

UNIVERSITY OF WARWICK

Education Committee

Minutes of the meeting of the Education Committee held on 26 February 2018

Present: Professor C Hughes (Chair), Dr D Britnell (Chair of the Faculty Education Committee of Science), C Bisping (Chair of the Faculty Education Committee of Social Sciences), Professor A Clark (Academic Director, Undergraduate Studies), Dr W Curtis (Academic Director, Partnerships), D Davies (Faculty of Medicine), Professor L Gracia (Dean of Students), Professor D Lamburn (Deputy Chair), Professor M Nudds (Chair of the Faculty of Social Sciences), Professor P Roberts (Chair of the Faculty of Arts), Professor L Roberts (Chair of the Faculty Education Committee of Medicine), Professor M Shipman (Chair of the Faculty of Science), Professor P Tissington, (Academic Director, Employability and Skills), Professor G van der Velden (Director of the Warwick International Higher Education Academy)

Apologies: E Dunford (Postgraduate Officer, Students' Union), L Jackson (Education Officer, Students' Union), Professor C Sparrow (Academic Director, Graduate Studies)

In Attendance: P Blagburn (Head of Widening Participation and Outreach) (for item 31/17-18), G Connelly (Assistant Secretary), K Gray (Secretary), R Wooldridge Smith (Acting Academic Registrar)

20/17-18 Conflicts of Interest

REPORTED:

- (a) That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.
- (b) That no conflicts of interest were reported.

21/17-18 Minutes of the last meeting

CONSIDERED:

Minutes of the meeting of the Education Committee on 5 December 2017.

RESOLVED:

That the minutes from the meeting of the Education Committee on the 5 December 2017 be approved.

22/17-18 Matters Arising

Student Communications Strategy (minute 10.17-18 refers)

REPORTED:

That the Director of University Marketing and Communications was scheduled to attend Faculty Education Committees in the Summer Term to report on this item.

23/17-18 Chair's Business

RECEIVED:

An oral report from the Pro-Vice-Chancellor (Education) on the following items:

(a) Education Committee Business

REPORTED:

- (i) That the aim of Committee was to take a strategic view of education and that members of the Committee were invited to put forward matters of business for strategic consideration;

(by Professor G van der Velden, Director of WIHEA)

- (ii) That it would be useful for the next meeting to have an international focus to better understand our risks with the international market and partners;

RESOLVED

- (iii) That the next Education Committee would have a strategic discussion item on Internationalisation in relation to education at the University;
- (iv) That the Pro-Vice Chancellor (Europe) and other members of staff, including representation from SROAS, be invited to the next Education Committee meeting to discuss this item.

(b) Teaching Excellence Framework (TEF):

- (i) That the University submitted to TEF3 in January 2018 and confirmation of the outcome was expected in June 2018;
- (ii) That the second round of TEF meetings were taking place during Term 2 and would be focused on follow up of the meetings that took place in the Autumn Term 2017;
- (iii) That the Pro-Vice Chancellor (Education) had been appointed to TEF subject level main panel and Professor Gill Cooke had been appointed to TEF subject level engineering panel;

- (iv) That there was currently ongoing discussion as to what model would be employed in the subject level TEF;
- (v) That the University would need to undertake a mock exercise in anticipation of a decision being reached;

(by the Director of the WIHEA):

- (vi) In response to an observation by the Chair of the Faculty of Science regarding the timing of both REF and subject level TEF over the same period, that it was unlikely that the subject level TEF would be delayed until after the REF exercise.

(by the Chair):

- (vii) That the discourse behind the Government's announcement of the review of funding for tertiary education was that the funding system needed to be improved, with a more competitive market based on price differentiation, rather than a fundamental review of the system;
- (viii) That ultimately subject level TEF would be most useful for applicants making their choice of programme and the University would need to prepare for this;

RESOLVED:

- (ix) That the Education Committee would need to be proactive in responding to these oncoming changes in the policy landscape and ensure that information was disseminated to the wider university;
- (x) That Committee members were encouraged to bring these further discussions surrounding this forward at future meetings.

(c) Industrial Action

REPORTED:

(by the Acting Academic Registrar):

- (i) That the University was currently within a period of formal Industrial action being taken by members of staff across the University;
- (ii) That the Academic Continuity Working Group had been meeting since late November 2017 in preparation and with a focus on continuity of the student experience;
- (iii) That there had been some significant disruption caused by the strike action and the Academic Continuity Working Group were working closely with Heads of Departments and HR to manage this;

- (iv) That all external examiners had been written to in order to assess impact of any non-attendance at exam boards or PhD Viva's;
- (v) That communication was ongoing with various stakeholders including international partners;
- (vi) That the Home Office had confirmed that, where monitoring points were missed as result of class cancellations due to industrial action, this could be treated as authorised absence;
- (vii) That the request to invoke Regulation 41 would be submitted to Steering Committee;
- (viii) That an accurate assessment of the level of disruption caused would be known as the formal action progressed;
- (ix) That, in response to a query raised by the Chair of the Faculty Education Committee of Medicine, the issue of content not having been delivered for professional programmes with accreditation had been raised and was being monitored;

(by Professor D Lamburn, Deputy Pro-Vice Chancellor (Education))

- (x) That Departments would need to be prepared for a significant increase in mitigating circumstances cases at summer exam boards.

25/17-18

Education Strategy

CONSIDERED:

An updated draft Education Strategy (paper S.20/17-18).

REPORTED:

(by Professor C Hughes, Pro-Vice Chancellor (Education))

- (a) That the Education Strategy had been through several consultation stages having been considered at Senate, Council, Academic Quality and Standards Committee, Student Learning Experience and Engagement Committee and the All-Staff Meeting;
- (b) That the feedback from the Education Committee had been incorporated into the Strategy;
- (c) That an online consultation on the draft Education Strategy was open to University staff until 6pm on the 26 February 2018;
- (d) That the feedback received from the online consultation had been detailed and mainly related to operationalisation of the Strategy;

(by Professor D Lamburn, Deputy Pro-Vice Chancellor (Education)):

- (e) That the Internationalisation Strategy was key to student experience and that links with this should be formed;
- (f) (In response to a query by the Chair of the Faculty Education Committee of Medicine regarding diversification of assessment, that diversification of assessment would be addressed through the review of Assessment;
- (g) That the draft Education Strategy would be considered by the Senate for approval at its meeting on 14 March 2018.

RECOMMENDED (to the Senate):

That the draft Education Strategy be approved.

26/17-18

Review of Personal Tutoring

CONSIDERED:

A paper and oral report from the Dean of Students on the Review of Personal Tutoring, (paper EC.13/17-18).

REPORTED:

(by the Dean of Students)

- (a) That the report on the Review of Personal Tutoring had been considered by all Faculty Education Committees, Academic Quality and Standards Committee, Student Learning Experience and Engagement Committee and Heads of Departments Forum for Social Sciences, where there had been active engagement from all staff;
- (b) That following on from these consultations, adjustments had been made to Recommendations 4, 10 and 18;
- (c) That, alongside annual reporting, consideration was being given to implementing follow up through the Education Experience Monitoring meetings;
- (d) That there were concerns to be mindful of once the recommendations are implemented, which include:
  - i. Shared offices within the new Faculty of Arts building;
  - ii. Personal Tutor training to be subject and context specific;
  - iii. Gendered aspects of Personal Tutoring;
- (e) That work had commenced on some of the Review's recommendations;
- (f) That extracting the correct data on Personal Tutor to student ratios was difficult as not all information was input to SITs or consistently maintained when it was;

(by the Chair of the Faculty of Science):

(g) That issues raised by the Faculty of Science, regarding the limit of 25 tutees per tutor, related to the fact that they did not feel that the qualitative data given was as useful as quantitative data would have been;

(h) That the proposed wording for this recommendation was acceptable;

(by Professor P Roberts, Chair of the Faculty of Arts):

(i) That the issues raised by the Faculty of Arts, regarding the gendered aspects of Personal Tutoring, was not in regard to the gender of personal tutors, but due to the fact that students tended to turn to female tutors more frequently;

(by Professor M Nudds, Chair of the Faculty of Social Sciences),

(j) That the issue for the Faculty of Social Sciences was the number of students across its Departments and the difficulty in providing resource to ensure a limit on the number of tutees per tutor;

RESOLVED:

(k) That the Review of Personal Tutoring and its recommendations was supported by the Education Committee and would be considered by the Senate on the 14 March 2018;

(l) That within the academic planning process, Faculty Chairs raise the issue of access to data on Personal Tutor to student ratios;

27/17-18

Monitoring Progress from Institutional Teaching and Learning Review (ITLR)

CONSIDERED:

(a) An update report from the Faculty of Science, (paper EC.14/17-18);

(b) An update report from the Faculty of Social Sciences (paper EC.15/17-18);

(c) An update report from the Faculty of Arts (paper EC.16/17-18);

(d) An update report from the Faculty of Medicine, (paper EC.17/17-18);

(e) An update report from the Student Success Programme Board, (paper EC.18/17-18);

(f) An Institutional update report, (paper EC.19/17-18,);

REPORTED:

(by the Chair):

- (a) That the reports reflected that there has been a great deal of work taking place with most recommendations in progress or completed;
- (b) That the Faculty Education Committees needed to have some involvement in and ownership of follow-up;
- (c) That the Chair and Secretary to the Committee would be meeting with the Chairs of the Faculty Education Committees in March 2018 to look at the process in more detail and determine effective follow up;

(by Professor D Lamburn, Deputy Pro-Vice Chancellor (Education)):

- (d) That there were different ways in which progress was being checked, particularly where there were recommendations which were problematic;
- (e) That follow up could also be addressed through Education Experience Monitoring meetings;
- (f) That the ITLR had generated too many recommendations and that the next Review needed to limit these;
- (g) In response to a query raised by the Academic Director (Undergraduate Studies) that there was cross-representation on the Student Success Programme Board and the Student Personalised Information (SPI) Board which would ensure that there would then be a free flow of information between the two that should mitigate any duplication;

(by the Director of the WIHEA):

- (h) That this was the first iteration of following up ITLR recommendations and that these would inevitably reduce with time as actions were completed;

(by the Chair of the Faculty Education Committee of Social Sciences):

- (i) That the Committee Secretariat for the Faculty Education Committee (Social Sciences) had reviewed the ITLR recommendations to identify thematic issues;
- (j) That champions of best practice were looking at what was working with a view to sharing best practice;

RESOLVED:

- (k) That the meeting of the Chair and Secretary with the Chairs of Faculty in March 2018 would contribute to determining an effective process for monitoring follow up;
- (l) That the Education Committee would focus on themes emerging from the ITLR recommendations.

28/17-18 Institutional Risk Register (IRR)

CONSIDERED:

A report on the Institutional Risk Registers related to Education, (paper EC.20/17-18).

REPORTED:

- (a) That there was a general lack of understanding amongst Committee members of the process and frameworks of the Institutional Risk Register;
- (b) That Faculties and academic departments feed into the process via the Academic Resourcing Committee (ARC);

(by Professor G van der Velden (Director of the Warwick International Higher Education Academy)

- (c) That the Education Risk required updating;
- (d) That any decisions made by ARC on Student Recruitment Risk could have wider implications;

RESOLVED:

- (e) That the Secretary would seek clarification of the process and timescales required for this item;
- (f) That clarification be sought as to how departmental risks related to education fed into the overarching education risk;
- (g) That the Education Risk would be taken to Education Executive for further review;
- (h) That oversight of the Student Recruitment Risk should sit with the Academic Resourcing Committee with input from the Education Committee, noting the potential impact on student experience

30/17-18 OfS Consultation

RECEIVED:

A paper on the University's response to the Office for Students consultations, (paper EC.22/17-18)

REPORTED:

(by the Secretary):

- (a) That the Office for Students (OfS) was proposing to take a risk-based approach within their new regulatory structure, with four key underpinning values as set out in the consultation paper;
- (b) That notification of the consultation outcome would be published on Wednesday 28 February 2018;



- (c) That all providers would be required to register with the OfS by April 2018 and guidance was due to be published in due course;
- (d) That under the new structure there would be a requirement for rapid turnaround of data production and the University's ability to meet the actions required;

RESOLVED:

- (e) That, while the University needed to be mindful of the external environment and respond to it, the Education Strategy should not be steered by external developments;
- (f) That the OfS consultation paper would be considered by the Senate on the 14 March 2018.

31/17-18

WP Strategy

RECEIVED:

A paper and oral report from the Head of Widening Participation and Outreach (paper EC.23/17-18)

REPORTED (by the Head of Widening Participation and Outreach):

- (a) That it was expected that a draft version of the Strategy would be in place by the end of academic year and this would focus not only on recruitment but also on the full student life cycle;

(by the Chair):

- (b) That the Widening Participation Committee was currently aiming to move WP in to the mainstream by more defined target setting and disseminating information of their plans across Departments;
- (c) That links were to be formed with the Faculty Education Committees in order to develop the Strategy and Institutional framework;
- (d) That the Faculty of Arts had established a WP Sub-Committee;
- (e) That evaluation activity to assess the impact of measures taken was being led by Professor Naylor;

(by the Director of WIHEA):

- (f) That the introduction of the WP Strategy and evaluation was very much welcomed;
- (g) That there were WIHEA Fellows keen to be engaged in WP and clarity on where to direct staff would be welcome so impetus was not lost;
- (h) That WP student communities should be consulted with;

(by Professor L Gracia, Dean of Students)

- (i) That caution needed to be taken when consulting these students;
- (j) That the evaluation needed to include a strand for Student experience;

(by Professor W Curtis, Academic Director Partnerships)

- (k) That an institutional definition of WP and why the University is engaged in this activity was required ;

RESOLVED:

- (l) That the WP team organise a session for WIHEA Fellows to attend;
- (m) That a statement on the University's WP mission be developed articulating what the University is aiming to achieve;
- (n) That clarification be provided as to what should be reported from the WP Committee to Education Committee.

32/17-18

EEM Meetings

REPORTED:

A paper from the Assistant Registrar (Monitoring and Review) on the progress of Education Experience Monitoring (paper EC.24/17-18)

REPORTED:

(by the Secretary):

- i. That Education Experience Monitoring had been established three years ago, but deferred until now because of the Institutional Teaching and Learning Review,;
- ii. That there had been efforts made to ensure there was no overlap with TEF meetings;
- iii. That there would be continual reflection throughout the process to ensure its suitability;
- iv. That the monitoring applied to Taught courses only;

(by the Deputy Pro-Vice Chancellor (Education))

- v. That the monitoring reports would be considered by the Academic Quality and Standards Committee;
- vi. That any changes to the EEM process would be considered by the Education Committee.

33/17-18 Employability

REPORTED (by the Academic Director (Employability and Skills)):

- (a) That the Academic Director (Employability and Skills) had been in post from January 2018 and undertaken a number of meetings with colleagues across the University, with further planned;
- (b) That there were 44 recommendations from ITLR, relating to Employability, and Skills that the Academic Director was creating a plan of follow up which would be ready in the Summer term;
- (c) That there had been a strong reception to the agenda outlined so far.

34/17-18 Progress of Committee Recommendations

REPORTED:

- (a) That at its meeting on 24 January 2018, the Senate approved recommendations from the Committee under the following headings:

Student Surveys Strategy

35/17-18 Business for report from Academic Quality and Standards Committee (AQSC)

RECEIVED:

- (a) Minutes of the meeting of the Academic Quality and Standards Committee on 22 January 2018 (paper EC.25/17-18)
- (b) Unconfirmed Minutes of the meeting of the Academic Quality and Standards Committee on 14 February 2018 (paper EC.26/17-18)

36/17-18 Business for report from Board of Graduate Studies (BGS)

RECEIVED:

Minutes of the meeting of the Board of Graduate Studies on 16 January 2018 (paper EC.27/17-18);

37/17-18 Business for report from Student Learning Experience and Engagement Committee (SLEEC)

RECEIVED:

Minutes of the meeting of the Student Learning Experience and Engagement Committee on 22 January 2018 (paper EC.28/17-18);

38/17-18 Next meeting

REPORTED:

That the next meeting of the Committee was scheduled to be held on Tuesday 5 June 2018 at 1.00pm in CMR 1.0, University House.