

# UET meeting

Tue 20 February 2024, 10:00 - 13:00

## Attendees

### Board members

John Vinney, Jim Andrews, Keith Phalp, Karen Parker, Shelley Thompson, Susie Reynell (Finance Director), Sarah Bate

### In attendance

Julie Kerr, Jane Forster

## Meeting minutes

### 1. Minutes and Matters arising from the previous meeting

### Approval

The minutes were approved as being an accurate record of the meeting held on 7 February.


Chair

Matters arising:

- JV confirmed that a different marketing strapline had been agreed.

The Action Log was noted.

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

 UET actions after meeting 6th Feb 24.pdf

 Minutes\_UET meeting\_060224.pdf

### 2. Finance discussion

Susie Reynell

## 2.1. Cash flow update

REDACT

Susie Reynell

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- [📄 UET - Weekly Cashflow Forecast Narrative w-e 16 February 2024.pdf](#)
- [📄 UET - Weekly Cashflow Forecast w-c 19 February 2024.pdf](#)

## 2.2. Bids for approval

There was 1 pre-award proposal (RED 14138) which was approved and 1 which has already been awarded, subject to contract, (RED 13587), and requires further clarification.

Susie Reynell

**ACTION:** SB to pick up RED 13587 offline and report back with clarifications on terms and conditions as well as the under-target margin and the funder. This was subsequently approved outside of the meeting.

**RED ID 14138 :** Amanda Korstjens

[REDACTED]

This was previously approved by UET on 18th April 2023. At the awarded subject to contract stage, in line with the funder and project requirements, a few reductions had to be made to the the figures.

**RED ID: 13587 –** Pramod Regmi

### Modern slavery and kidney disease in migrant workers in Nepal

- [📄 Narrative for UET meeting 20.2.24.pdf](#)

## 3. Department Reviews

To discuss response to challenges, the portfolio, future numbers and plans.

- [📄 Departmental reviews 23-24 - 20 Feb 2024.pdf](#)

### 3.1. Media Production



Einar Thorsen, Salvatore Scifo, Annie East and Karl Rawstrone joined the meeting.

Notes:

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All were thanked for the useful update.

### 3.2. Communication and Journalism

Einar And Team

Einar was joined by Becky Jenkins, Stuart Armon, Tanya La Roux, Salvatore Scifo, Andy Bissell and Megan Henesy.

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Jo joined the meeting.

Discussion

Jo Thurston

The interim mechanisms for Student Voice for AY2023/24 will continue through semester 2. There will be conversations between AQ, HAO, PVC SE and the Student Voice workstream lead, on whether there is a need to amend the current policy, or just operational guidance for next academic year.

Understanding the BU student experience, beyond SimOn data, through three mechanisms:

### 1.Supporting You @ BU Survey

- Survey rolled out via JISC surveys through email and Brightspace link, emails with 3 x Fitbits as incentives.

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- Next steps:
  - For Programme Leaders to explore the 'Support' and 'Community' questions with their reps in their next Student Staff Forum, and include the summary of that chat on the Student Voice Log.
  - For Faculties to consider initially how sessions are signposted in terms of the links to assessment/wider curriculum/graduate attributes etc, ie you need to attend this session because it relates to

### 2. End of Semester Reviews

- Programme Leaders were asked to discuss the following with their students in a face-to-face End of Semester Review.
- Mixed uptake in completing it
- Mentimeter slides were set up to capture feedback by level of study

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- Student voices speak of acknowledgement that there are now fewer emails to students which is greatly

appreciated. There seems to be varied awareness of how to set up Pulse notifications.

- Student voices speak clearly of an improvement in the intuitive navigation of Brightspace but there appear to be issues with logging in at times. Level 4 talk most of issues with navigation, information overload and confusion when first using the VLE.

### 3. Student Voices on Feedback at BU

- A team of colleagues across Faculties are talking with students around campus, using opportunistic sampling. Colleagues are submitting an overview of their conversations (along with programme and level of students if possible) to a central repository from which thematic analysis has been completed.

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- Mechanisms for seeking student feedback :
  - We need to work with colleagues to differentiate their 'wants' from the 'needs' of the business
  - need to be more creative e.g. alumni paper - alumni takeover days, happening in May. Exciting opportunity

#### PTES

- The start date for the survey confirmed as 15th April 2024
- The use of all questions and open comments was approved
- Proposed incentive packages approved in principle.
- **REDACT:** [REDACTED]  
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- Outlined plan was approved
- ST to make final decisions

#### PRES

- Start date for the survey confirmed as 15 April 2024
- Optional institutional questions - it was agreed that additional questions about employability could be added based on the optional NSS questions. Questions need to be consistent over a 5 year period.
- The outlined plan was approved.
- ST to make final decisions.

-  PRES Briefing Paper January 2024 with Cover.pdf
-  Student Voices Cover Sheet.pdf
-  UET PTES Briefing Paper.pdf
-  Student Voices UET Update Feb 2024.pdf
-  Graduate Takeovers marketing plan.pdf

## 4.2. Timetabling

ST presented the Timetabling paper - how can we optimise timetables for students and staff?

#### Context

NSS 2022 - 'the timetable works efficiently for me' - BU fell to 69% versus the sector of 73%

External Context:

## Discussion

Shelley Thompson

OfS has identified timetabling as a concern in that the structure of delivery does not meet the needs of the students. It has suggested more is done to provide flexible and condensed timetables with advance notice and the ability to access online materials to catch up as and when necessary.

Universities are also required to mitigate cost of living issues to ensure equality of opportunity for students. Rising cost of living tends to be funded through more external working hours which puts more pressure on timetabling requirements.

Internal Context:

- Portfolio
- Curriculum structure
- Curriculum processes
- Academic structure
- Pedagogy
- Workload planning
- staff adjustments
- Student processes

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 Timetables 2024 UEt slides 19th Feb.pdf

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## 5. Items for approval or note



## 5.1. Apprenticeships: 5 new URNs from IoW, UHD, DHFT, Solent and Pramacare

Decision

All were approved

Phil Sewell

- [30459-681 DHFT ST0564 BU 230124U.pdf](#)
- [30459-680 UHD ST0564 BU 190124U.pdf](#)
- [30459-679 IoW ST0564 BU 190124U.pdf](#)
- [CONTRACT\\_32318-019\\_UHD\\_ST0895\\_BU\\_23012024\\_EC.docx.pdf](#)
- [31313-1571 DHFT ST0781 BU 230124U.pdf](#)
- [10353-4698 Pramacare ST0480 BU 09022024 EC.pdf](#)
- [Contracting Changes Feb24.pdf](#)

## 5.2. Apprenticeships: ESFA Report Update

Information

This was approved

Phil Sewell

- [ESFA Report Update - Bournemouth University.Feb 24.v1.draft.pdf](#)

## 5.3. Honorary Awards Nominations

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Approved for submission to the Board.

- [Appendix B Summary of previously approved nominations not yet conferred FV.pdf](#)
- [Honorary Awardee Nominations 2024 for ULT - FV.pdf](#)
- [Appendix A - Summary of 2024 nominations FV.pdf](#)

## 5.4. Academic Reporting Dashboard

Deans to be invited to discuss in further detail at a future meeting, especially the red flags.

- [2024-02 ARD Summary.pdf](#)

## 5.5. Research Centre title change approvals

Information

Approved in principle but SB to do more work on the Resarch Centres and to bring back to UET in due course.

Sarah Bate

- [Research Centres title change and disestablishment proposal Jan 2024.pdf](#)
- [FHSS Research Culture Report 2022-23 \(004\)draft.pdf](#)
- [UET cover sheet FHSS research centre February 2024.pdf](#)
- [Research Centres Combined outputs \(006\).pdf](#)

## 5.6. SH car park disposal

Jim Andrews

Approved

The granting of planning permission for student accommodation could change the value by as much as 10% .

- [DRAFT Board Paper SH car park disposal - revised value - 16 02 24\(943934.3\).pdf](#)

## 6. Standing item: reportable events

Discussion

Reportable events update

Chair

There were no new reportable events reported.

DW to circulate set of slides to ULT to increase awareness amongst a wider group of staff including in faculties, slides to be cascaded as appropriate.

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## 7. Future Meetings

**Note**

Deans to be invited to UET on 27th February to discuss student numbers, portfolio etc

Chair

- 📄 UET 5th March 2024.pdf
- 📄 UET 27th Feb 2024.pdf
- 📄 ULT agenda 12th March 2024.pdf
- 📄 UET strategy 20th Feb 24.pdf

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## 8. AOB

Chair

### 8.1. Enrolment Deadline

Susie Reynell

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#### 8.1.1. OIA ruling

Susie Reynell

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