UET meeting

Tue 23 July 2024, 10:00 - 13:00

Committee Room, Poole House

Attendees

Board members

John Vinney, Keith Phalp, Shona Nairn-Smith, Shelley Thompson, Jane Forster, Sarah Bate, Julie Kerr

Visitors:

Judi to deputise for Susie

Deans: Faculty Performance at 10.15. Carly to deputise for Christos.

Kathryn, Brian and David Passmore: Workload Planning with Deans at 10.15

Fiona, Julia, Russell: PTES and PRES results at 10.45

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval

Chair

Apologies: Susie, Karen and Jim on leave

The minutes of the meeting held on 16th July, 2024 were approved as being an accurate record of the meeting.

Matters arising:

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

📄 UET actions 19th July 2024.pdf
📄 Minutes_UET meeting_160724.pdf

2. Finance discussion

Judi To Cover

Judi deputised for Susie.

2.1. Cash flow update

Information

Judi To Cover

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[pdf] WEEKLY CASHFLOW FORECAST UET meeting 23rd July 2024 Narrative week ending 120724 .pdf
[pdf] UET - Weeky Cashflow Forecast w-c 22 July 2024.pdf

2.2. Management Accounts

Judi Roberts

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- Staff costs are performing £4.5m favourable to budget, with the vacancy factor being achieved overall.

It was agreed that the current report layout is much clearer. Judi to continue to develop the report and provide more visuals.

ACTION: JF to send Management Accounts to ULT.

[pdf] Management Accounts June 2024.pdf

2.3. Bids for approval

Approval

Judi To Cover

There were 2 bids for discussion; 1 pre-award proposal and 1 post award and both were approved:

Project RED IDs:

 14407 (pre award): Whatever It Takes 2 - Developing Cancer Services for Trans+ People: Prof Lee-Ann Fenge

 14020 (post award): Privacy-preserving law enforcement and support decision leveraging Big Data and AI technologies (PRESERVE): Hamid Bouchachia

[pdf] Narrative for UET meeting 23.07..24.pdf

2.4. Course costings

Judi confirmed that the format of the costings paper received from Christos in relation to the computing courses, is not in the expected format. Judi liaising with Miranda to rectify.

It has been confirmed that the courses won't now go for early validation; they will go through the standard process to ensure that they have as long as possible in the market place.

ACTION: Judi to send through costings to UET for authorisation once completed.

3. Faculty performance

Einar, Lee and Carly joined the meeting

3.1. Workload planning update

Brian, Kathryn and David Passmore also joined the meeting.

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ST:

- Hearing that people are running their own shadow spreadsheets. This makes no sense as it means they are double handling. Need to run with the process and be confident in it.
- The main goal for 2025/2026 is to talk about WLP less.

3.2. PRES

Fiona, Julia, Russell

Julia joined the meeting and presented the following:

- BU PRES ran from 15 April to 16 May 2024
- BU response rate in 2024 was 45.7%
- up from 40% in 2023
- 235 responses from a BU population of 514 PGRs
- BU Overall Satisfaction score 2024 was 84.91%
    - up 5.57% from BU 2023
    - up 2.74% from BU 2022
    - 3.52% higher than the 2024 sector average
    - Compared to the sector BU is in the highest quartile.
- Best score was Community and BU was 6th in the global rankings
- Lowest score was Research skills and BU was 38th in the global rankings.
- BU was above sector for Best Practice in 6 areas and results are improved in 7 areas.
- Supervision is best performing area and Responsibilities saw the largest increase.
    - Supervision 89.96%
    - Progress and Assessment 86.59%
    - Overall Satisfaction 84.91%
    - Responsibilities 84.43%
    - Support 75.37%
    - Community 67.00%
    - Research Culture 62.62%
- Areas for improvement:
    - Research skills 85.34% -1.36%
    - Resources 81.51% -1.2%
    - Professional Development 79.37% -0.01%
    - Research skills saw largest decline but still only
        - -1.27% from 2023
        - -1.36% against the sector
- All four faculties have seen an improvement in *Overall Satisfaction* since 2023

Actions and Activities:

- Discuss importance of PRES with PGRs from Day 1 at Induction
- Discuss importance of PRES with new supervisors at development training
- Promote an atmosphere of positive engagement with the sessions and support we provide
- Stress the need for PGRs to voice their opinions – good and bad - at all PGR events and sessions
- Report back to PGRs via newsletters etc on active changes made as a result of feedback received
- Consciously use the language of PRES across the academic year e.g.
    - PRES includes sections on Research Culture and Community, so we launched "Research Culture and Community Grant" to support PGR-Led activities
    - PGR Newsletter to add in culture and community
- Keep the BU PRES survey open for a tightly focussed period of one month, as opposed to the 3 months allowed by Advance HE
- Create and disseminate an infographic "You said … we did" to highlight key headlines
- Make a huge effort to encourage participation, including adding incentives

- Use the "Doctoral College Outstanding Contribution Award" to mark appreciation for individual PGR engagement (lots of PGRs post that they received this award on LinkedIn etc!)

Next Steps:

- Share PRIME report and qualitative comments with faculties
- Share specific qualitative comments with wider stakeholders
- Faculties report action plans via the Faculty Research Degree Monitoring Reports (AMER)
- Doctoral College will report action plan via the DC Annual Report
- Review progress against action plans via the University's RDC
- Communicate results and actions with PGR community
- Reflect on what we can do to improve for next year, not just in action plans, but to elicit the most helpful responses

Sarah congratulated and thanked Julia and the team on the great results. Julia, in turn, thanked the whole team for their support and effort as it was a true team effort.

The Doc Coll will continue to support PGs and to feel part of the department, the Faculties and the university and to work on those areas requiring improvement, particularly on highlighting to PGRs the wide range of transferrable skills learned related to employability.

📄 Postgraduate Research Experience Survey 2024.pdf

4. Break

5. Items for approval or note

5.1. Student agreement update

Discussion

Shelley Thompson

The new format student agreement which incorporates feedback from a number of student forums was approved in principle.

The paper has been reduced from 32 pages to 15 and is now much easier to read and has been drafted with neuro-divergent needs such as dyslexia in mind.

The current version does not have links to the website in it but once the new website is up and running, these will be added to the agreement,

📄 BU revised Student Agreement 22.7.24 clean .pdf
📄 UET student agreement review 22.7.24 .pdf

5.2. Christchurch House Alterations project

Jim Andrews

This was approved

📄 Christchurch House Alterations - Change Request Rev 1 16.07.24.pdf

5.3. External Engagement Management Group

Information

Jim Andrews

For information.

Two amendments to the minutes from the External Engagement Management Group meeting on the 8th July were noted:

- Agenda point 9 c) Business Engagement & Knowledge Exchange Managers Update (MAR's section amended) and
- Agenda point 10 AOB (Inclusion of the recent Ofsted inspection report).

📄 10325270 - Bournemouth University - 133792 Final PDF.pdf
📄 08.07.24 External Engagement Management Group Meeting Minutes.pdf

5.4. Admissions Strategy

Keith Phalp

The paper was approved.

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📄 BU Admissions Strategy.pdf
📄 EOC-23 UCAS End of 2023 Cycle Report.pdf

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6. Standing item: reportable events

Discussion

Chair

Reportable events update
Shona working with Deborah to report a change of prevent lead when Jim leaves.

There are other bodies that need to be advised on JA's leaving but nothing else relating to OfS.

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7. Future Meetings

Note

Chair

There will be no UET on 30 July. Next meeting is 6th August.

📄 UET 6th August 2024.pdf
📄 UEt 20th August 2024.pdf
📄 UET 13th August 2024.pdf

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8. AOB

Chair

8.1. ISOC

JA reported that there has been no response to date from ISOC re Gaza notification.   A meeting was offered but has not been take up as yet.

8.1.1. Cyber Insurance

JA reported that this is now in place for the next 12 months.

8.1.2. Possible APP Extension

The suggestion of asking for a possible extension was discussed but it was agreed to stick to the current deadlines and not request the extension.