whether BU should start to develop student engagement KPIs to support our good practice, as demonstrated by QAA commendation. Evidence would be provided by the Student Engagement Survey around academic engagement as well as the information gathered around the students' holistic experience. It was noted that this topic was due to be developed by the Student Voice Committee (SVC) with the assistance of the Centre for Excellence in Learning (CEL). Dr Dyer agreed to take this information forward and work with SVC with the support of SUBU.

Action Completed: Members agreed that there would be value in measuring various student engagement components e.g. extra-curricular activity as proposed by the group, and that this may be achieved through the SDA and/or HEAR as outlined in 3.1. Members of CEL and SUBU were currently exploring software solutions through the SRS/SITS Working Group to facilitate electronic recording of wide student engagement activity.

2.2.5 Minute 3.4 – Technology Enhanced Learning Strategy Forum (TELSF) Update
Dr Roushan advised that the minutes of the last TELSf meeting of 14 May 2014 would be emailed to members to provide a summary of the review of the TELSf, and the minutes would be included within the next set of ESEC meeting in September 2014.
Action Completed: The TELSf minutes of 14 May 2014 were emailed to ESEC members on 28 May 2014 and were included in the set of meeting papers for the ESEC meeting on 23 September 2014.

2.2.6 Minute 5.1 – SUBU President's Report
DDEs were required to circulate the SUBU President's Report within Schools/Faculty for information.
Action Completed: All DDEs circulated the SUBU President's Report within their School/Faculty.

2.2.7 Minute 5.1 – SUBU President's Report
The SUBU President agreed to add DDEs to the distribution list for future circulation of the SUBU President's Report. In order to more widely share the information, the report would also be added to the BU Staff Intranet in future.
Action Ongoing: The process of adding the SUBU President's Report to staff intranet was ongoing. Members agreed that the report did not need to be circulated to DDEs separately as the report was included with the ESEC meeting papers. DDEs would continue to disseminate the SUBU President's report within the academic community.

2.3 Terms of Reference and Membership List

The Terms of Reference and Membership List were **approved** by the Committee.

It was noted that Mr Cooke's job title had changed to Head of Student Engagement.

It was noted that Dr Roushan's job title had changed to Acting Deputy Dean of Education (BS).

3 PART 1: FOR DISCUSSION

3.1 NSS Results/Annual Review of PREP/ESEPs

3.1.1 NSS Results

A full report had been circulated with the agenda.

The overall satisfaction score for BU had remained at 80%, with the sector average remaining static at 86%. A total of 22 courses had an overall improved satisfaction score; however the same number had shown a decline in their score. If the five lowest scoring courses were removed from the equation, the BU overall score would have increased to 83% which would have been a significant improvement. However, a number of areas that had been targeted in previous cycles had not improved and some actions had not been fully carried through/implemented from previous ESEP discussions. These issues, such as effective mid-cycle unit feedback and resultant dialogue, and academic advisor support now need to be embedded. It was noted that it was imperative that BU not simply incrementally enhance, since the results would therefore not be likely to be significantly different, and that all colleagues needed to consider step-change in practices to ensure an outstanding and personalised student experience.

The area of Assessment and Feedback had shown a decline of 4% to 65% which was behind the sector average. Organisation and Management had also shown a decline of 2% to 73%, and this area was now 5% behind the sector average. The areas of Learning and Resources and Academic Support had both increased for the fourth consecutive year and BU was now level with the sector average of 85% and 81% respectively. The Partner Colleges' satisfaction rate remained at 83%, with the highest performing Partner College being Yeovil College at 95%. The lowest performing Partner College was Wiltshire College at 79%.

Initial reflection on the NSS results confirmed earlier discussions at ESEC meetings regarding Assessment and Feedback. However it was agreed that action needed to be taken to improve this situation. Most Schools had highlighted assessment and feedback in their ESEP submissions for the coming year and some were disappointed that the previous foci of PREP had not provided a gain. PREP activity should be reviewed for 2014/15 in order to ensure that the activities are appropriately focused and can enhance good educational practice. There was other mixed evidence of past success, for example, there appears an unhelpful coincidence between higher use of e-feedback and a decrease in ratings regarding detailed comments on assessment. It was also not clear that assessment strategies had been fully optimised for semester delivery (where that was now the format of delivery). In addition, qualitative comments from students in the NSS had indicated that sometimes assessment deadlines had been moved, and that feedback on work was not prompt. It was therefore remiss that three week turnaround was not mentioned/targeted in all ESEPs.

It was noted that many appeals and complaints over the past ten years had been centred around feedback and marks received from lecturers, staff members not returning calls/emails, students not being advised of cancelled lectures and the bunching of assignments. Members agreed these should be seen as 'quick win' issues that could improve students' experiences considerably.

The Media School reported that there may be a need for increased investment in administrative support for Organisation and Management, especially when student numbers were increasing. Members were reminded that the Student Journey Project (SJP) was still in progress, which will look at this area.

It was highlighted that there was still the need for job descriptions and responsibility matrices for Programme Co-ordinators/Leaders it was proving difficult to recruit to these positions, due to perceived lack of institutional recognition. The BS would like assistance from Human Resources/Organisational Development to develop job descriptions that are complementary to those of Framework Leaders.

Members noted that it would be useful to further understand students' perceptions about Organisation and Management, so that areas of concern could be addressed within their School/Faculty. One area already identified is that changes to timetables are not always communicated efficiently or effectively to students. Members agreed on the importance of keeping students as up-to-date as possible regarding all areas of their courses and confirming such through online methods of communication.

It was also noted that the logistics of timetabling across the institution is still not ideal. For HSC this is a particular issue as 40% of their students are mature students with childcare/carer obligations, and the need for timetables to be issued as early as possible was very important to prospective students. There was some concern that other HEIs seem to provide their timetables as early as May but that BU issues timetables only a week in advance. This was seen as particularly detrimental to students in HSC.

It was agreed that Estates should look into this issue further, although it was accepted that there remain some problems with regards to Schools/Faculty and academics not providing information in time, as well as confirmation and clearing creating uncertainty in terms of final student numbers and cohort sizes.

Action: SJ to talk to HSC in particular (and other Schools/Faculty) about this issue

It was noted that within HSC efforts had been made to improve the information provided to students for their assignments briefs. HSC Unit Leads ask colleagues from other groups to check that the instructions are clear and comprehensive prior to issuing them to students so that any necessary amendments can be made. This year, HSC have introduced 'co-creation' assignment guidance, whereby second year students are asked to feed back on their experiences of first year assignment briefing so that areas of good practice can be identified and shared, and improvements made to the writing and presentation of the briefs in future.

Dr Roushan informed members that communication and managing student expectations were key issues and suggested that staff development activities, drawing on expertise from Service

Excellence and the Centre for Excellence in Learning (CEL), could help in supporting and sharing good practice amongst academics. Consideration should be given to accommodating the needs and experiences of longer serving academics versus those who were new to teaching.

In summary, and in reference to outcomes from the ULT/Heads of Department Away Day, members agreed that academic staff should be encouraged and supported in developing a fully collegiate relationship with students via a continuous dialogue that included more individual contact time, care, attention and feedback to students through a range of different media.. This could be facilitated through Academic Advisor sessions and it was noted that all should learn from HSC's successful Academic Advisor system. As professional educators, it is important that academic staff support every student in achieving their full potential whilst at BU and provide educational experiences that both challenge and excite them.

3.1.2 Annual Review of PREP

This item was discussed within the section above.

3.1.3 Education & Student Experience Plans (ESEPs)

Within the ESEPs submitted by Schools/Faculty and Professional Services, members agreed each ESEP had been reflective and thoughtful and had clearly targeted specific actions. Sharing ESEPs was a useful exercise to identify differences and to share good practice.

Key issues were highlighted:

- Most Schools had focused on specific programmes and/or areas for improvement and had made the ESEP more concise. This programme specific focus was required in all ESEPs given the NSS results.
- Many actions from previous ESEPs were now recognised as good practice and embedded as 'business as usual'.
- Schools had identified different approaches to assessment and feedback to encourage more innovative ideas and practices.
- As staff were starting to discuss the issue of Assessment and Feedback, it was suggested a small Working Group could be set up to discuss innovation and share good practice in this area. The Chair of ESEC would be part of the new Working Group and would be in contact with those who raised issues at the meeting in order that their concerns could be taken forward. Dr Roushan would arrange a date for the Working Group for DDEs.

Action: GR

- A query was raised on whether colleagues had ideas on making the feedback on Turnitin for online assignments more user-friendly for students. This could be an area for discussion by the Working Group as above.
- Members agreed that students need to know how they performed according to the criteria set and what they could do better for their next assignment.
- It was not clear that each School/Faculty had identified a student experience budget to support enhancement student learning experiences and that this should be considered.

The discussion regarding ESEPs and the sharing of information should help to inform members' plans for action and improvement over the next twelve months and Schools should continue working towards the creation of first class student experiences.

3.2 Debate Item: Are we creating rich, meaningful experiences for our students?

Since her involvement with Technology Enhanced Learning (TEL), Dr Roushan noted that there had tended to be a focus on the 'technology' element of TEL, often at the expense of 'learning'. The

article provided to members looked at some historic debates in this regard and Dr Roushan encouraged members to consider how BU wants to connect students to the world outside of academia without isolating them.

The Committee was reminded that BU prepares students for a complex uncertain world where technology continues to evolve at a breakneck pace. Students need to be given the opportunity to think about the whole of their student experience and how they can develop themselves and draw together everything that they have learned at university.

In summary of the discussion, it was agreed that BU needed strong programme leadership and high performing academic teams that worked together effectively. This debate should inform the ESEPs and staff development during 2014/15, and ESEPs should capture members' thoughts and plans on how Schools/Faculty are dealing with these and similar issues.

3.2.1 Technology Enhanced Learning Forum (TELSF) Update

This agenda item had been discussed within Agenda Item 3.2.

3.3 BU Student Development Award

The Student Development Award (SDA) would be open to an increased number of students over the next two to five years, although some processes would need to be refined in order to hit the targets set.

96% of students felt the Award had enabled them to develop their own confidence with CV writing, application forms and preparing for interviews, which was an increase of 21%. Work would continue on these personal developments and every effort would be made to get as many students involved as possible.

Sonya Harvey was commended on the work she does with the SDA and the excellent 1:1 sessions she runs with students.

3.4 SUBU President's Report – Focus on the coming Semester

SUBU were currently working on a 'Top 10' list of students' concerns based on feedback received so far via the National Student Survey (NSS) and Student Opinion Survey (SOS). To date, 21,000 comments had been received and SUBU would continue to analyse these comments. The 'Top 10' list would be finalised and shared by the end of September 2014.

This year, SUBU will be piloting an initiative called '20:20 Vision teams' lead by the SU VP (Education), whereby teams of 20 students will take 20 days to interview 20 students each about key issues around their student experience. The results would inform the direction of surveys moving forward.

A number of people and services have recently been recognised locally and internationally for their work:

- Best Student Sports Club – Winner, SUBU Boat Club
- Volunteer Service of the Year – Winner, SUBU Volunteering
- Lifetime Achievement Award – Runner Up, Lexy Browning, SUBU Volunteer Co-ordinator

The SUBU President had been working with local residents, Ian Jones and James Donald to encourage BU students to play an active role in the community. Work would continue on increasing the engagement of students with the SUBU Activities Department. However in the long term, the numbers of clubs and societies would be reduced in order to reduce costs, but they would be made more accessible to students.

The SUBU VP (Education) has been working on the Staff Handbook for Student Representation over the summer, which would shortly be distributed to academic staff. Work was also being carried out

on the Student Rep Handbook. The name of the School Reps had changed to Senior Rep Officers (SROs), now that BU had a Faculty, and BU no longer operated a solely School-based system.

The SUBU VP (Welfare) has been working on the Mental Health Day with James Palfreman-Kaye. SUBU's Safe Space policy would be implemented imminently and would be embedded across all SUBU departments and training for staff had taken place before students returned for the 2014/15 academic year.

The SUBU VP (Lansdowne) has been working on improving how SUBU engages with students whilst on placement and has been working on securing funding to make the outside of Studland House more aesthetically pleasing, which may include seating.

It was noted that work had taken place to extend the number of extra-curricular activities which take place at Lansdowne. Further work would continue in order to improve student satisfaction.

Members agreed that BU and SUBU should celebrate the excellent work carried out by so many people and every effort should be made to share student and staff successes.

4. PART 2: FOR APPROVAL AND ENDORSEMENT

4.1 Ratification of Chair's Action: Revision to Student Disciplinary Policy

The Committee **ratified** the Chair's Action to approve the changes to 11K – *Student Disciplinary: Procedure*.

5. PART 3: FOR NOTE

5.1 Centre for Excellence in Learning Update

The paper was **noted**.

5.2 Review of Current Student Essentials "Is it fit for purpose?"

The paper was **noted**.

6 REPORTING COMMITTEES

6.1 Student Voice Committee Minutes of 14 May 2014 and 25 June 2014

The minutes were **noted**.

6.2 Technology Enhanced Learning Strategy Forum (TELSF) Minutes of 14 May 2014 and 9 September 2014

The minutes were **noted**.

7 ANY OTHER BUSINESS

7.1 It was advised that a Working Group was to be established to discuss improvements in School/Faculty Inductions for next year's inductions.

Mr Ridolfo, Ms Barron, SUBU President and the SUBU VP (Education) agreed to be part of the Working Group. Any members who would wish to be involved in this Working Group should contact Mr Ridolfo.

Action: ALL

8. DATE OF NEXT MEETING

Wednesday 26 November 2014, 2.00pm to 4.00pm in the Board Room

BOURNEMOUTH UNIVERSITY

UNIVERSITY RESEARCH & KNOWLEDGE EXCHANGE COMMITTEE

UNCONFIRMED MINUTES OF MEETING HELD ON 24 SEPTEMBER 2014

SUMMARY

1. RECOMMENDATIONS FOR APPROVAL

None.

2. APPROVALS

Section 6 - Code of Good Research Practice

3. OTHER RELEVANT ACTIONS

Section 3 - Annual Review of Key Performance Indicators

Section 5 - Graduate School Update

Section 6 - Code of Good Research Practice

Section 8 - Academic Publication Policy Review

Section 9 - Grants Academy Review

Unconfirmed

Minutes of the meeting held on Wednesday 24th Sept 2014 at 3pm, Boardroom, Poole House

Present: J Fletcher (Chair); J Northam; G Beards; J Taylor; A Mullineux; D Patton; I MacRury; V Hundley; S Page; J Roach; E Crowley; J Deveky; E Mayo; R Hurst

Not in Attendance: C Fowler; J Vinney; M Cash; S Stringer; Don McQueen

AGENDA

1 WELCOME & APOLOGIES

The Chair welcomed Members to the meeting.

Apologies were received from: C Fowler; J Vinney; M Cash; S Stringer; Don McQueen

2 MINUTES OF THE PREVIOUS MEETING (1st May 2014)

2.1 All agreed

2.2 Discussed the actions from the previous meeting:

1.1- Investigate whether the quarterly research income meetings and the quarterly finance meetings could be merged

J Northam is liaising with J Jones in F&P to see whether they can be linked up. The first ones are due to start end of Oct/early Nov, if we can then we will. This will be confirmed in due course. A point was raised as to who is the most suitable representative from the schools to attend these meetings

DDRE's to make a decision on who from their school/faculty is invited to the meetings. Accurate information and an understanding of the finances is what are required. Once J Northam has had her meeting with J Jones she can send out a proposal which confirms the purpose of the meetings and then the most appropriate person can be selected to attend.

ACTION: J Northam to send out a proposal which sets out criteria

ACTION BY: J Northam

2.3 Ensure Research PAD is accessible on the Staff Intranet and the Research Blog
 Research PAD is accessible on the staff intranet via an icon at the bottom of the staff portal page. J Northam can add a link to Research PAD on to the research blog.

ACTION: J Taylor to send link to J Northam to add to the Research Blog

ACTION BY: J Taylor and J Northam
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2.4 Review HEIF Budget

J Fletcher and J Northam have completed the budget review and spoken to the HEIF project leaders. Regular updates on a monthly basis have been requested as to where we are with the HEIF spending.

J Northam spoke to Adrian Day from HEFCE, he is involved with the HEIF management and he has confirmed there will be further HEIF funding, J Northam to speak to him this week to discuss this in more detail.

ACTION: J Northam to pursue this and disseminate information

ACTION BY: J Northam

2.5 There is now a HEIF committee which consists of HEIF project leaders and a Marketing and Communication rep, and J Northam and J Codling from RKEO. The meeting is chaired by J Fletcher. They will produce a report which comes to this committee.

Unconfirmed

The other sub-committees, including REF and the Research Concordat Steering Group, will also feed in to this committee.

URKEC will then report to Senate. URKEC and its sub-committees will meet three times a year, with the occasional meeting in between to address particular issues.

ACTION: R Hurst to circulate minutes from HEIF and REF meetings to URKEC committee.
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ACTION BY: R Hurst

3 ANNUAL REVIEW OF KEY PERFORMANCE INDICATORS (CHAIR)

- 3.1 J Fletcher confirmed that BU is changing the RKE income KPI in the way that is measured. This will be monitored over a three year period instead of annually.

KPI1 Academic strength: showing upwards arrow, which is promising, we are currently standing at 55%, target for 2018 is 100% so more work to be done to improve this.

With regard to PI1 (research outputs) there was concern that the measurement did not take into account ECRs. J Northam confirmed that PRIME collected this data from the REF submission (including all staff who were considered in the mock exercises) and so ECRs have been included with their permitted reductions in output. However, there isn't yet a mechanism in place to make allowances for ECRs (i.e. reduced output) for future measurements.

J Fletcher has been charged with discussing ways of measuring outputs so we can start looking at alternative ways of recording quality. Quality is as important as volume. The period over which you measure can be changed but not the KPI.

ACTION: A small group of project leaders to work with RKEO to scribe out what the composition and justification of the way we measure the KPI's.

ACTION BY: J Northam and I MacRury

- 3.2 BRIAN still needs to be used more actively and has recently been introduced as part of the BU appraisal process so should increase KPI5. This should reflect an increase next time round.

ACTION: Detailed verbal description of the PIs which we could circulate. Sub-set of URKEC to look at this, one rep from each school, RKEO and JF to be invited

ACTION BY: J Northam and I MacRury

4 URKEC TERMS OF REFERENCE AND THE REMIT OF THE SUB-COMMITTEES

- 4.1 Unchanged ToR, membership has changed due to the split in the meetings. URKEC receives reports from the sub committees which feed in to URKEC which reports to Senate.

5 GRADUATE SCHOOL UPDATE

- 5.1 The Code of Practice for Research Degrees has been circulated to the committee, the changes are minor. In 2014-15 the Graduate School will be working with EDQ to undertake the first periodic review so we kept the changes down to a minimum with a few individual points strengthened and clarified.

Research Pad launched in April 2014 and is working relatively well with a few issues and teething problems. J Taylor thanked the committee for their continued support. The message remains to promote this as much as possible amongst supervisors and PGR's.

Studentships are being launched in a new round in mid-October, five fully funded, 45 match funded studentships.

J Fletcher is leading a review across academic staff and PGR's however in the meantime the graduate school is delivering the PGR Development programme as normal.

Unconfirmed

The steering group will try and establish a mixed model and there should be something in place by Jan 2015.

A point was raised as to whether there is scope for collating a CPD programme to record this kind of activity internally and externally and or finding a way of accrediting this.

A point was raised as to whether Research Pad has a system of alerting supervisors when something has been added by a student.

ACTION: J Taylor to raise this with IT at a future meeting and to feedback results to the committee
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ACTION BY: J Taylor

Another point was raised relating to the clarification required for the sign off for the annual review. There is no facility in the software to capture this. It was agreed that permissions should be looked at and given to DDRE's in all the schools.

ACTION: DDRE'S need to be given access to RA permissions on Research Pad

ACTION BY: J Fletcher

It was suggested that some usability sessions be organised to resolve some of the issues we are facing with Research Pad.

ACTION: To see if we can set up a usability session
--

ACTION BY: J Taylor

The committee were concerned about the lack of research administration in the Schools/Faculty. An inventory list is to be drawn up of what support is and isn't provided to iron out any gaps in the structure

ACTION: J Northam and Ian MacRury to draft a first version to be sent to DDRE's
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ACTION BY: J Northam and I MacRury

6 CODE OF GOOD RESEARCH PRACTICE

- 6.1 The current version was last updated and approved in 2006 and is very short. The Code has recently been updated and the plan is to update it annually from now on and bring it to URKEC this time each year for approval. The current version has been expanded upon and covers new topics and the team have looked at good practice nationally and internationally. It was presented to URKEC for ratification that it can become a public document.

Comments made

V Hundley requested that the document refers to low and middle income countries and not developing countries and high income countries not developed countries.

ACTION: Change the current wording in line with the terms of good practice

ACTION BY: Julie Northam

- 6.2 The Code pulls together other policies and practices that we already have, for a lot of these policies we will have comms plans, and there will be training events happening around this code of practice.

J Fletcher suggested that RKEO are invited to attend the school/faculty research away days to present some of the key points.

Research data management (RDM) is a new addition to this area. RDM carries significant resource implications in terms of staffing and sharing and developing trends. This is something that BU needs to invest additional resource in. Other universities have invested and recruited specific posts to support this.

Unconfirmed

ACTION: Pull out some examples of how this is done in other HEIs and send to J Fletcher
ACTION BY: E Crowley and S Stringer

ACTION: Circulate the updated version of this document to the committee.
ACTION BY: J Northam

7 CODE OF PRACTICE FOR RESEARCH DEGRESS

- 7.1 This was covered in point 5 by J Taylor.
 One comment was raised regarding the guidelines for studentships on the authorship of publications as much of this information is duplicated in the Publications Policy. There should be one policy rather than two.

ACTION: It was agreed this should be a single document
ACTION BY: J Northam and J Taylor

8 ACADEMIC PUBLICATION POLICY REVIEW

- 8.1 The policy has not been updated since 2011 and was originally written by J Northam and E Crowley.

The updated policy now incorporates topics such as Open Access, RDM and REF requirements. Of particular note is that the policy now mandates a requirement for a full version of all outputs to be uploaded to BURO at point of acceptance. Compliance will be monitored via appraisal, academic career progression and by RKEO. It also contains information about authors' rights to retain their copyright with links to support documents on how this can be done through Sparc.

Support can be offered from RKEO and LLS to help with this. It was suggested that a session on copyright issues could be provided. E Crowley can be contacted if this is required.

It was discussed that academics are to enter full text articles on to BRIAN as an unsecure pdf which is text mineable as we score higher in REF 2020.

J Northam presented a brief paper on eBU and encouraged the Committee to use the service, stating the system is locked down to BU staff and students only. The user can login, upload draft papers and receive feedback on their papers and also give feedback to other papers. She noted this is a great opportunity to provide feedback to students and staff on their papers and requested colleagues promote this as a useful tool. Prof I MacRury stated that a group in MS are keen to do something similar; Prof Fletcher would like them to engage with eBU.

9 GRANTS ACADEMY REVIEW

- 9.1 Dr R Edwards presented a review document on the Grants Academy, sharing background on the scheme which commenced two years ago. Since then 102 members have joined. The scheme requires that three proposals are submitted during their 18 month tenure on the scheme. The scheme includes intense training for academics regarding proposals and there are other resources available. Overall, feedback is positive about the Grants Academy. However, there is a trend that expectation of members is not as high as it was hoped for and a large core of members have still not submitted a proposal as part of the scheme. This is attributed to a lack of strategic recruitment and waning enthusiasm by members, potentially due to expectation and commitment issues. The scheme has developed in isolation from other BU processes which can hinder academic proposals if they are unaware of the processes.

Unconfirmed

10 UPDATES FROM SUB-COMMITTEES**10.1**

- REF Committee (tbc)

Minutes will be circulated

- HEIF Committee (tbc)

Minutes will be circulated

- KTP Steering Group (J Northam)

The group has not met yet

- Research Concordat Steering Group (J Northam)

The next meeting is scheduled for this Friday. The group will discuss ratification of the code of practice for the recruitment and development of research staff. This will be circulated to this committee when approved. The group will also discuss the preparation for the two year audit which takes place at the end of 2014.

11 ANY OTHER BUSINESS

ACTION: Next agenda to include a discussion point around increasing student engagement with, and awareness of, research.

ACTION BY: All

ACTION: Could we have a University wide ECR policy, respect to guidance for training, careers structure.

ACTION BY: J Fletcher (fusion ratification first)
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J Fletcher confirmed that I MacRury will be deputy chair of this committee.

Date of next meeting: 26th Jan 2-4pm Boardroom

Rhyannan Hurst
 Committee Clerk
 RKE-14-15-01 Minutes 24 Sept 2014

BOURNEMOUTH UNIVERSITY
SCHOOL OF HEALTH & SOCIAL CARE, SCHOOL ACADEMIC BOARD
UNCONFIRMED MINUTES OF MEETING HELD ON 9 OCTOBER 2014

SUMMARY

1. RECOMMENDATIONS FOR APPROVAL

None.

2. APPROVALS

Section 2.2.1 - Recommendations from SAB – Renewals

Section 9.3 - School Approvals – Proposed New Visiting Fellows and Associates

3. OTHER RELEVANT ACTIONS

Section 3.1 - Student Journey Project Update

Section 3.2 - RKEO Structure

Section 3.3 - Being Successful at NSS

Section 8.0 - Collaborative Provision – Dorset Healthcare University NHS Foundation Trust Update

HSC SCHOOL ACADEMIC BOARD

UNCONFIRMED MINUTES

9 OCTOBER 2014

1.0	<p>Attendees and Apologies</p> <p>Attendees: Gail Thomas (Chair), Deirdre Sparrowhawk, Vanora Hundley, Jo Downey, Angela Turner-Wilson, Bethan Collins, Carol Bond, Suzanne Clarke (Head of Service Excellence), Lukasz Naglik, Sarah Petty, Joe Harrison, Kim Vine, Penn Greenberg, Desi Tait, Jane Hunt, Jason Edwards (RKEO), Sara Mundy (RKEO), Jennifer Roddis (RKEO), Maggie Hutchings, Barbara Dyer, Amanda Watson, Ann Hemingway, Caroline Ellis-Hill, Sue Collins, Chris Fowler, Emma Crowley, Rosie Read, Stephanie Schwandner-Sievers, Sian Hedger, Cathi Farrer, Gill Jordan, Karen Cooper, Sue Baron, Jim Phillips, Lesley Elcock, Mark Gagan, Vanessa Heaslip, Ashley Spriggs, Ellie Mayo-Ward (SUBU), Elizabeth Rosser, Edwin van Teijlingen, Wayne Bennett, Kip Jones, S. Scott, Andy Scott, Clive Andrewes, Andy Mercer, Peter Thomas, Shelly Anne Stringer (RKEO), Luisa Cescutti-Butler</p> <p>Apologies were received from a number of colleagues</p>	
2.0	MINUTES OF LAST MEETING	
2.1	<p>Accuracy Agreed as accurate.</p>	
2.2	Matters Arising	
2.2.1	<p>Recommendations from SAB – Renewals Vice Chancellor approved renewal for Professor Alean Al-Krenawi, Professor Paula Kersten, Professor Jeffery Bagust, Professor Philip Clarke and Professor Debra Bick for Visiting Professor.</p> <p>Vice Chancellor did not approve new VPs – Professor Tadakazu Kumagai and Professor Cheng Sim Hew. Both have been renewed as Visiting Fellows.</p>	
2.2.2	<p>Student Experience - Vending Machine Royal London House This action ongoing. Will continue to try to find appropriate space.</p>	AS
2.2.3	<p>Pearson College This proposal is on hold following the need to clarify governance issues. BU remains committed to finding a way forward for this partnership.</p>	AM
3.0	EDUCATION ENHANCEMENT	
3.1	<p>Student Journey project update GT welcomed Jackie Molnar, Organisational Change Lead for Student Journey Project. JM gave a brief overview of the context of the project in developing improvements to the administrative process for students and also for implementation of the new student record system (SRS). Tribal had been appointed the supplier for the new SRS, called SITS, which has 8 planned stages of implementation. A student admissions application portal is due to be</p>	

<p>3.2</p>	<p>launched in November for the 2015.16 cycle. The next stage will look at enquiries and will provide a CRM single enquiry system. The whole process will take to 2015/16.</p> <p>The project will provide opportunities for organisational change and this will start in January 2014 considering all administrative student facing processes across the University, affecting Schools/Faculties and professional services. There will be a series of workshops across the University prior to a consultation paper in the new year.</p> <p>The Committee were invited to ask questions.</p> <p>Will the change reflect the reality of the student experience and assurances be in place that the enquiries service would not look like a call centre? JM advised that the enquiries service provided an opportunity for students to ask their questions via a variety of media in one place. This would be for generic enquiries and that there would be a need for specific expert guidance also.</p> <p>How will the new SRS affect the interaction/communication with students? JM advised that the system would enable academic staff to be able to answer generic enquiries if a student had other concerns as well as academic work. It was not the intention to increase workload for academics, but to reduce the number of data entry systems and it would also help them to be able to signpost a student to the correct support. JM advised that there are working groups looking at this and they are keen to have further academic involvement in the Academic Engagement Group. Some members of HSC were currently involved and these were (advised after the meeting):</p> <ul style="list-style-type: none"> - Clare Taylor - Elizabeth Rosser - Margarete Parrish - John Tarrant - Sara White <p>If anyone else was interested, their support would be gratefully received and they should contact Jackie Molnar.</p> <p>RKEO Structure</p> <p>GT welcomed the members of RKEO who had attended the meeting. A structure diagramme of the newly organised RKEO department was shown to the attendees and is attached to these minutes. Members of RKEO supporting HSC were:</p> <p>Jennifer Roddis, Research Facilitator Jason Edwards, Funding Development Officer (pre award) Cristina Barosso (post award) Rebecca Edwards, Knowledge Exchange and Impact Team</p> <p>Both Jason and Cristina will be spending time within HSC for most days of the week (1st floor RLH).</p> <p>November 5th will see an RKEO/HSC joint drop in session for staff. An open</p>	<p>ALL</p>
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3.3	<p>invitation will be sent and advertised on the HSC Blog.</p> <p>Being Successful at NSS</p> <p>It was noted that for HSC some courses had improved their NSS scores this year; ODP, Adult Nursing, Social Work, FdParamedic Science, Children & Young People’s Nursing and Occupational Therapy. HSC historically has always had quite good results in NSS scores but BU overall has plateaued. This resulted in the need for a step change to improve student experience across the University.</p> <p>GT introduced Suzanne Clark, Head of Service Excellence, who had met with the programme teams who did very well in the 2013 NSS to understand why and how. SC advised that she had considered only the overall satisfaction score rather than the individual scores that made up the NSS. The main areas of note were:</p> <ul style="list-style-type: none"> • The programme teams applied a student centred approach • Work in partnership with the student (with student reps playing a key role) and the academic staff providing “tough love” • Academic team meets regularly and provided a supportive network for each other as a team – interacting with each other • Treated students like adults • Built in compulsory activities, for 1st year students in particular, to help build a good rapport between academics and students <p>The working groups recognised that there were other factors that impacted on the NSS and discussed whether buddying/mentor models between programmes for improving the NSS might be a way forward. It was noted that the message from UET was that Programmes should try to find out where there were blocks to improvements so UET might support changes.</p> <p>GT shared that the SUBU SOS feedback had included comments from some students about feeling patronised; the need to treat students as adults and with respect was raised as important. ER was taking forward the idea of co-creating assignment briefs with students to find out what worked/didn’t work for them in terms of guidelines and feedback. Students had also advised that Student Societies were important and SUBU would be working on these being increased across the Lansdowne campus.</p> <p>The Committee members were asked for their comments:</p> <ul style="list-style-type: none"> • Small cohort numbers disadvantaged particular courses in the scores. • It was reported that there had been difficulties recruiting student reps, but SUBU were trying to help. • There had been basic organisation issues this year including timetabling and MyBu access for a variety of reasons. It was reported that Geli Roushan was leading an investigation into Blackboard’s continued sustainability. Anyone interested in participating should contact GT. • ER was also taking forward the question of timetables being available earlier than they currently are. She will be talking with Operations Manager for Estates, Steve Jones. Some staff felt that the timetable was resource driven and increases in student numbers also impacted on space availability. 	
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3.4	<ul style="list-style-type: none"> It was acknowledged that timetabling had been an issue this year and staff were asked to ensure they explained to students the way we were trying to improve things for next year. <p>It was agreed that the BU emphasis on the NSS gave an opportunity to make programmes more creative and engaging from all aspects, including delivery, teaching and engagement.</p> <p>HSC WP Outreach Information</p> <p>BC reported that she had secured fusion funding to update the outreach information for WP students and that videos and a draft booklet has now been produced. Staff were asked to feedback on the videos and the draft. The drive was to raise aspirations amongst students who would not normally attend University. Feedback on changes to draft booklet are required by 17 October 2014.</p> <p>Videos do not include all programmes as unfortunately not everyone was available. A request was made for PLs from those programmes to try to engage students with this initiative.</p> <p>The Committee commended BC on the work.</p>	ALL
4.0 4.1 4.2 4.2.1	<p>REPORTS</p> <p>Dean's Report</p> <p>This was available on ESAB.</p> <p>GT reminded staff of the Teach@BU project (not included in Dean's Report) which provided the opportunity for academic colleagues to progress their HEA Fellowship membership. The committee offered congratulations to the following staff who achieved Senior Fellowship:</p> <p>Bethan Collins, Jill Davey, Gill Jordan, Colin Paterson, Sara White, Janet Scammell.</p> <p>The following achieved Principal Fellowship:</p> <p>Elizabeth Rosser, Gail Thomas.</p> <p>GT highlighted the second faculty consultation discussion taking place later that day and everyone was invited to attend. It was noted that this was the first phase regarding restructuring across BU which would be followed by more detailed work in HSC around the shape of new departments, to replace the Academic Communities. There would be school workshops, facilitated by members of School Exec, exploring the School structure of departments and how we wish to operate them in early November. Dates will come out soon and everyone will hopefully participate.</p> <p>Student Representative Reports</p> <p>Student Experience Forum</p> <p>BD reported that there would be the first meeting of Student Experience Forum on 21/10/14. Senior Reps will be elected at that meeting. She advised that the University were implementing a mid-cycle unit evaluation system during the 1st Semester. This would require paper evaluations, which would be evaluated by an external source Evasys. BD provided a breakdown of the questions and the reasons for implementation. BD stressed this was a pilot. Operational details</p>	

<p>4.2.2</p> <p>4.3</p> <p>4.4</p>	<p>would follow.</p> <p>Student Rep SUBU Report EMW from SUBU advised that from the SOS last year there were some main points that were raised: Course Quality and Course Specific learning scored highest satisfaction. Assessment & Feedback, Impact on Personal development were lowest scores; although it should be noted they were still high (above 70%). Particular issues on A&F were around assignment briefs and quality of feedback. Staff queried the information on student reps responsibilities. It was acknowledged that this had been previously circulated but a link to the information would be placed on the Blog.</p> <p>Deputy Dean (Education) Report Two new programmes have been recommended to SAB; MNutr – Integrated Masters in Nutrition MSc Applied Dementia studies</p> <p>These were supported although had been approved via Chairs Action due to a need to submit to ASC.</p> <p>Further programmes for future consideration are: PG Cert Public Health (Online)</p> <p>Also it was noted that there would be a Virtual International Student Engagement Pilot, connecting students to others around the world, and will be taken forward as a TIP project.</p> <p>A review of Supplementary Prescribing has been moved to 2016.</p> <p>Deputy Dean (Research) Report A report was available on ESAB. Particular items of note were:</p> <ul style="list-style-type: none"> • A new Research Administrator, Louise Bryant had started in post • Nine PGR students were graduating this year • Eleven PGR students now had their intention to submit in for next year. • A new PGR Lead for Research Students had been appointed; Dr Jen Leamon who will be working to improve support for PGR students. • Two Post Doc research Fellows had been advertised and the closing date is 17/10/14. They were looking to appoint two strong candidates to help build current research areas. • A SL in Quantitative methods – statistics is to be appointed to provide support for grant bids. • Open Access Fund is underspent. Staff should submit bids ASAP. • There is a requirement for each academic to be aligned to a centre, institute or cluster. However, this will be paused until the consultation and focus groups have taken place on the new restructure of Faculties and Departments. • VH will be updating the terminology in the Terms of Reference for Research & Knowledge Exchange Committee. 	
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4.5	<p>Academic Services Report</p> <p>The Committee was advised that:</p> <ul style="list-style-type: none"> Academic regs and procedures had been reviewed and changes made. Staff should familiarise themselves with the new regs. HESA student statistics survey for those students currently enrolled and those expected post 1 December will be circulated to AAMs for completion by 27 October 2014. The first round of the Global Horizons Santander Scholarships started on 1 October. PGR students had been sent the information. 	
5.0	<p>MINUTES OF SUB REPORTING COMMITTEES</p> <p>No comments had been made on ESAB.</p>	
6.0	<p>ITEMS RAISED BY STAFF</p>	
6.1	<p>Senate Report</p> <p>No comments had been made on ESAB and no questions were raised.</p>	
7.0	<p>FRAMEWORK DEVELOPMENTS</p> <p>No further developments from those previously described above.</p>	
8.0	<p>COLLABORATIVE PROVISION</p> <p>Dorset Healthcare University NHS Foundation Trust update</p> <p>GT advised that work was being undertaken to refresh the Memorandum of Understanding, which would be available in 2/3 weeks' time.</p>	
9.0	<p>ITEMS FOR APPROVAL</p> <p>Comments from ESAB have been reviewed.</p>	
9.1	<p>Proposed new Visiting Professors</p>	
9.1.1	<p>Recommendation for approval to Vice Chancellor David Phillips</p>	
9.1.2	<p>Recommendation for approval to Vice Chancellor Dr Robert Middleton (move from VF to VP)</p>	
9.1.3	<p>Recommendation for approval to Vice Chancellor Dr Michael Vassallo (move from VF to VP)</p>	
9.1.4	<p>Recommendation for approval to Vice Chancellor Katharine Barnard</p>	
9.1.5	<p>Recommendation for approval to Vice Chancellor Dr Michael McCarthy (move from VF to VP)</p>	
9.2	<p>Proposed renewals of Visiting Professor</p>	
9.2.1	<p>Prof Eloise Carr</p>	

	Recommendation for renewal to Vice Chancellor	
9.2.2	Prof Jonathan Cole Recommendation for renewal to Vice Chancellor	
9.2.3	Dr Laurence Mynors-Wallis Recommendation for renewal to Vice Chancellor	
9.3	4. School Approvals	
9.3.1	Proposed new Visiting Fellows and Associates	
9.3.2	Dr Clare Wedderburn - Approved as Visiting Fellow	
9.3.3	Dr Jan Mojsa- Approved as Visiting Fellow	
9.3.4	Dr Sheila Brooks- Approved as Visiting Fellow	
9.3.5	Julia O'Mara- Approved as Visiting Associate	
9.3.6	Julia Judd – Approved as Visiting Associate	
9.3.7	Stephanie Grigsby – Approved as Visiting Associate	
9.3.8	Caroline Jamieson-Leadbitter – Approved as Visiting Fellow	
9.4	Proposed renewals of Visiting Fellows and Associates	
9.4.1	Dr Christopher Boos- Approved as Visiting Fellow	
9.4.2	Dr Ciaran Dunne - Approved as Visiting Fellow	
9.4.3	Dr Will McConnell - Approved as Visiting Fellow	
9.4.4	Sam Crowe - Approved as Visiting Fellow	
9.4.5	Layne Hamerston – Approved as Visiting Associate	
9.4.6	Martin Edwards – Approved as Visiting Associate	
9.4.7	Dr Fiona Cowdell – Approved as Visiting Fellow	
9.5	Chair's Action	
9.5.1	Approval for MNutr – Integrated Masters in Nutrition	
9.5.2	Approval for MSc Applied Dementia Studies	
10.0	ANY OTHER BUSINESS	

	<p>Funding from CEL is available re Fair Access Students – information to be posted on HSC Blog.</p> <p>BD – Pilate’s classes start on Thursday 16 October in BG11. Staff need to register with sportBU if they want to join.</p>	
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FUTURE MEETINGS

5th February 2015

6th May 2015