### Chair's Opening Remarks

24.1 The Pro Vice-Chancellor (Education and Student Experience) and Chair to the Committee, Dr Sal Jarvis, advised Members that the Strategic Plan 2020-2025 had been approved by the Board of Governors and would now be launched to all staff. This Committee would now need to agree a new operational plan accordingly.

24.2 Regarding the Teaching Excellence Framework (TEF), the Chair noted it was unlikely that any new information would become available until after the Christmas period.

24.3 Dr Jarvis advised this was her last meeting as she was leaving the University at the end of the year to take up the post of Deputy Vice Chancellor, Education at the University of Westminster. Dr Jarvis thanked Members and Officers for the good work done during her time as Chair and advised that the Director of Learning and Teaching, Karen Barton, would act as Chair to the Committee until a new Pro Vice-Chancellor (Education and Student Experience) was appointed.

### New Declarations of Interest, if Any

There were no declarations of interest.

### Committee Membership

26.1 **Category 1: A Chairman appointed by the Vice-Chancellor (Pro Vice-Chancellor (Education and Student Experience))**

(Minute 24.3, refers.)

26.2 **Category 4: A representative of the research students nominated by the Research Degrees Board**

26.2.1 The need for a specific membership category to represent research students was questioned given the bulk of the business of the Committee concerned undergraduate and post-graduate taught students. Hertfordshire Students’ Union (HSU) members were satisfied that they could provide adequate representation for this cohort.
26.2.2 Suggestions to amalgamate this category with Category 5 or replace it with a category for a representative of degree apprenticeship students would be considered outside the meeting. The Committee noted that a change in composition would require approval by the Academic Board.

26.3 **Category 5: A representative of the Postgraduate Taught Students, nominated by the Associate Deans of School (Learning and Teaching)**

The Committee noted the vacancy in this membership category. Suggestions to fill it with a student from the Academic Professional cohort of Degree Apprenticeships or with the part-time Postgraduate Officer from HSU were considered. Members voted to fill the vacancy with the HSU part-time Postgraduate Officer by 9 votes to 7. **CLERK**

26.4 **Category 6: Associate Deans of School (Learning and Teaching) (and named alternate who shall be the relevant Associate Dean of School (Academic Quality Assurance))**

The Committee noted this would be Julie Vuolo’s last meeting as she had been appointed Head of Department of Nursing, Health and Wellbeing. The Chair thanked Julie Vuolo for her contribution to the Committee, congratulated her on her new appointment and noted the vacancy would be filled once a new Associate Dean (Learning and Teaching) for the School of Health and Social Work was appointed.

26.5 **Category 12: Academic Registrar (or named alternate)**

The Committee noted that the current Academic Registrar, Sharon Harrison-Barker, had recently been appointed Secretary and Registrar. Therefore, this membership category would be vacant until a new Academic Registrar was appointed.

(Confidential Agenda Paper 4, refers.)

27 **MINUTES - 01 OCTOBER 2019**

The Committee resolved that the Minutes be approved and signed as a correct record of proceedings subject to the following amendments:

(a) Lisa Uttley would be added to the list of attendees;

(b) Minute 13 – the name of the working group would be amended to ‘BAME Student Success Working Group’;

(c) Minute 14 – the name of the working group would be amended to ‘Data for Learning Working Group’;

(d) Minute 23.1 – the spelling of CANVAS would be corrected and the minute would clarify that Schools were being asked to liaise with LTIC to discuss priorities for the year ahead and that three LTIC workshops per School were being held. **CLERK**

(Confidential Agenda Paper 5, refers.)

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

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

28.2 The Committee agreed the following:

(a) the first action listed, regarding a report concerning research into ‘Transnational Higher Education Students: Finding their Voice’ would be removed; and
(b) an action for the Director of Learning and Teaching, Karen Barton, to report on the pilot on recorded teaching sessions, arising from a previous meeting, would be added with a completion due date of January 2020.

(Confidential Agenda Paper 6, refers.)

ACADEMIC STANDARDS AND STUDENT EXPERIENCE 2019/20 ACTION PLANS

The Chair asked Members to break up into four groups. Each group was to include two Associate Deans so they could discuss their School’s Action Plan with the rest of the group. Discussions were to include the group’s thoughts on student representation and voice and it was hoped that common themes would be revealed.

29 SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

(Minute 29 is confidential and available to members and Officers in attendance only.)

(Confidential Agenda Paper 7, refers.)

30 SCHOOL OF CREATIVE ARTS

(Minute 30 is confidential and available to members and Officers in attendance only.)

(Confidential Agenda Paper 8, refers.)

31 SCHOOL OF EDUCATION

(Minute 31 is confidential and available to members and Officers in attendance only.)

(Confidential Agenda Paper 9, refers.)

32 SCHOOL OF HEALTH AND SOCIAL WORK

(Minute 32 is confidential and available to members and Officers in attendance only.)

(Confidential Agenda Paper 10, refers.)

33 HERFORDSHIRE BUSINESS SCHOOL

(Minute 33 is confidential and available to members and Officers in attendance only.)

(Confidential Agenda Paper 11, refers.)

34 HERFORDSHIRE LAW SCHOOL

(Minute 34 is confidential and available to members and Officers in attendance only.)

(Confidential Agenda Paper 12, refers.)

35 SCHOOL OF HUMANITIES

(Minute 35 is confidential and available to members and Officers in attendance only.)

36 SCHOOL OF LIFE AND MEDICAL SCIENCES

(Minute 36 is confidential and available to members and Officers in attendance only.)

(Confidential Agenda Paper 14, refers.)
SCHOOL OF PHYSICS, ASTRONOMY AND MATHEMATICS

(Minute 37 is confidential and available to members and Officers in attendance only.)

(Confidential Agenda Paper 15, refers.)

OTHER BUSINESS

38  STUDENT EXPERIENCE AND WELLBEING

38.1 The Committee received an oral report from the Dean of Students, Geri Ward, on student experience and wellbeing.

(Minutes 38.2 to 38.4 are confidential and available to Members and Officers in attendance only.)

38.5 It was suggested that the Data for Learning Working Group could benefit from finding out what student and staff support services were available. It was agreed that the Dean of Students would be invited to attend the next Group meeting.

39  LIBRARY AND COMPUTING SERVICES

There was no report from Library and Computing Services.

40  COLLABORATIVE PARTNERSHIPS

40.1 The Committee received a report from the Head of UK Partnerships, Scott Isaacs, who highlighted the good relationships between the University and its UK partners.

(Minute 40.2 is confidential and available to Members and Officers in attendance only.)

40.3 The Committee further noted that new partnership opportunities were being explored as listed in the report.

(Confidential Agenda Paper 18, refers.)

41  BAME STUDENT SUCCESS WORKING GROUP AND ACCESS AND PARTICIPATION PLAN

41.1 The Committee received a report prepared by the Head of the Widening Access and Student Success (WASS), Laide Bissessar, and the Director and Deputy Director of the Learning and Teaching Innovation Centre (LTIC), Karen Barton and Dr Helen Barefoot, on the outcome of the approval of the Access and Participation Plan (APP), 2020/21-2024/25 and the progress of the BAME Success work.

41.2 The Committee noted the approval of the APP by the OfS and the additional requirement for the University to provide to the OfS, between the dates of 1 January 2021 and 31 January 2021, a report on commitments made in the approved APP.

41.3 The Committee considered and approved the proposal, to address the additional requirements set out by OfS, to set up a working group that would include relevant staff from WASS, the Centre for Academic Quality Assurance, and Student Information and Planning. The group would produce a report showing the University's progress against targets for review by this Committee at their November 2020 meeting.

41.4 It was noted that the report to the OfS would require input from Schools and other professional services. Deans of School would need to think about what proportion of funding would be required to achieve the targets set by the APP and how these funds would be spent, and awareness of the APP targets and their significance for the University would need to be raised further among staff.

41.5 The Committee agreed to have a standing item in the Committee’s agenda for the Head of WASS to report on the progress of the work of the APP working group.
41.6 The Committee also noted the work of the BAME Student Success Working Group since the previous meeting. 13 BAME student advocates had been appointed, nine of them would link with Schools and four ‘central advocates’ would work with Careers (2 advocates), HSU, and LTIC on strategy and policy. Four key areas of activities for the BAME Success Working Group had been identified as follows:

- decolonising the curriculum;
- academic integrity;
- student support; and
- evaluation.

(Confidential Agenda Paper 19, refers.)

42 DATA FOR LEARNING WORKING GROUP - DRAFT PERSONAL TUTORING SYSTEM

42.1 The Committee received a draft of the Personal Tutoring System framework, proposed by the Data for Learning Working Group, which would be trialled during the Group’s pilot.

42.2 It was noted that feedback from Deans of Schools, academic staff and students would be very valuable and Members were asked to forward any feedback received to the Director or the Deputy Director of LTIC.

42.3 The Committee agreed that integrity of the data was vital for this project, and it was noted that one outcome of the pilot would be to decide what data should be included in a student dashboard.

(Confidential Agenda Paper 20, refers.)

43 SHAPE OF THE YEAR WORKING GROUP - TERMS OF REFERENCE

The Committee received and approved the Terms of Reference for the Shape of the Year Working Group.

(Confidential Agenda Paper 21, refers.)

44 LTIC ANNUAL REPORT

The Committee received and approved the LTIC Annual Report for 2018-2019.

(Confidential Agenda Paper 22, refers.)

45 EXECUTIVE SUMMARY OF THE GUIDED LEARNER JOURNEY IMPLEMENTATION

The Committee received an executive summary of the Guided Learner Journey implementation report and noted its recommendations.

(Confidential Agenda Paper 23, refers.)

46 ITEMS OF REPORT FROM HERTFORDSHIRE STUDENTS’ UNION

46.1 The Committee received a report from the Hertfordshire Students’ Union detailing the Union’s activity during November 2019.

46.2 The Committee noted the number and variety of activities, some of which had been very successful.

46.3 The Committee congratulated the Union on the increase of societies membership, which was up by 10% with an average number of memberships of 3 per student for the first time.
UNCONFIRMED

46.4 The Union continued to provide students with advice and support, with the bulk of the work being supporting students going through either academic appeals or academic misconduct.

46.5 The Committee further noted that new Campaign Officers had been appointed as follows:

(a) **BAME Officer**
    Everlyne Thuita

(b) **Commuting Students Officer**
    Saloni Gupta

(c) **Equality, Diversity and Inclusivity Officer**
    Kennery Borkhataria

(d) **International Officer**
    Salman Konnackal Sadeek

(e) **Postgraduate Officer**
    Muhammad Saad Raees

(f) **Environmental Officer**
    Muhammad Rehan Rafique

(Confidential Agenda Paper 24, refers.)

47 NATIONAL STUDENT SURVEY ACTION PLAN

47.1 The Committee received the NSS Action Plan 2019, which existed in addition to, and was complemented by, NSS School Action Plans.

47.2 The Committee noted the actions included within the Plan and, in particular, what was currently being done to address last year’s slow response. Organisation for NSS 2020 was already underway, with separate training sessions for students, via HSU, and for staff happening both in College Lane and De Havilland campuses. Marketing and Communications were already working on the promotional materials, which, it had been acknowledged, needed to be stronger than last year’s.

47.3 The Committee further noted the University was involved in a pilot to extend the NSS to students in one-year top-up courses and preparations were underway for this. Results of the pilot would be for internal use only.

(Confidential Agenda Paper 25, refers.)

48 MODULE FEEDBACK

48.1 The Committee received two flyers for the promotion of the new module feedback process, one aimed at staff and another at students.

48.2 The Committee noted comments from Schools that most staff had engaged with gathering informal mid-module feedback in a variety of ways despite some initial confusion in some areas. Results were being fed through Programme Committee minutes. It was agreed that closing the loop and feeding back to students was crucial; emphasis should be made that mid-module feedback was meant to be a conversation and therefore should be discussed with students before the end of the module.

48.3 The Committee further noted that formal Module Feedback Questionnaires for modules selected through the new risk-based system would open on 9 December 2019 and close on 20 January 2020. Module leaders had been advised where their modules had been selected.

(Agenda Paper 26, refers.)
49 RESEARCH DEGREES: OVERVIEW OF PRES 2019 RESULTS

49.1 The Committee received a report from the Director of the Doctoral College, Dr Susan Grey, on the recent Postgraduate Research Experience Survey (PRES) 2019 results for the University.

49.2 The University’s response rate for PRES 2019 had been 62%, which was much higher than the national average of 42% where over 50,000 students had participated. Levels of satisfaction for UH students were high with 84% responding positively to the question on overall satisfaction.

(Minute 49.3 is confidential and available to Members and Officers in attendance only.)

49.4 The Benchmark Comparison showed an excellent performance against all the core measures, with the University’s results outperforming all benchmark groups for all of them excepting Resources, thus reflecting an overall performance in the first quartile (Figure 2, Confidential Agenda Paper 27, refers). Particularly noteworthy was the University’s ranking of 4th globally for Research Culture. Although Resources was the only score positioned in the second quartile, with all other core areas in the first quartile, it was nonetheless still equal to or above the other benchmark comparisons.

49.5 The Committee noted that the next Research Student Conference, scheduled for 24 January 2020, would include two Keynote Talks in the area of wellbeing.

50 TIMETABLE REVIEW

50.1 The Committee received an oral report on the Timetable Review from the Pro Vice-Chancellor (Education and Student Experience), Dr Sal Jarvis.

50.2 The Pro Vice-Chancellor advised that recommendations of the Timetable Review had been agreed and were being implemented. A staff consultation on the quality of teaching rooms was currently taking place.

50.3 The Committee noted that the Chief Information Officer, Dr Dave Ford, would be taking over as Chair of the Timetable Review until a new Pro Vice-Chancellor (Education and Student Experience) had been appointed.

51 ACADEMIC QUALITY REVIEW

51.1 The Committee received an oral report on the Academic Quality Review from the Director of Academic Quality Assurance, Dr Frank Haddleton.

51.2 The Director advised that the Review was moving forward and a meeting of the Academic Quality Review Steering Group was taking place the following week to start work on Part 2 of the Review.

51.3 The Committee noted that the Director would chair the Steering Group until a new Pro Vice-Chancellor (Education and Student Experience) was appointed.

52 RISK

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

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

(a) Schedule of meetings 2019/20

All meetings were scheduled to be held at 09:30 hours in the Central Committee Room:

- Tuesday 21 January 2020
- Tuesday 10 March 2020
- Tuesday 19 May 2020
- Tuesday 07 July 2020.

(Confidential Agenda Paper 30, refers.)