

**UNIVERSITY OF WARWICK  
EDUCATION COMMITTEE**

**OPEN MINUTES OF THE MEETING HELD AT 2.00PM, MONDAY 2 DECEMBER 2019, CMR 1.0, UNIVERSITY HOUSE**

<b>Present</b>	Professor Chris Hughes	CH	Pro-Vice Chancellor (Education) [Chair]
	Professor Jo Angouri	JA	Academic Director, Education and Internationalisation
	Professor Chris Bisping	CB	Chair of the Faculty Education Committee of Social Sciences
	Professor Andrew Clark	AC	Academic Director, Undergraduate Studies
	Professor Will Curtis	WC	Academic Director, Partnerships
	Dr David Davies	DD	Chair of the Faculty Education Committee of Science, Engineering and Medicine
	Dr Rebecca Freeman	RF	Dean of Students
	Professor David Lamburn	DL	Deputy Pro-Vice Chancellor (Education)
	Professor Matthew Nudds	MN	Chair of the Faculty of Social Sciences
	Professor Sarah Richardson	SR	Chair of the Faculty Education Committee of Arts
	Professor Penny Roberts	PR	Chair of the Faculty of Arts
	Professor Colin Sparrow	CS	Academic Director, Graduate Studies
	Professor Pat Tissington	PT	Academic Director, Employability and Skills
	Professor Gwen van der Velden	GV	Deputy Pro-Vice Chancellor (Student Learning Experience)
<b>Attending</b>	Katharine Gray	KG	Senior Assistant Registrar (Teaching Quality), [Secretary]
	Dr Chris Twine	CT	Academic Registrar
	Roberta Wooldridge Smith	RWS	Director of Student Opportunity (for items...)
	Dan Derricott	DDerricott	Assistant Registrar (Monitoring and Review)
	Lisa Whiston	LW	Process Owner
	Sophie Hannah	SH	Stakeholder Engagement Officer
<b>Ref</b>	<b>Item</b>		
001	<b>Chairs Welcome and Introduction</b> The Committee noted the Chair's welcome to new members and to Professor Penny Roberts following their return from study leave. The Committee also noted that Maureen McLaughlin, Director of Education, Policy and Quality, would attend future meetings.		
002	<b>Apologies for absence</b> Apologies were received from Chloe Batten, Alice Churm, Professor Meyer, Professor Lesley Roberts		
003	<b>Terms of Reference and Constitution</b> (a) The Committee received a verbal report from the Chair that the constitution of the Committee had been revised to include the Academic Director, Education and Internationalisation. (b) The Committee received and <b>approved</b> the updated Terms of Reference and Constitution as set out in paper 003-EC021219.		
004	<b>Declarations of Interest</b> No new declarations were made.		
005	<b>Minutes of last meeting on 11 June 2019</b> The minutes of the meeting held on 11 June 2019 were received and <b>approved</b> .		
006	<b>Matters arising from last meeting on 11 June 2019</b>		

The matters arising were as follows:

**(a) Items Referred to Senate**

All items referred to the Senate for approval had been approved. This included the Policy on Peer Dialogue on Teaching, the implementation of which was now being monitored through the Teaching Excellence Group meetings.

**(b) Student Education Data**

The Chair reported to the Committee that a data report had been considered by the Academic Quality and Standards Committee at its meeting in October 2019.

**ACTION:** The Committee to receive the data report at its next meeting.

**(c) Alternative Pathways**

The Academic Director (Partnerships) reported to the Committee that work was ongoing in the area of alternative pathways and the University's application to the Register of Apprenticeships Training Providers had been successful.

**(d) Work Based Learning Framework**

The Chair reported to the Committee that the proposed meeting with members of the Arts Faculty to discuss queries on placements had not yet happened but a consultant was working with the Director of Work Based and Professional Learning on curriculum development and would pick up discussions with Arts departments as part of this work.

**(e) Role of the Board of Graduate Studies and the Graduate School**

That the Working Group on Postgraduate Taught provision was now established.

**(f) Committee Memberships**

The Chair reported that the constitution of the Academic Quality and Standards Committee had been revised to include Chairs of the Faculty Education Committees.

**(g) TEF**

The Chair reported that the publication of the Pearce Independent Review of TEF was awaited and this would not be available until after the General Election. It was likely that there would still be a subject level TEF and preparation would therefore need to continue.

**Strategic Item for Discussion**

007

**Development of the Internationalisation Strategy**

The Committee received a presentation and paper (007-EC021219) on the development of the Internationalisation Strategy by the Academic Director (Education and Internationalisation). The key points and discussions were as follows:

- There were a wide range of activities linked to internationalisation across the University but these were not yet bringing students together around learning experiences or fully integrated into students' educational experiences.
- The Internationalisation Strategy should address how internationalisation can be embedded both within the curriculum and through co-curricular opportunities and the support required to achieve this.
- The draft Internationalisation Strategy was at an early stage of development and had been informed by focus groups with students and discussions with staff. Further development and consultation would take place in the coming months.
- The Strategy should clarify the benefits expected from internationalisation of education, whether it is expected that there should be aspects of international experience embedded in all courses, expressed in

	<p>learning outcomes, and that all students will experience an element of internationalisation during their time at Warwick.</p> <ul style="list-style-type: none"> <li>• Draft principles needed further development and may benefit from simplifying the language used.</li> <li>• Community building was an important element of breaking down barriers and it may also be useful to set out values for international learning.</li> <li>• The Committee supported the development of variety of models for mobility and considered barriers and approaches to addressing these. Structural changes would be required to implement the models discussed.</li> <li>• The Committee discussed structures to support embedding internationalisation in courses and barriers to achieving this aim.</li> <li>• There was a preference for the development of 2+2 partnership models rather than joint or double degrees.</li> <li>• The Committee identified existing co-curricular activities, including the Undergraduate Research Scholarship Scheme (URSS) and the International Conference for Undergraduate Research (ICUR) which worked well and the factors that contributed to this.</li> <li>• The draft Strategy appeared to be focused on those students based on campus and consideration may need to be given to the broader student population. This may also include postgraduate research students.</li> </ul>
<b>Items</b>	
008	<p><b>Chair's Business</b></p> <p>The Chair reported that the Celebration of Teaching Excellence would take place following the meeting.</p>
009	<p><b>Warwick Core Skills</b></p> <p>The Committee received a paper (009-EC021219) and a verbal report by the Academic Director (Employability and Skills). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• It was not clear to students what skills they had acquired at University which would support them in seeking employment while graduate recruiters did not often specify the degree discipline required but instead were looking for aptitude and skills.</li> <li>• The development of Warwick Core Skills was intended to provide a consistent framework to enable students to identify the skills they acquired across their curricula and co-curricular activities.</li> <li>• Consultation had been undertaken with students, staff, employers, alumni and through committees on the proposed Core Skills. It is now the intention to pilot mapping of skills to modules by students as the first stage in the implementation plan.</li> <li>• The Student Learning Experience and Engagement Committee was supportive of the Core Skills although there was scope for making the language more active.</li> <li>• The Committee discussed the merit of including civic responsibility as a separate item, rather than being embedded within Core Skills related to Sustainability and Ethical Values.</li> <li>• Staff involved in delivery of courses accredited by Professional, Statutory and Regulatory Bodies (PSRBs) may have already been required to map skills at the module level so may also be engaged in the initial pilot.</li> <li>• It may be challenging to gain full agreement with all Core Skills and descriptors but it was important to establish a common framework for students. The pilot mapping exercise would therefore provide an opportunity to test the descriptors set out in the proposal.</li> </ul> <p><b>DECISION:</b> The Committee <b>recommended</b> the Warwick Core Skills for consideration by the Senate as set out in Paper 009-EC021219, noting that the descriptors would be tested in the pilot mapping exercise.</p>
010	<p><b>Students' Union Update</b></p> <p>The Committee noted that the student representatives were not present at the meeting to provide an update.</p>
011	<p><b>Education Strategy Priorities</b></p> <p>The Committee received a paper (011-EC021219) and a verbal report by the Chair. The key points and discussions were as follows:</p>

	<ul style="list-style-type: none"> <li>• The paper set out the top ten priorities for the year for Education Executive.</li> <li>• Discussions were ongoing with Faculty Education Committee Chairs on prioritisation.</li> </ul>
012	<p><b>Teaching Excellence Group Update</b></p> <p>The Committee received a verbal report by the Assistant Registrar (Monitoring and Review). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• There would be 36 meetings in total with 34 being held in the Autumn term and majority within a seven week period.</li> <li>• Discussions this year had focused on progress being made and priorities, rather than whether baseline expectations were being met, with themes being introduced focusing on employability and successful outcomes for all.</li> <li>• A third of departments had included student representatives in the meetings which had been productive. Further consideration could be given to seeking feedback from students in term 3, as meetings were held early in the Autumn term and it was difficult to engage students at that time.</li> <li>• Operational improvements had been made, including broadening the group of chairs and staff supporting the meetings.</li> <li>• TEG focused on taught courses and review of research courses was led by the Academic Director (Graduate Studies) with the Doctoral College.</li> <li>• Further evaluation of the process with departments and committees and analysis of outcomes would be undertaken in the spring term, with reports being provided to Academic Quality and Standards Committee and the Student Learning Experience and Engagement Committee. Outcomes also fed into the Academic Resourcing Committee Autumn Review process.</li> <li>• Panel members and Education Quality and Policy staff were thanked for their support and commitment.</li> </ul>
013	<p><b>Student Personalised Information Programme Update</b></p> <p>The Committee received a paper (013-EC021219) and a verbal report by the Process Owner and Stakeholder Engagement Officer (Student Personalised Information Programme). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• A number of SPI projects had been delivered.</li> <li>• Given that demands were growing on core teams contributing to projects across the University, an assessment of capacity and reprioritisation of projects was being undertaken.</li> <li>• Demands arising from the programme on academic departments were also increasing and work was being undertaken to improve engagement with departments and students, including working more collaboratively with the Students' Union.</li> </ul>
014	<p><b>Education Strategy Key Performance Indicators</b></p> <p>The Committee received a paper (014-EC021219) and a verbal report by the Secretary. The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• Education Strategy Key Performance Indicators had been discussed and refined at the Education Executive Away Day and work was now being undertaken to establish the base data.</li> </ul>
015	<p><b>Collaborative Review of Degree Apprenticeships</b></p> <p>The Committee received a paper (015-EC021219) and a verbal report by the Academic Director (Partnerships). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• Outcomes from the Review would be considered by the University Executive Board (UEB) and reflected the fact that, although attempts had been made to align work related to degree apprenticeships to existing processes, it was now necessary to make a step change to approaches, recognising also that teams were very stretched.</li> <li>• The Review also identified many positive outcomes and good practice.</li> </ul>

	<ul style="list-style-type: none"> <li>A high level update on developments would be useful for Faculty Education Committees.</li> </ul> <p><b>ACTION:</b> The Committee to consider further Section 18.1, focusing on actions for the Degree Apprenticeships Steering Group, the UEB and the Education Committee, following discussion at UEB.</p>
016	<p><b>Annual Report to Council on Quality and Standards</b></p> <p>The Committee received a paper (057-C201119) and a verbal report by the Secretary.</p>
<i>Items below this line were for receipt and/or approval, without discussion</i>	
017	<p><b>Business for report from Academic Quality and Standards Committee (AQSC)</b></p> <p>The Committee received and noted the agenda and minutes of meetings <a href="#">available online</a>.</p>
018	<p><b>Business for report from Board of Graduate Studies (BGS)</b></p> <p>The Committee received and noted the agenda and minutes of meetings <a href="#">available online</a></p>
019	<p><b>Business for report from Student Learning Experience and Engagement Committee (SLEEC)</b></p> <p>The Committee received and noted the agenda and minutes of meetings <a href="#">available online</a></p>
020	<p><b>Business for report from the Partnerships Committee</b></p> <p>The Committee received and noted the agenda and minutes of meetings <a href="#">available online</a></p>
021	<p><b>Business for report from the Widening Participation Committee (WP)</b></p> <p>The Committee received and noted the agenda and minutes of meetings <a href="#">available online</a></p>
<b>Other</b>	
010	<p><b>Any other business</b></p> <p>There was no other business.</p>
<b>Next meeting: Monday 24 February 2020 at 14:00, CMR 1.0, University House</b>	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
<b>044 – Matters Arising</b>	<b>ACTION 1) Internationalisation:</b> The Deputy PVC (Europe) and the Strategic Lead for Internationalisation were unable to join this committee meeting and will be invited to a future meeting	EC Secretariat 2019/20	Completed
	<b>ACTION 2) Student Education Data:</b> This item will come forward for consideration in a 2019/20 committee meeting.	EC Secretariat 2019/20	Ongoing
<b>045 – Alternative Pathways</b>	<b>DECISION:</b> That a working group be established to look at alternative pathways, which would be reported back on at Education Committee in the 2019/20 academic year.	WC 2019/20	Ongoing
<b>049 - WBL Framework</b>	<b>ACTION:</b> Sam Hardy to meet with members of the Arts Faculty and discuss the queries they have raised further.	SH Summer 2019	Completed
<b>051 - Role of the Board of Graduate Studies and the Graduate School</b>	<b>ACTION:</b> Committee member to send any recommendations for representatives on the PGT working group to Kirsty Hooper.	All Autumn 2019	Completed

<b>060 - Committee Memberships</b>	<b>ACTION:</b> That the Secretary organise for the Chairs of AQSC, SLEEC, Partnerships Committee and the Faculty Education Committees meet to discuss the item further.		Completed
<b>003 – Terms of Reference and Constitution</b>	<b>DECISION:</b> The Committee received and <b>approved</b> the updated Terms of Reference and Constitution as set out in paper 003-EC021219.		
<b>006 – Matters Arising</b>	<b>ACTION:</b> The Committee to receive the data report at its next meeting.	EC Secretariat: Spring Term 2020	Ongoing
<b>009 – Warwick Core Skills</b>	<b>DECISION:</b> The Committee <b>recommended</b> the Warwick Core Skills for consideration by the Senate as set out in Paper 009-EC021219, noting that the descriptors would be tested in the pilot mapping exercise.		
<b>015 – Collaborative Review of Degree Apprenticeships</b>	<b>ACTION:</b> The Committee to consider further Section 18.1, focusing on actions for the Degree Apprenticeships Steering Group, the UEB and the Education Committee, following discussion at UEB.	EC Secretariat: 2019/20	Ongoing