UWE Bristol | University of the West of England

Academic Board

LEARNING TEACHING AND STUDENT EXPERIENCE COMMITTEE

Minutes of meeting held on 9 June 2021

Membership:
Present: Amanda Coffey, David Barrett, Jacqueline Chelin, Rachel Cowie, Lauren Davis, Jennifer Dye, Sarah Grabham, Lisa Harrison, Antony Hill, Jamie Hulley-Mills, Kaynat Kader, Selen Kars, Helen King, Abbie Leoroyd-Smith, Jo Midgley, Cathy Minett-Smith, Heather Moyes, Anna Piasecki, Gerry Rice, Jackie Rogers, Richard Strange, Neil Willey, Amy Morgan (Officer), Iain Mossman (Secretary).

Apologies: Lisa Brodie, Suzanne Carrie, Abbie Learoyd-Smith, Nassime Mezani, Jane Ojiako, Luke Rudge, Simon Scarle, Wendy Rowley.

In attendance: Mark Webster (for item LTSEC21.06.06) and David Evans (for item LTSEC21.06.04.1)

1	MINUTES AND MATTERS ARISING
LTSEC21.06.01	Members approved the minutes of the meeting held on 14th April 2021.
LTSEC21.06.02	**Matters Arising**
LTSEC21.06.02.1	***Action Sheet** It was noted the majority of actions were completed. Outstanding actions were in the process of being completed, and were also included in later items on the agenda on assurance reporting.
2	STANDING AGENDA ITEMS
LTSEC21.06.03	**Chair's Introduction** The Chair provided a verbal introduction, covering the following: 1. A thank you to all colleagues working hard through the summer term, supporting students both academically and pastorally to finish the year well. 2. Senior managers have recently been working on the readiness for the next Academic Year 21/22, especially focused on Academic

	Provision. There has been lots of engagement and subsequent work will be brought to LTSEC in due course.
LTSEC21.06.04	**Consumer Protection Law Compliance Assurance Statement** Deputy Director (Policy Development and Student Experience) confirmed this statement LTSEC21.6.02 was coming to LTSEC for information and noted: 1. All Universities in England have been asked to produce this Assurance Statement for the Office for Students (OfS). 2. This statement provides an outline for the Board of Governors (BoG) to demonstrate how the University has met obligations under the consumer protection law, during the pandemic. This statement is due to go to BOG in July for final sign off. 3. The Assurance Statement is supported by a repository of evidence (programme, faculty and university-level actions taken to date). 4. The Assurance Statement and repository covers the Academic Year 20/21, building on conversations in LTSEC across the year of evidence sources and actions taken. Any further actions related to this over the summer 2021 will be added to the repository. 5. Prompts will go out to colleagues over the summer to ensure any activities related to consumer protection compliance will continue to be added (e.g. assessment changes, external examiners report and future complaints). **Action: Director of Student and Academic Services**
LTSEC21.06.05	**Update from the Students' Union** The SU president presented the Students' Union (SU) update paper LTSEC21.6.03 focused on the Celebrating Black Excellence (CBE) Campaign. The Chair formally thanked all those involved for their contributions to the CBE campaign and offered an extended thanks to the SU President for all work within the SU during the Academic Year 20/21.
3	**TRANSFORMING FUTURES LEARNING AND TEACHING STRATEGY 2030**
LTSEC21.06.06	**Strategic Risks** The Head of Business Resilience gained feedback from the Committee on risk descriptors and actions LTSEC21.6.04 for Student Recruitment and Student Success. These are the two strategic risks that LTSEC has oversight of and receives assurances about.

Student Success and Retention Risk:

The committee noted that this risk level has been reduced. The data show that non-continuation rates are falling; while not yet a trend it is going in the right direction.

In discussion, it was noted:

1. Due to time of year the non-continuation data may not show the true picture until boards – for example students might not yet have informed the University about withdrawing.
2. The risk has been lowered based on last year's data going in the right direction, FET in particular improved in continuation.
3. It would be beneficial to show the data points to provide more context to the data.
4. The Uniquest work to maintain contact with students through the year has provided a level of confidence, this should be drawn upon to understand if the risk is being appropriately reduced.

5. There has been an ongoing challenge this year of tracking engagement from international students.
6. The University is a way off meeting awarding and attainment gap targets, it was suggested this risk should maintain at the higher level to continue the momentum.
7. There is work within faculties on the awarding gap however there is a lag time before this may have an impact on the data.

The discussion focused on assurance required by LTSEC, in relation to managing risk and the controls needs to be assured. It was noted that:

1. There are Equality, Diversity and Inclusivity (EDI) plans in each faculty – commentary on these awarding gap action plans to feed into LTSEC would be useful.
2. An update around Learner Analytics and how it is being used and for LTSEC to have some input into how this evolves.

   It was agreed that maintaining the risk at a higher level is recommended.

Student Recruitment Risk

In discussion, it was noted:

	1. The risk of student recruitment and digital learning is still uncertain – there is not a clear picture on how the University might have to adapt or pivot in response to student markets. 2. The digital education service will not be fully in place by the end of the year. By the end of the year there will be a clear picture on what it could look like and the options. 3. That recruitment was not part of the LTSEC Terms of reference, but an overview of the recruitment picture would be helpful for LTSEC, given its role in ensuring the quality and attractiveness of the taught programme portfolio.
LTSEC21.06.07	**Update on work on Bridging the Awarding Gap** The Deputy Director APD presented the paper LTSEC21.06.05 on the latest work of Bridging the Awarding Gap. In discussion, it was noted: 1. The important point is about how all the work connects to provide a bigger picture. 2. The Continuous Improvement (CI) Tool is not engaged with all the time, it is important this is used to ensure consistency to capture actions. 3. The decolonising the curriculum project is currently taking place and continually developing. 4. It should be acknowledged there is not one perfect approach to bridge the awarding gap, but through taking a combination of approaches the University can be best assured that progress is being made. 5. There is a danger with such a variety of approaches it will be hard to know what is making a difference. An evaluation of the effectiveness of these different approaches will be required in the future, following the theory of change model. 6. It is important to ensure students are actively involved.
4	**QUALITY AND STANDARDS AND THE STUDENT EXPERIENCE**
LTSEC21.06.08	**Combined report from the Student Partnership Projects** The Associate Deans of each faculty presented the paper LTSEC21.6.06 and there was a formal thank you to all those who engaged with the three projects. During the presentation, it was noted: 1. There was a general consensus from all three partnership projects that there was work to be continued against the themes. It was

agreed that partnership projects on these specific themes would not continue beyond the academic year, so that the University and Students' Union could consider the establishment of new partnership projects. Thematic work would continue.

2. That new partnership projects should commence as early as possible in the academic year so that as many students as possible could be engaged.

LTSEC noted the progress made across all projects and members supported the continuation of the activity to ensure recommendations are captured in enhancement work moving forward.

Action: Co-chairs and officers of partnership projects to ensure that actions pending from the projects are embedded within ongoing action plans, or other continuous improvement activities, as projects are closed.

LTSEC21.06.09	**Policy Governance Framework** The Head of Student and Academic Policy Enhancement spoke to the paper LTSEC21.6.07. During the presentation it was noted this is the first version of the policy register for LTSEC and the committee have responsibility of the oversight and monitoring of these policies. It was highlighted there is an urgent need for the updating and (in some cases) removal of policies. In discussion, it was noted: 1. This is a good opportunity to do a complete sense check starting with why these policies exist. 2. This work should be a risk-based approach and the policy framework will help to monitor and keep policies up to date. 3. An updated policy register will come to next LTSEC meeting. **Action: Head of Student and Academic Policy Enhancement**
LTSEC21.06.10	**Starting Block Development** The Dean for Students presented the paper LTSEC21.6.08 showing the developments of Starting Block ahead of the next academic year 21/22. During the presentation, it was noted: 1. The committee agreed that Starting Block was a strong piece of work drawing on expertise and insight from across the University community. The committee noted formal thanks to all the staff and

	students involved from across faculties, professional services and the Students' Union. 2. There has been good feedback on the design guide. 3. The professional services offer includes 120 elements of learning for students. 4. There has been an initial meeting with the new future Students' Union team to engage in Starting Block. 5. The personal plan has been rebranded to 'starting block checklist'. 6. Timetabling have confirmed that Starting Block will use the full extended week.
LTSEC21.06.11	**Ethical Review of Student Research** David Evans was welcomed to the meeting and spoke to this item LTSEC21.6.09, with the proposed recommendations for LTSEC action. The recommendations were welcomed by the committee and it was noted this is should be incorporated as part of the assurance framework. LTSEC will need regular assurance that these actions are in motion. There needs to be authority from directorate for all Academic Staff to undergo the relevant training. The assurance will be taken offline to ensure clarity on where this sits and a report will come back to LTSEC. **Action: Chair to raise issue with regards training for consideration at Directorate.** **Action: Committee Secretary to work with Research Ethics sub-committee on appropriate assurance routes with regards taught student research.**
5	**ASSURANCE REPORTING**
LTSEC21.06.12	**Annual Assurance Report from LTSEC to Academic Board** Members considered the draft LTSEC annual assurance report, including outcomes from the committee effectiveness review for endorsement to Academic Board. During presentation, it was noted: 1. Thank you to all members for their input into the LTSEC effectiveness review survey. 2. The key themes from the survey included the operation of the committee and the pros and cons of operating online. The nature of the business was also addressed.

	3. The survey results showed there was desire from the committee to debate and advise on issues at an earlier stage in the work process. 4. There was a requirement for more work and attention into the LTSEC sub-committees and reporting process. In discussion, it was noted: 1. There is a possible legacy issue with assurance reports not doing exactly what they should do – sometimes key pieces of work are not included. 2. The suggestion was raised to move to continuous assurance reporting throughout the year to support the overall annual report, with increased input from sub committees to the LTSEC agenda. 3. Members noted that the Director of Student of Academic Services was intending to review the academic governance structure and effectiveness over the summer and that LTSECs reflections would be included within this work. The committee agreed to recommend the assurance statement to academic board, subject to the receipt of all sub-committee assurance reports and the actions set out in the action plan.
LTSEC21.06.13	**Annual Assurance Reports from LTSEC sub-committees:** 5.2.1 **Partnerships Quality sub committee** Lisa Harrison spoke briefly about the Partnership Quality Sub-Committee annual assurance report paper LTSEC21.6.11. LTSEC approved the assurance report and agreed the PQSC had met its Terms of Reference (TOR). 5.2.2 **Employability & Enterprise sub committee** This was not presented at meeting and will be considered by correspondence/chairs action after the meeting. 5.2.3 **Degree Apprenticeships Board** This was not presented at meeting and will be considered by correspondence/chairs action after the meeting.
LTSEC21.06.14	**Annual Assurance Reports from committees which have a reporting line to LTSEC:** 5.3.1 - **FET ASQC** 5.3.2 - **ACE ASQC** 5.3.3 - **HAS ASQC**

	5.3.4 - **FBL ASQC**
	LTSEC members noted the reports LTSEC21.6.13, LTSEC21.6.14, LTSEC21.6.15 and LTSEC21.6.16.
LTSEC21.06.15	**Action plan arising for the review of LTSEC sub-committee assurance reports** Members considered the actions arising from the annual assurance reporting cycle LTSEC21.6.17 and it was confirmed this will return to the next LTSEC meeting in September 2021. **Action: The Head of Student and Academic Policy Enhancement**
6	**ANY OTHER BUSINESS**
LTSEC21.06.16	The Chair offered a formal thank you to Lisa Harrison for all her hard work and involvement in LTSEC. The LTSEC wished Lisa all the best for in her new role and future endeavours.
7*	**MINUTES OF SUB-COMMITTEES**
LTSEC21.06.17	***Minutes of sub-committees, Board or Groups** For information only - Partnerships Quality sub-committee (TBC) - Employability and Enterprise sub-committee (TBC) - PAL Stakeholder Group (once per term) - Academic Literacy Forum (ALF) (once per term) - Inclusive Learning T&F Group (note yet set up) - Degree Apprenticeship Board
8*	**DATES OF 2021/22 MEETINGS**
LTSEC21.06.18	Meeting dates for next Academic Year 21/22 1. 22 September 2021 2. 10 November 2021 3. 2 February 2022 4. 6 April 2022 5. 8 June 2022