UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

STUDENT EDUCATIONAL EXPERIENCE COMMITTEE

Minutes of the meeting of the Student Educational Experience Committee held on 1 October 2019.

PRESENT: Dr Sal Jarvis (Chair)

Amy Holloway-Smith  Dr Stefanie Schmeer  Geri Ward
Dr Ivan Phillips  Dr James Collett  Bethan Adams
Rosemary Allen  Karen Barton  Samantha Kelly
Thomas Baker  Dr Helen Barefoot  Judith Baines
Julie Vuolo  Dr Susan Grey  Laide Bissessar
Karen Robins  Dr Frank Haddleton  Scott Isaacs
Dr Andrew Maunder  Catherine Rendell
Neal Geach  Lisa Uttley

IN ATTENDANCE:

Jeff Hughes

1  APOLOGIES

Apologies for absence were submitted on behalf of Dr Marianna Lilley, Dr Phil Porter, Muhammad Sajid.

2  CHAIR’S OPENING REMARKS - OUTCOMES OF THE AWAY DAY ON 9 JULY 2019

2.1 The Chair welcomed Sam Kelly to the meeting.

2.2 The Chair drew members’ attention to the Notes of the SEEC Away Day event and thanked all who attended for their contributions.

2.3 Regarding an Away Day communiqué, the Chair advised that key messages arising therefrom would be identified and issued through internal communications to colleagues.

3  NEW DECLARATIONS OF INTEREST, IF ANY

There were no declarations of interest.

4  MINUTES - 9 JULY 2019 (INCLUDING COMMUNIQUE ON THE COMMITTEE AWAY DAY)

The Committee resolved that the Minutes of its meeting held on 9 July 2019 be confirmed as a correct record of the proceedings and be signed by the Chair.

(Confidential Agenda Paper 4, refers.)

5  TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP

5.1 The Committee considered a report on its terms of reference, composition and membership.

5.2 Regarding provision B.2.iii, the Chair highlighted that the Committee had not undertaken an annual review of the Education Operational Plan 2015-2020 in 2018/19. It was intended that an annual review would be undertaken this academic year and reported to the June 2020 meeting. The annual review would be undertaken against the provisions of the University’s Strategic Plan 2020-2025.
5.3 The Committee **resolved that** the report be received.

(Confidential Agenda Paper 5, refers.)

6 **STANDING ORDERS OF THE ACADEMIC BOARD**

6.1 The Committee considered a report, and accompanying appendix, detailing the Academic Board’s Standing Orders governing its proceedings and those of its committees.

6.2 The Committee noted the provisions of the Standing Orders.

6.3 The Committee **resolved that** the report be received.

(Confidential Agenda Paper 6, refers.)

7 **SCHEDULE OF ACTIONS ARISING FROM THE MINUTES**

7.1 The Committee considered the schedule submitted listing outstanding actions arising from decisions it had taken at previous meetings.

7.2 The Committee noted that most actions listed formed items on the agenda for this meeting.

7.3 The Committee **resolved that** the schedule of outstanding actions submitted be received.

8 **ITEMS OF REPORT FROM HERTFORDSHIRE STUDENTS’ UNION**

*Minute 8 is confidential and available to Members and Officers in Attendance only.*

9 **NATIONAL STUDENT SURVEY 2019 - KEY LEARNING POINTS**

*Minute 9 is confidential and available to Members and Officers in Attendance only.*

10 **EXPERIENCE OF RESEARCH DEGREE STUDENTS: POSTGRADUATE RESEARCH EXPERIENCE SURVEY 2019 - KEY LEARNING POINTS**

*Minute 10 is confidential and available to Members and Officers in Attendance only.*

11 **MODULE FEEDBACK**

11.1 Further to the matter recorded at Minute 9 above, the Committee considered module survey feedback from staff and students.

11.2 The Committee noted the proposed approach to conducting future module feedback surveys – based on standardisation of questions with a risk-based focus. The survey framework would have in built triggers to identify, inter alia, low module response rates.

11.3 Schools would have the opportunity to add school specific questions to their surveys. Staff would be visiting schools to explain the survey timings to module leaders. The crucial message was that the University recognised the importance of, and would be “listening” to, student feedback.

[The Chair split the Committee into groups and invited each group to consider what action could be taken: to improve the student experience; to provide an inclusive experience; to support programme leaders to deliver an improved student experience; to identify barriers to improvement; to improve student support activities.]

11.4 The main themes identified following group feedback were:

- a recognition of the importance of on-going communication between staff and students;
• the benefits of identifying and sharing good practice examples – what makes a programme team successful etc; and

• to ensure students received feedback on issues they raised in a timely manner.

11.5 The Committee recognised the important role of programme leaders regarding the student experience. Module leaders similarly and they needed to be aware of their responsibilities to support the student experience.

11.6 The Committee resolved that the proposed approach to conducting future module feedback surveys be supported.

(Confidential Agenda Paper 11, refers.)

12 CAREERS AND EMPLOYMENT: CAREERS REGISTRATION SCHEME

Minutes 12 is confidential and available to Members and Officers in Attendance only.

13 BAME STUDENT SUCCESS WORKING GROUP - UPDATE ON ACTIVITIES AND PROGRESS

Minutes 13 is confidential and available to Members and Officers in Attendance only.

14 DATA FOR LEARNING WORKING GROUP - TERMS OF REFERENCE 2019/20


14.2 The Committee resolved that the proposed terms of reference, composition and membership of the Data for Learning Working Group (2019/20) be approved.

(Confidential Paper 14, refers.)

15 ACADEMIC QUALITY REVIEW STEERING GROUP - REVIEW OF TERMS OF REFERENCE (INCLUDING REPORT ON PART ONE OF THE ACADEMIC QUALITY REVIEW)

15.1 The Committee considered a report detailing revised terms of reference for the Academic Quality Review Steering Group as it was about to embark on part 2 of the Academic Review.

15.2 The Committee noted the report appended on part 1 of the Review.

15.3 The Committee resolved that the revised terms of reference for the Academic Quality Review Steering Group regarding part 2 of the Academic Review be approved.

(Confidential Agenda Paper 15, refers.)

16 STUDENT EXPERIENCE AND WELLBEING

Minutes 16 is confidential and available to Members and Officers in Attendance only.

17 UK COLLABORATIVE PROVISION - UPDATE AND ITEMS FOR CONSIDERATION DURING THE YEAR

17.1 The Head of UK Partnerships, Scott Isaacs, reported on existing and potential collaborative partnerships.

17.2 The Committee noted the partnership opportunities being explored. To assist this process going forward a draft UK Collaborative Partnership Strategy for the University was being prepared.
17.3 The Committee further noted that it also had a responsibility regarding Overseas Collaborative Partnerships. This would become an item on future meeting agendas.

17.4 Any member with any suggestion for a collaborative partnership was requested to contact the Head of UK Partnerships.

17.5 The Committee resolved that the report be received.

18 WIDENING PARTICIPATION: ACCESS AND PARTICIPATION PLAN

18.1 The Committee considered the University’s Access and Participation Plan (APP) 2020/21 to 2024/25.

18.2 The OfS expected an institution’s plan to detail outcomes rather than outputs from the activities identified.

18.3 The Plan had been submitted to the OfS for approval. The outcome of the OfS review was awaited.

18.4 The Plan was a requirement under the on-going conditions of OfS registration. An annual impact report was required.

18.5 The Chair highlighted the importance of aligning the Plan with the University TEF submission. It was also important for students to understand what the plan meant in the context of the student experience.

18.6 The Committee welcomed the intention for good practice APP activities to be shared amongst relevant staff.

18.7 The Committee resolved that the report be received.

(Confidential Agenda Paper 18, refers.)

19 LIBRARY AND COMPUTING SERVICES

19.1 The Committee considered a report on Library and Computer Services activities in preparation for the 2019/20 academic year.

19.2 The Committee noted the information provided regarding:

- WiFi security;
- Study Success Hubs;
- Print Credit;
- Improved Book Availability;
- general service updates.

19.3 The Committee further noted the progress of the timetable review and the detailed investigation undertaken regarding three key strands of the student experience, learning and teaching and the practical process of timetable construction.

19.4 The next phase of the review had been approved at a recent CEG meeting.

19.4 The Committee resolved that the report be received.

(Confidential Agenda Paper 19, refers.)
20  **ANNUAL REPORT TO THE ACADEMIC BOARD 2018/19**

20.1 The Committee considered a draft of its Annual Report to the Academic Board for the 2018/19 academic year.

20.2 The Committee resolved that the Annual Report for 2018/19 be approved.

(Confidential Agenda Paper 20, refers.)

21  **CLERK’S REPORT**

The Committee received the Clerk’s report and noted the information detailed therein on the following matters:

(A) Schedule of dates of annual school reports on academic standards and student experience for the academic year 2019/20;

(B) Working Groups and Sub-Committees of SEEC 2019/20; and

(C) Schedule of meetings 2019/20.

(Note: A member queried whether the date of 22 June 2020 was correct (suggesting that the meeting was on 7 July 2020). The date would be confirmed and Committee members notified accordingly.)

22  **RISK**

There were no further risks inherent in matters dealt with during the meeting not discussed when the items concerned were considered.

23  **EMERGENCY BUSINESS**

With the consent of the Chair, the Director of Learning and Teaching, Karen Barton, reported that:

(A) the Recording of Teaching Sessions Working Group had completed the first phase of its work and was about to embark on the second phase to review the feedback received on the recording of teaching sessions – the aim was to submit an interim report on this matter to the next Committee meeting;

(B) regarding CANVAS, Schools were being asked to liaise with LTIC to discuss priorities for the year ahead (e.g. focus on reading lists); and

(C) three LTIC workshops per School were being held – mop-up arrangements for those unable to attend were being considered.

Chair………………………………………………

Date………………………………………………