

**Notes of the meeting held on Wednesday 16 December 2015, 2 – 4pm S218 (Lansdowne)**

**Present:** Barbara Dyer (BD) (Chair), Gillian Bunting (GB) (clerk), Charlie Annear (CA), Tim Galling (TG), Susan Ponsford (SP), Tracey Digby (TD), Julia Taylor (JT), Jay Nugent (JN), Liam Sheridan (LS), Andrea Lacey (AL), Kerr Dean (KD), Ellie Mayo-Ward (EMW), Jacquie O'Brien (JOB), Sam Honnoraty (SH), Darrell Felton (DF).

**1. Welcome / Introduction**

**2. Apologies:** Philip Ryland, Ella Say, Clive Hunt, Reece Pope, Amy Blackham, Joff Cooke

**3. Accuracy of minutes / matters arising from notes of 25<sup>th</sup> November - confirmed**

**3.1** Minute 6.1.1 - This action has been completed

**3.2** Minute 6.3.1 - This action has been completed

**3.3** Minute 7.1 - In progress

**3.4** Minute 8.1 - Presentation scheduled for January 2016 SVC (AB/JF)

**3.5** Minute 9.2 - On agenda

**4. NSS****4.1 Update from subgroup (BD)**

**4.1.1** The subgroup met on Friday 11<sup>th</sup> December to discuss the options put forward by UET. The aim is to explore a more academically led campaign by using myBU with either a dedicated unit, a dedicated community, or a box at the bottom of the main landing page. The subgroup decided that the most effective solution would be to add a box at the top of the main landing page. SVC members agreed this would have the most impact.

**4.1.2** Members discussed whether it would be suitable to use smiley faces or a question mark to denote the middle answer as 'strongly disagree' or 'neutral'. This is not officially permitted by Ipsos MORI but other universities are known to inform students. Members agreed that the best way forward is to talk through the NSS questions with students during lectures to ensure that they understand them.

**4.1.3** M&C are presenting the decision on myBU to UET, along with considerations around the ethics of using smiley faces and/or question marks in the campaign. M&C will also send out an email to faculties before Christmas to provide information about the PowerPoint presentation for use during lectures.

**5. PRES & PTES presentations (paper) (Julia Taylor)**

**5.1.1** PTES ran from 10 March to 5 June 2015; 40 questions split into 12 sections, 471 responses were received giving a response rate of 29%. It was noted that the highlight was the impact on personal and professional development sessions. The Graduate School advised that faculties should continue collaborating in same way.

**5.1.2** PRES ran from 10 March to 14 May 2015; 42 questions split into 13 sections, 206 responses were received giving a response rate of 41%. It was noted that similar issues are raised on a regular basis i.e. the importance of networking and the opportunity to go out into the wider sector. It is important for faculties to pick up on this. JT added that FAQs are being developed for the website to make students aware of the code of practice and to give responses to the regular queries.

- 5.1.3 The results of both surveys are sent to the faculties for dissemination and analysis. The PRES action plan is filled in by DDRPPs and the PTES is responded to in faculty ESEPS.

## 6. Mid-to-large survey approvals (paper)

6.1 BD defined the criteria for mid to large surveys:

- 1) Mid – a survey that is deployed to all students within one faculty.
- 2) Large – a survey that is extended to all BU students.
- 3) The maximum number of questions also needs to be determined. Professional and support services may be able to collaborate to avoid duplicating questions.

### 6.2 Fair Access Research survey

- 6.2.1 CH had requested confirmation on whether the survey could run during April/May. Members discussed if level H should be included or not to avoid clashing with NSS, which is due to finish on 30 April. It was agreed that the majority of the marketing campaign should be finished by then so this may not be a problem. Clarification is needed from CH about who the survey is aimed at. BD will feed this back to CH; it would also be helpful to know what other surveys are running at the same time. **Action: BD**

### 6.3 Student Behavioural Styles Questionnaire (AL)

- 6.3.1 Members acknowledged the various benefits for students which include linking in to how you learn, looking at behavioural styles, this could also be used within a learning environment. The survey is of particular interest to HSS students as it relates to the NHS values based recruitment. BD advised that as the Nursing cohort is approximately 1,000 students this doesn't meet the criteria for a mid-survey, therefore does not need to be approved by SVC, as the survey will not be deployed to all students in the Faculty JN advised that any external research needs to be approved by the Research Ethics Committee. AL to feed back to Elizabeth Rosser. **Action: AL**

6.4 DF advised that IT could help with exporting the survey audit results into a data bank. DF to discuss with JN and BD. **Action: DF**

## 7. Members' items for future agendas

7.1 Impact of CMA report presentation scheduled for January SVC (Jane Forster & AB)

## 8. A.O.B.

N/A

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SVC dates for 2015/16:

October 14 – S219  
November 25 – B420  
December 16 – S218  
January 13 – PG146  
March 2 – PG22  
April 20 – PG22  
June 8 – PG146