MINUTES OF THE MEETING OF THE STUDENT EDUCATIONAL EXPERIENCE COMMITTEE HELD ON 21 JANUARY 2020

PRESENT: Karen Barton (Chair)

Amy Holloway-Smith  Dr Andrew Maunder  Geri Ward
Muhammad Sajid  Neale Geach  Bethan Adams
Katie Morton  Dr Phil Porter  Shelby Loasby
Muhammed Saad Raees  Dr James Collett  Judith Baines
Dr Ivan Phillips  Dr Helen Barefoot  Stephane Farenga
Rosemary Allen  Dr Susan Grey  Scott Isaacs
Susan Murray  Dr Frank Haddleton
Karen Robins  Catherine Rendell

IN ATTENDANCE:

Lisa Uttley  Stephen Owen  Leire Caselles Vallejo
Helen Singer (Item 19)  Monica Rivers-Latham (Item 19)  Rachel Nield (Item 20)

APOLOGIES:

Rebecca Miko  Thomas Baker  Samantha Kelly
Laide Bissessar  Dr Marianna Lilley

54 NEW DECLARATIONS OF INTEREST, IF ANY

There were no new declarations.

55 MEMBERSHIP

The Committee received a report on the Committee’s membership and noted the following:

55.1 Category 1: A Chair appointed by the Vice-Chancellor (Pro Vice-Chancellor (Education and Student Experience))

Following Dr Sal Jarvis’s departure from the University, Karen Barton, Director of Learning and Teaching, was chairing the Committee until a new Pro Vice-Chancellor (Education and Student Experience) was appointed.

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

Muhammed Saad Raees, part-time Postgraduate Officer from the Hertfordshire Students’ Union, had joined the Committee in this membership category as agreed at the previous meeting of the Committee (Minute 26.3, refers).

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

Dr Karen Atkinson had been appointed Associate Dean (Learning and Teaching) for the School of Health and Social Work, following Dr Julie Vuolo’s departure from the role, and would be added to this membership accordingly.
55.4 **Category 12: Academic Registrar (or named alternate)**

Following Sharon Harrison-Barker’s appointment as University Secretary and Registrar, Julie Kelly had been appointed new Academic Registrar with effect from 3 February 2020 and would be joining the Committee in this membership category in due course.

55.5 **Officers in Attendance**

The Committee agreed that the following academic members of staff would be added to the Composition as Officers in Attendance:

i. **Associate Dean Education (Student Experience) in the School of Humanities**, Dr Ciara Meehan;

ii. **Associate Dean Undergraduate Development, Hertfordshire Business School**, Maria Banks.

(Confidential Agenda Paper 3, refers.)

56 **IN ATTENDANCE**

The Committee noted the following:

i. Information Managers Helen Singer and Monica Rivers-Latham would be in attendance for item 19;

ii. Rachel Nield, HSU Research Coordinator, would be in attendance for item 20.

57 **MINUTES - 26 NOVEMBER 2019**

The Minutes of the meeting of 26 November 2019 were confirmed and signed.

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

The summary of actions agreed by the Student Educational Experience Committee (SEEC) as at 26 November 2019 was noted.

(Confidential Agenda Paper 6, refers.)

59 **CHAIR’S OPENING REMARKS**

59.1 The Chair highlighted that the Strategic Plan 2020-2025 had just been launched. Work was ongoing on each of the strands of the Plan and, once more detailed enabling plans were developed, these would feed into the business planning for the following year. The turnaround time for this process before Planning Round was quite tight.

59.2 The Chair also made the following remarks:

i. there would be no TEF Year 5 during 2019-2020. OfS had stated their intention to carry out a Subject Level TEF consultation commencing in April 2020;

ii. a new online resource for Programme Leaders would be launched in March and further information would be provided at the next meeting;

iii. an interim Pro Vice-Chancellor (Education and Student Experience) would be appointed shortly and would be in post until the role was permanently filled.

**MATTERS ARISING FROM THE MINUTES (NOT TAKEN ELSEWHERE)**

60 **PILOT OF RECORDING OF TEACHING SESSIONS - MINUTE 99.1, 2018-19, REFERS**

60.1 The Committee received a report on the Pilot of Recording of Teaching Sessions from the Chair.
60.2 The Pilot had achieved its primary purpose and decisions now had to be made around incorporating the recording of teaching sessions into business as usual.

60.3 One of the Pilot outcomes had involved installing lights into teaching rooms to clearly indicate when recordings were taking place. This measure had been very well received and had lessened the risk of recording unwanted or sensitive information.

60.4 It was noted that feedback from students had been extremely positive and that a substantial portion of the negative feedback related to a lack of recordings or inconsistency in the provision of recorded lectures across a course.

60.5 Members were asked to provide feedback on which teaching rooms would most benefit from having the necessary software and hardware installed or upgraded.

60.6 A final report would be presented to the Committee once the Pilot phase had transferred into business as usual.

(Confidential Agenda Paper 8, refers.)

61 SEEC COMMUNIQUES - MINUTE 2.3, REFERS

Minute 61 is confidential and available to Members and Officers in Attendance only.

WORKING GROUPS AND SUBCOMMITTEES

62 BAME STUDENT SUCCESS WORKING GROUP

62.1 The Committee received an oral report from the Deputy Director of the Learning and Teaching Innovation Centre (LTIC), Dr Helen Barefoot, on the activities of the BAME Student Success Working Group.

62.2 The Deputy Director advised that Schools were well engaged with the work of the Group and subgroups were working on the four areas identified: ‘Decolonising the curriculum’, ‘academic integrity’, ‘student support’ and ‘evaluation’. For example, a definition of what it meant to decolonise the curriculum was being developed and the Kingston University project evaluation was being analysed in respect of the differences between the objectives of their plan and the actual results they had achieved.

62.3 Other activities the Group was working on were how to best work with Programme teams and a BAME Careers Event on 17 March 2020, which was being promoted through the Schools and the BAME advocates.

63 DATA FOR LEARNING WORKING GROUP

63.1 The Committee received the Notes of the last meeting of the Data for Learning Working Group from the Chair.

63.2 The Committee noted that the Pilot Group had been working on the dashboard and some changes had been made following feedback.

63.3 The Pilot Group would be meeting again the following week. Associate Deans were asked to contact the relevant person in their School to gather any other feedback in respect of the dashboard to enable the Group to finalise the proposal and bring it to the Committee for consideration at a future meeting.

63.4 The Committee further noted there was new module analytics functionality available in Canvas and training sessions would be organised accordingly.

63.5 A Framework for a University-wide Personal Tutoring System was also being developed with input from Programme Leaders on the Pilot group and this was being implemented alongside the use of the dashboard.

(Confidential Agenda Paper 11, refers.)
SHAPE OF THE YEAR WORKING GROUP

The Committee received an oral report from the Director of Academic Quality Assurance, Dr Frank Haddleton, on the activities of the Shape of the Year Working Group.

It was noted that the Director had taken over as Chair of the Group following Dr Sal Jarvis’s departure from the University.

The Director advised that the Group had only met once since the previous meeting of this Committee. Different ‘pinch points’ had been discussed, such as the start of the year, the gap between semesters A and B, the timing of award ceremonies, and all the implications of making any changes to those.

A final report from the Group was not expected until May.

Members discussed the implications of some of the options being considered by the Working Group and acknowledged the need to identify any groups affected by changes decided upon.

STUDENT SURVEYS

2020 NATIONAL STUDENT SURVEY

Minute 65 is confidential and available to Members and Officers in Attendance only.

STUDENT VOICE

Minute 66 is confidential and available to Members and Officers in Attendance only.

(Confidential Agenda Paper 14, refers.)

REVIEWS

ACADEMIC QUALITY REVIEW

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

Part II of the Review had adopted an engagement driven approach and one of the key features was a small, focused review team that would work closely with the sponsor and the service owner.

The review team would be meeting for the first time shortly to identify the relevant people to consult and to streamline approaches.

STANDING BUSINESS

ITEMS FOR REPORT FROM WIDENING ACCESS AND STUDENT SUCCESS

The Committee received an update on the progress of the work of the Access and Participation Plan (APP) working group from Dr Stephane Farenga, Deputy Head of Widening Access and Student Success.

The Committee noted that the APP Working Group was a short-life working group reporting directly to the Deputy Secretary and Registrar and tasked with ensuring that the requirements set out by the Office for Students (OfS) in their approval of the University’s APP 2020/21-2024/25 were addressed.

The Committee noted the OfS’s requirements and the steps being taken to address them, including, among others, the development of a toolkit for Schools to monitor and track APP related activity in relation to APP targets and the update of APP related dashboards on Tableau to track APP targets at School level.
68.4 The Committee **approved** the timeline and plan to address the OfS’s additional requirements as set out in the report and **agreed** to receive further reports on the Group’s progress at each meeting under the Widening Access and Student Success item.

(Confidential Agenda Paper 16, refers.)

69 **STUDENT EXPERIENCE OF RESEARCH DEGREE STUDENTS**

69.1 The Committee **received** an oral report from the Director of the Doctoral College, Dr Susan Grey, on the student experience of research degree students.

69.2 The Post-Graduate Research Student Conference would take place on Friday, 24 January 2020 in the Lindop Building, College Lane. All students and staff were welcome to attend. There would be a keynote speaker from the University of Manchester on the issue of wellbeing and the final of the popular ‘3 minute thesis’ competition.

69.3 The Director would report on the Conference at the next meeting. SG

70 **ITEMS FOR REPORT FROM STUDENT WELLBEING**

*Minute 70 is confidential and available to Members and Officers in Attendance only.*

71 **ITEMS FOR REPORT FROM THE LIBRARY AND COMPUTING SERVICES**

71.1 The Committee **received** a presentation on Library SkillUP from Information Managers Helen Singer and Monica Rivers-Latham.

71.2 The Committee noted that Library SkillUP was a Canvas based online resource, funded initially through a Learning and Teaching Innovation Award and developed with students to help them achieve essential skills.

71.3 Canvas had been chosen as the platform for ease of access and integration. It was easy to embed specific Units from the SkillUP course within modules.

71.4 The Committee noted the benefits of using Library SkillUP, such as flagging skills at point of need and mapping skills across the Programme Landscape.

71.5 Staff could register on the module at [www.go.herts.ac.uk/libraryskillup](http://www.go.herts.ac.uk/libraryskillup) and speak to their Information Manager about presenting Library SkillUP to their Programme teams.

(Tabled Paper 19, refers.)

72 **ITEMS FOR REPORT FROM HERTFORDSHIRE STUDENTS’ UNION**

*Minute 72 is confidential and available to Members and Officers in Attendance only.*

(Confidential Agenda Paper 20, refers.)

73 **ITEMS FOR REPORT FROM THE LEARNING AND TEACHING INNOVATION CENTRE**

73.1 The Committee **received** an oral report from the Deputy Director of Learning and Teaching, Dr Helen Barefoot.

73.2 The Committee noted that the UH Annual Learning and Teaching Conference would be held on Friday 10 July 2020 in the Weston Auditorium, De Havilland Campus.

73.3 This year’s conference theme would be “Personal Tutoring and Student Support” and contributions from colleagues who could share their practice in respect of student support were welcome.
COLLABORATIVE PROVISION

74 UK COLLABORATIVE PARTNERSHIPS

Minute 74 is confidential and available to Members and Officers in Attendance only.

75 OVERSEAS COLLABORATIVE PARTNERSHIPS

75.1 The Committee discussed which items should be reported on, in respect of Overseas Collaborative Partnerships, at future meetings.

75.2 The Committee agreed that two items in respect of Overseas Collaborative Partnerships would be included in the agenda per academic year, preferably one in November and one in May.

75.3 The Committee further agreed that Solomon Papadopoulos, Associate Director (International Partnerships), would be asked to give a presentation at the May meeting on the University’s overseas provision. The presentation should highlight the main overseas partnerships and upcoming developments.

CLERK/CHAIR

OTHER BUSINESS

76 CLERK’S REPORT

76.1 Academic Quality Risk Register

The Committee noted the Academic Quality Risk Register, received from the Director of Academic Quality Assurance, Dr Frank Haddleton.

(Appendix A, Confidential Agenda Paper 24, refers.)

76.2 Schedule of meetings 2019-2020

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

Tuesday 10 March 2020
Tuesday 19 May 2020
Tuesday 07 July 2020.

77 PEOPLE DEVELOPMENT

There were no matters for referral to the Learning and Organisational Development Facilitation and Support Team Manager, Jill Lees, concerning matters relating to People Development.

78 RISK

Minute 78 is confidential and available to Members and Officers in Attendance only.

79 EMERGENCY BUSINESS

There was no emergency business.

80 DATE OF NEXT MEETING

Tuesday, 10 March 2020 from 09:30 hours in the Central Committee Room – MacLaurin Building.