

UNIVERSITY OF WARWICK

Education Committee

Minutes of the meeting of the Education Committee held on 6 December 2018

Present: Professor C Hughes (Chair), C Bisping (Chair of the Faculty Education Committee of Social Sciences), Professor A Clark (Academic Director, Undergraduate Studies), Dr W Curtis (Academic Director, Partnerships), Professor L Gracia (Dean of Students), L Kennedy (Education Officer, Students' Union), E King (Postgraduate Officer, Students' Union), Professor D Lamburn (Deputy Pro-Vice Chancellor (Education)), 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 WMS Education Committee), Professor C Sparrow (Academic Director, Graduate Studies), Professor P Tissington, (Academic Director, Employability and Skills), Professor G van der Velden (Director of the Warwick International Higher Education Academy)

Apologies: Dr D Britnell (Chair of the Faculty Education Committee of Science, Engineering and Medicine), Dr S Richardson (Chair of the Faculty Education Committee of Arts) Professor M Shipman (Chair of the Faculty of Science, Engineering and Medicine)

In Attendance: K Gray (Secretary), G Connelly (Assistant Secretary), D Davies (Deputy Chair of the Board of the Faculty of Science, Engineering and Medicine), Dr O Davis (Deputy Chair of the Board of the Faculty of Arts), Dr C Twine (Academic Registrar), R Wooldridge Smith (Deputy Academic Registrar), J Hughes (Head of Operations and Information, Student Careers and Skills) (for item 1/18-19), D Derricott (Assistant Registrar) (for item 10/18-19) and R Martyn (Senior Assistant Registrar) (for item 16 and 17/18-19)

1/18-19 Employability Strategy

CONSIDERED:

- (a) A draft version of the Employability Strategy from the Academic Director (Employability and Skills) (paper EC.01/18-19);
- (b) *A report from the Head of Operations and Information, Student Careers and Skills, on the Destinations of Leavers from Higher Education (DLHE) survey results for 2016/17 Warwick graduates as reported to Steering Committee on the 19 November 2018 (paper SC.36/18-19).

REPORTED:

(by Professor P Tissington and E King)

- (c) That the draft version of the Employability Strategy had been through a period of consultation with the Students' Union, the Employability Skills Working Group and Education Executive.

- (d) That internal and external metrics highlight that further work is required to support more students in determining what they wish to do after graduation and in enabling them to achieve those goals;
- (e) That in defining the Employability Strategy, there are two points to note:
 - i. That employability is integral to a Warwick Education;
 - ii. That enabling students to make informed decisions will lead to lasting career success;
- (f) That six strategic directions were proposed in the draft strategy, with the main priority being early engagement with employability;
- (g) That the development of key skills through co-curricula activities should also be recognised and this was also a key driver in the Students' Union's strategy;
- (h) That there were a number of key facilitators underpinning the strategic directions outlined in the Strategy;
- (i) That there was a need to improve visibility of employability and there was the intention to establish a central Placement Team, a central location for Student Opportunities on campus and to introduce 'skills badging'.

(by J Hughes):

- (j) That significant improvements in DLHE outcomes were required given the University's ranking position but there was considerable variability across subjects;
- (k) That there was ongoing research being undertaken with students to understand the reasons, including how engaging with employability at an early stage could be better presented;
- (l) That DLHE would be replaced with the Graduate Outcomes survey undertaken 15 months after graduation which would present a more accurate reflection of outcomes;
- (m) That Graduate Outcome data would be available in early 2020;
- (n) That the Teaching Excellence Framework would have more reliance on LEO data as a metric in the meantime;
- (o) That it was yet to be determined as to how much Graduate Outcomes would be relied upon as a metric.

(by Dr O Davis)

- (p) That there were some concerns in the Faculty of Arts regarding the skills badging;
- (q) That the addition of softer skills was suggested for inclusion in the employability strategy;

(by Professor P Tissington)

- (r) That the concerns from the Faculty of Arts were recognised but the response from students has been positive;
- (s) That trialling of skills badging would provide a more representative response from students;
- (t) That the badging is a first step in aiding students to understand what skills they gain through their course.
- (u) That work had commenced, in liaison with the Dean of Students, to outline guidance and signposting for Personal Tutors on employability queries.

(by C Bisping)

(v) That the Strategy was welcomed;

(by Professor P Tissington)

(w) In response to an observation by C Bisping, that there had been a reduction to the financial target for income generation from careers fairs;

(x) That the 'Futures Festival' that will be held in the Spring Term would be looking at wider careers options outside of corporations.

RESOLVED:

(y) That the Education Committee supported and endorsed the Employability Strategy;

(z) That the Academic Director (Employability and Skills) and the Head of Operations and Information, Student Careers and Skills attend Faculty Education Committee meetings to consult further on the Strategy.

2/18-19 Terms of Reference, Constitution and Membership

CONSIDERED:

The terms of reference, constitution and membership of the Committee for 2018-19 (paper EC.02/18-19).

REPORTED (by the Chair):

(a) That L Kennedy and E King be welcomed to the Committee as the Education and Postgraduate Officers of the Students' Union respectively;

(b) That, following the recent Faculty merger, Professor L Roberts is now a member of the Committee in their capacity as Chair of the WMS Education Committee

RESOLVED:

(c) That the terms of reference, constitution and membership of the Committee for 2018-19 be noted.

3/18-19 Freedom of Information

REPORTED:

(a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC. 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.

- (b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at: <https://warwick.ac.uk/services/gov/committees/ec/minutes>.
- (c) That copies of paper SC. 60/07-08 are available from the Secretary on request.

4/18-19 Conflicts of Interest

REPORTED:

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.

RESOLVED:

That no conflicts of interested were reported.

5/18-19 Minutes of the last meeting

CONSIDERED:

The minutes of the meeting of the Education Committee on 5 June 2018

RESOLVED:

That the minutes of the meeting of the Education Committee on 5 June 2018 be approved.

6/18-19 Matters Arising

- (a) Internationalisation (minute 42/17-18 refers)

REPORTED:

That the Deputy Pro-Vice Chancellor (Europe) would be invited discuss this item at the Education Committee meeting on the 28 February 2019.

- (b) Student Education Data (minute 51/17-18 refers)

REPORTED:

That this item would come forward for consideration at the Education Committee meeting on the 28 February 2019.

- (c) Innovation Campus (minute 54/17-18 refers)

REPORTED:

That the Director of Innovation would be invited to talk on this item as a strategic item for discussion at the Education Committee meeting on the 11 June 2019.

7/18-19 Chair's Business

(a) Education Strategy

REPORTED:

- i. That the Education Strategy had been approved by Council on the 21 November 2018;
- ii. That a number of colleagues had attended the meeting and Council members were very supportive of the Strategy.

(b) Warwick Awards for Teaching Excellence (WATE)

REPORTED:

- i. That the Teaching Excellence Celebration was to take place after the meeting of the Education Committee;
- ii. That Committee members were welcome to attend the celebrations.

8/18-19 Students' Union Update

REPORTED (by L Kennedy):

- (a) That the student Academic Transformation Project was underway with the objective of delivering a system which enables an empowered and impactful student voice;
- (b) That preparations have commenced for work on the decolonising the curriculum project and any members who were interested in this project should contact the Education Officer;

(by E King):

- (c) That Students Transforming Education Programme (STEP) was being launched to engage those not currently involved in academic representation;
- (d) That a 5 day long 'Futures Fest' would be taking place in term 2 to support students to begin considering their futures;
- (e) That a campaign was being launched this term on Postgraduate Isolation to raise awareness of the experience of postgraduate students at Warwick.

(by Professor L Gracia):

- (f) That the work on Postgraduate Isolation was critical given that research had highlighted that loneliness was the most significant issue in terms of mental health for postgraduate students.

9/18-19 Education Strategy Prioritisation and Implementation Plan

CONSIDERED:

A paper on the top 10 priorities of the Education Strategy, as agreed by Education Executive (paper EC.03/18-19).

REPORTED (by the Chair):

- (a) That the Education Strategy would be formally launched in January and that this would involve a number of planned activities, including a new website with case studies contributed by wider colleagues;
- (b) That Education Committee would be monitoring the implementation of the Strategy on a termly basis and would need to identify key priorities and ensure that these were taken forward through the governance structures;
- (c) That the top 10 key priorities had been produced for 2018/19 and were at different stages of development;

(by D Davies):

- (d) That it was reported at the Faculty Education Committee (Science, Engineering and Medicine), that departments would welcome a set of priorities to undertake to help support this as the Strategy was very comprehensive;

(by Professor G van der Velden)

- (e) That the Education Strategy had been developed with extensive consultation and so was not operating with a 'top-down' approach;

(by the Chair)

- (f) That a set of priorities had not been set for Faculty Education Committees so as not to burden departments with additional work;
- (g) That the Teaching Excellence Group (TEG) meetings are identifying items to be worked on as a priority for departments;
- (h) That the Committee would need to work on communications to ensure an ongoing dialogue with departments.

10/18-19 Teaching Excellence Group Update

REPORTED (by D Derricott):

- (a) That in September 2018, the Academic Quality and Standards Committee approved the disestablishment of the Education Experience Monitoring (EEM) process;
- (b) That the Teaching Excellence Group (TEG) meetings were introduced to replace the separate TEF and EEM meetings that had previously taken place;

- (c) That Teaching Quality had organised for TEG meetings to take place for all departments with 32 meetings taking place by the end of term 1 and four further meetings to follow in term 2'
- (d) That thanks was given to all those involved in the meetings and in the organisation of them;
- (e) That the overall aim of the TEG process was:
 - i. To achieve a streamlined process and more focused engagement with departments
 - ii. To largely focus on continuous improvement, but allow the panel to pick up on core quality concerns
 - iii. To have a balanced approach of support and challenge resulting in a clear sense of priorities for departments that could be fed back to other processes, such as ARC.
 - iv. To drive a culture of continuous improvement.
- (f) That feedback on the process has broadly been positive;
- (g) That there is some work to be undertaken to refine the process further, particularly in regards to the following areas:
 - i. Refinement of the agenda and paper;
 - ii. Quality of the data used and the presentation if it;
 - iii. The turnaround time of reports;
 - iv. The division of labour and the need to build capacity.

RESOLVED:

- (h) That the pre-meeting of the panel needs to be longer than the 15 minutes allocated;
- (i) That student representation on the panels where available would be useful;
- (j) That the meetings with the students were invaluable and they should be as accessible as possible to all students within a department;
- (k) That there was insufficient representation from postgraduate taught students and time spent on postgraduate taught provision which needed to be addressed in the next iteration;
- (l) That the data for postgraduate taught courses was not consistent with that of undergraduate and needed to be presented in the same way;
- (m) That there needed to be better refined non-continuation data;
- (n) That consideration needed to be taken of how joint degrees were considered;
- (o) That generic feedback on the meetings should be provided to all students and staff in their respective departments.

11/18-19 Teaching Excellence Framework Update

REPORTED: (by the Secretary)

- (a) That there had been a change in the publication of data with the intention that metrics for all providers would be published in January 2019;
- (b) That the specification for the second pilot had been published and included a number of changes, including the following:
 - i. Additional NSS metrics on Student Voice and Learning Resource;
 - ii. LEO data had become a core metric;
 - iii. Grade inflation has been added as a supplementary metric;
 - iv. Revision to the weightings of core metrics;

- v. Change in some subject groupings;
- (c) That the process for the next stage of subject level TEF would be the provision of the institutional level submission and subject level submissions;
- (d) That subject level submissions would need to be provided with a summary of the institutional level submission;
- (e) That there would be an expectation of student engagement within the development of submissions;
- (f) That five TEF workshops had taken place in the Autumn Term with engagement from all departments in preparation for the mock TEF exercise that will take place on the Spring Term;
- (g) That the mock TEF exercise would be a supportive and iterative drafting process to ensure a well prepared narrative is in place in anticipation of receiving confirmation of new data;
- (h) That the mock TEF exercise would provide an opportunity for departments who would need to work together on subject level TEF.

12/18-19 UK Standing Committee on Quality Assurance Consultation on Degree Classification

CONSIDERED:

- (a) A report by the UUK, GuildHE and QAA on behalf of the UK Standing Committee on Quality Assurance (UKSCQA) on Degree classification: transparent, consistent and fair academic standards (paper EC.05/18-19);
- (b) The consultation document, Degree Classification: transparent, consistent and fair academic standards (paper EC.06/18-19).

REPORTED: (by the Secretary)

- (c) That the deadline for response to the consultation was 8 February 2018;
- (d) That the response would need to be considered by the University Steering Committee before it was submitted;

(by Dr C Twine):

- (e) That comprehensive modelling had been undertaken in the report and that there were substantial issues set out that needed to be addressed;

13/18-19 Annual Quality Assurance Report

RECEIVED:

A report on academic quality, standards and the student experience enabling Council to return its assurance statements to the Office for Students (paper 041b.C211118).

REPORTED: (by the Secretary)

- (a) That the measures included in the report were mapped to six conditions of registration relating to quality and standards;

(b) That Council approved the report and assurance statements for return to the OfS;

(by D Lamburn):

(c) That consideration would need to be given to the report for next year in light of the new Quality Code which set out different expectations.

14/18-19 * Education Space and Examinations

RECEIVED:

(a) A paper from the Study Spaces Steering Group on the Strategy for the Development of General-use Study Spaces, considered by Education Executive at its meeting on 30 October 2018 (paper EC.07/18-19).

(b) * A paper on the remodelling of examination space for the Summer Session 2018-19 for consideration by the University Executive Board at its meeting on 4 December 2018 (paper EC.08/18-19).

REPORTED: (by the Chair)

(c) That the Students' Union were working with the Strategic Planning and Analytics team to produce a more detailed survey of study space;

(d) That the paper took the findings and distilled them into principles for application when study space became available;

(e) That the old Sports Centre had been identified as a space which could be made available for alternative uses;

(f) That the University Executive Board had considered the paper on examination space which was a practical assessment of the requirements brought forward after the summer examination period.

(by Dr C Twine):

(g) That professional invigilators would be introduced and would be funded centrally;

(h) That there would be an expansion of the number of overseas centres where examinations could be taken;

(i) That greater centralisation of the process for special adjustments would be brought forward;

(j) That current practice had highlighted non-compliance issues with regards to Health and Safety and an under-utilisation of the first week of exams;

(k) That the new layout for exam set up had been trialled and significant improvement in student experience had been seen;

(l) That options for a contingency plan were outlined within the paper;

(by C Bisping):

(m) That the option to introduce a late afternoon session would not be favourable;

(n) That this year's summer examination period could still overlap with Ramadan;

(by L Kennedy):

- (o) That, from the Students' Union's perspective, the only viable contingency option would be to use the University owned space;
- (p) That the option to introduce a late afternoon examination session could impact on certain student populations, as could the use of external space;

RESOLVED:

- (q) That the President of the Students' Union and the Senior Assistant Registrar (Space Management and Timetabling) be invited to the next meeting of the Committee to discuss the item further;

15/18-19 Business for Report from Academic Quality and Standards Committee (AQSC)

(a) Review of Assessment

REPORTED: (by Professor D Lamburn)

- i. That the four working groups were still ongoing;
- ii. That a fifth working group would be established at the end of the Autumn Term to consider cheating;
- iii. That consultation on principles would be undertaken with Faculty Education Committees in the Spring Term;
- iv. That the IT solutions required by the Review were deemed as a key priority for implementation and the Review of Assessment Group were working closely with the Student Personalised Information team on these developments.

(by Professor A Clark):

- v. That there was further work to be done on communications for implementation.

(b) Credit and Module Framework.

CONSIDERED:

A paper and oral report from the Deputy Pro-Vice Chancellor (Education) and the Deputy Academic Registrar on the review of the Credit and Module Framework (paper EC.09/18-19)

REPORTED: (by R Wooldridge Smith)

- i. That the paper had been considered across a range of committees and a series of 'town hall' meetings had taken place to ensure full stakeholder consultation;
- ii. That further work on student voice would commence, with a number of focus groups to take place in the Spring Term;
- iii. That there had been work to develop a website for staff and students to provide information and an area for feedback;
- iv. That the paper would be circulated amongst Faculty Education Committees in the Spring Term;

- v. That there was the intention to send a set of guiding principles and possible project plan to Senate in the Summer Term.

16/18-19 Business for report from Board of Graduate Studies (BGS)

RECEIVED:

A paper from the Head of the Graduate School of the Strategic Priorities for the Board of Graduate Studies for 2018 onwards (paper BGS.09/18-19);

REPORTED (by Professor C Sparrow):

- (a) That the paper reflected the priorities the Board of Graduate Studies (BGS) was considering;
- (b) That the priorities could be divided into areas for BGS and those for the Graduate School;
- (c) That a paper on English Language provision would be considered at Education Executive before coming to Education Committee;

(by R Martyn):

- (d) That there was no prioritisation within the list, as all areas were deemed as important, but there would be some work to do determine where resource would be focused;
- (e) That the Graduate School had a schedule of standard business that needed to be undertaken;
- (f) That the Graduate School were focusing on the following priorities:
 - i. Parental Pay for Scholarship holders;
 - ii. Request for a change to policy on sick pay;
 - iii. PRES and PTES;
 - iv. PGR Training.
 - v. Replacing the system for managing scholarships applications;
 - vi. Introduction of an automated workflow for PhD exams processing with SPI.
 - vii. Supervision and training of PGR students.

(by Professor M Nudds):

- (g) That, due to the Graduate School's engagement in recruitment through scholarships, there needs to be a clear disaggregation of responsibilities between the Board of Graduate Studies and the Student Recruitment and Strategy Group;
- (h) That the Graduate School should liaise with the Faculty of Social Sciences, which had been undertaking a review of how English language support was being delivered in the Centre for Applied Linguistics.

(by Professor D Lamburn):

- (i) That it would be useful to see an enhancement strategy developed for postgraduate taught and research provision, including training for supervisors;

(by Professor G van der Velden):

- (j) That student involvement in priority setting should be considered.

17/18-19 Postgraduate Taught Experience Survey Results

CONSIDERED:

A paper and oral report from the Senior Assistant Registrar (Graduate School) on the Postgraduate Taught Experience Survey Results (paper EC.10/18-19)

REPORTED: (by R Martyn)

- (a) That in response to the OfS invitation to take part in a PGT survey in Spring 2019, it was felt that the University should be a part of the shaping of this;
- (b) That the Graduate School would not be in favour of withdrawing from PTES 2019;
- (c) That the preference would be to test the PGT survey on a sample of students in the first instance.

18/18-19 *National Student Survey Results

RECEIVED:

A report from the Assistant Registrar (Monitoring & Review) on the National Student Survey Results for 2017 (paper SC.03/18-19)

19/18-19 Business for report from Academic Quality and Standards Committee (AQSC)

RECEIVED:

- (a) Minutes of the meeting of the Academic Quality and Standards Committee on 11 September 2018 (paper EC.11/18-19)
- (b) Minutes of the meeting of the Academic Quality and Standards Committee on 15 October 2018 (paper EC.12/18-19)

20/18-19 Business for report from Board of Graduate Studies (BGS)

RECEIVED:

- (a) Minutes of the meeting of the Board of Graduate Studies on 29 May 2018 (paper EC.13/18-19);
- (b) Minutes of the meeting of the Board of Graduate Studies on 2 October 2018 (paper EC.14/18-19).

21/18-19 Business for report from Student Learning Experience and Engagement Committee (SLEEC)

RECEIVED:

Unconfirmed Minutes of the meeting of the Student Learning Experience and Engagement Committee on 16 October 2018 (paper EC.15/18-19).

22/18-19 Business for report from the Partnerships Committee

RECEIVED:

Unconfirmed Minutes of the meeting of the Partnerships Committee on 2 October 2018 (paper EC.16./18-19);

23/18-19 Business for report from the Widening Participation Committee (WP)

RECEIVED:

(a) Minutes of the meeting of the Widening Participation Committee on 23 May 2018 (paper EC.17/18-19);

(b) Minutes of the meeting of the Widening Participation Committee on 3 July 2018 (paper EC.18/18-19);

(c) Minutes of the meeting of the Widening Participation Committee on 11 October 2018 (paper EC.19/18-19);

24/18-19 Next meeting

REPORTED:

That the next meeting of the Committee was scheduled to be held on **28 February 2019**.