

**UNIVERSITY OF WARWICK  
EDUCATION COMMITTEE  
PUBLIC MINUTES OF THE MEETING HELD AT  
14:00, THURSDAY 5 DECEMBER 2024, CMR 1.0, UNIVERSITY HOUSE**

<b>Members</b>	Professor Lorenzo Frigerio	LF	Pro-Vice-Chancellor (Education) [Chair]
	Muneeba Amjad	MA	Students' Union Vice-President (Education) [Student Co-Chair]
	Professor Jo Angouri	JA	Deputy Pro-Vice-Chancellor (Education and Internationalisation)
	Professor Dan Branch	DB	Academic Director (Doctoral College)
	Michael Cavaliere	MC	Post Graduate Research student and PGR SEM Faculty Rep)
	Adam Child	ACh	Academic Registrar
	Professor Andrew Clark	ACI	Deputy Pro-Vice-Chancellor (Education and Policy) and Chair of the Quality & Standards Subcommittee
	Professor Matthew Clayton	MC	Head of the Department of Politics and International Studies
	Dan Derricott	DD	Director of Education Policy and Quality
	Professor Jon Forster	JF	Head of the Department of Statistics in the Faculty of Science, Engineering and Medicine
	Professor Rebecca Freeman	RF	Deputy Pro-Vice-Chancellor (Education) and Chair of the Student Success Subcommittee [Deputy Chair]
	Louis Gosling	LGo	Students' Union Vice-President Sports
	Dr Marta Guerriero	MG	Faculty of Arts Deputy Chair (Education)
	Professor Lucy Hammond	LH	Member of staff from the University Community and Pro Dean Education (WMS)
	Dr Joanne Lee	JL	Co-Head of the School of Modern Languages and Cultures
	Dr David Lees	DL	Dean of Students
	Jen Leibbrand	JL	Business Engagement Director, IDG
	Dr Lydia Plath	LP	Member of staff from the University Community and Deputy Head for Teaching and Learning (Dept of History)
	Dr Elena Riva	ER	Representative of IATL, WIHEA and ADC and IATL Head of Department
	Joe Stanley	JT	Students' Union Vice-President (Societies)
Dr Kirk Surgener	KS	Member of staff from the University Community	
Alijah Taha	AT	Students' Union Vice-President (Postgraduate)	
<b>Attending</b>			
	Sophie Bourne	SB	Post Graduate Taught student and PGT Arts Faculty Rep (attending in place of Rakesh Elamaran and Esther Zhou)
	Phil Griffiths	PG	Education Projects & Academic Governance Officer (Education Quality and Policy) [Asst Secretary]
	Vanshi Gunesh	VG	Undergraduate student and UG SEM Faculty Rep (attending in place of Rakesh Elamaran and Esther Zhou)
	Dr Damien Homer	DH	Head of Disability Services
	Helen Knee	HK	Director of Conduct and Resolution (for item 029)
	Professor Guy Longworth	GW	Head of the Department of Philosophy and Deputy Chair of the Faculty Governance Task and Finish Group (for item 028)
	Kelly Robinson	KeR	Digital Business Partner, IDG [attending place of Jen Leibbrand]
	Kim Robinson	KiR	Deputy Director and Head of Education Policy and Governance [Secretary]
	Hinna Shaikh-Syed	HSS	Student Liaison Manager (for item 029)
	Emma Tew	ET	Assistant Registrar (Governance) [Observing]
	Fiona Wallace	FW	Deputy Chair of the Social Sciences Faculty Education Committee [attending in place of Dr Karen Simecek]
Jackie Whitehouse	JW	Head of Work-based and Professional Learning (for item 026)	

Ref	Item
019	<p><b>Welcome</b></p> <p>New and returning members of the Committee were welcomed to the second meeting of the Education and Student Experience Committee.</p> <p>All members were encouraged to actively engage in the committee conversation and activity, whether online or in person. Members wishing to discuss any changing needs they had which would support access and participation in the meeting were asked to reconnect with the Chair and/or Secretariat.</p>
020	<p><b>Apologies for absence</b></p> <p>Apologies were received from: Adele Browne, Lee Griffin, Mark Hyndman, Louise Marjoram, Dr Karen Simecek, Esther Zhou, Rakesh Elamaran</p>
021	<p><b>Declarations of interest</b></p> <p>No declarations were made.</p>
022	<p><b>Minutes of the Education Committee meeting held on 15 October 2024</b></p> <p>The minutes of the meeting held on 15 October were <b>approved</b> subject to a minor amendment.</p>
023	<p><b>Matters arising from meeting held on 15 October 2024</b></p> <ul style="list-style-type: none"> <li>a) Update from QSS membership. 4 proposed University Community members ('below the line' paper in the meeting pack 033b refers): <ul style="list-style-type: none"> <li>1. Prof Ross Ritchie (Deputy Chair)</li> <li>2. Dr Alexa Kirkaldy</li> <li>3. Dr Emily Biggs</li> <li>4. Dr Leda Mirbahai</li> </ul> </li> <li>b) Two meetings of the Student Success Subcommittee (SSS) and Postgraduate Research Subcommittee (PRS) had taken place and that the new structure was working well.</li> <li>c) Work on establishing Tier 4 committees was underway.</li> <li>d) Feedback to the ESEC secretariat on ESEC Priorities for the year, including implementation of ESES is welcomed.</li> <li>e) First meetings of the Interim Quality Review Activity in calendar for 2-11 December 2024. (First five: SMLC, Physics, SELCS, Computer Science, Classics, WBS). (ESEC minute 011 refers)</li> <li>f) The SU Vice President (Postgraduate) would meet with Academic Director PGT regarding PTES and would report back to Student Success Subcommittee (ESEC Action 012 in the minutes refers).</li> </ul>
<b>Chair's Update</b>	
024	<p><b>Chair's Business and Actions</b></p> <ul style="list-style-type: none"> <li>a) First meeting of the DUGS Network had taken place, focussing on assessment feedback. Replicating the network for postgraduate was being considered for establishment in the new year.</li> <li>b) Four Decolonisation Advocates had been appointed, who would be working on campaigns and projects in collaboration with the SU and University</li> <li>c) A student survey relating to the earlier release of Exam timetables had been prepared by the SU for circulation to students and staff.</li> </ul>

**Strategic Items for Discussion**

025	<p><b>EUTOPIA WP3 “Empowering Knowledge” Update</b></p> <p>A progress report on EUTOPIA was provided (025-ESEC051224, Protected) relating to the partnership and proposals for transnational collaboration and opportunity for students to engage with other EUTOPIA partners in Europe.</p> <p>The EUTOPIA curriculum and pathways, progress to date (e.g. embedding of EUTOPIA modules at Warwick), alignment with ESE strategy and International Strategy, were discussed.</p> <p><b>ACTION:</b> DPVC (Education and Internationalisation) to report (term 2 2024/25) on the proposed approach to Quality Assurance of EUTOPIA teaching, learning and assessment to the Quality and Standards Subcommittee.</p>
026	<p><b>Ofsted Inspection Outcome</b></p> <p>The Head of Work-based and Professional Learning, presented the Ofsted Inspection Report (026-ESEC051224, Public)</p> <p>The Committee received the Ofsted report (026-ESEC051224, Public) on the inspection of Degree Apprenticeship Provision (October 2024) and a presentation from the Head of Work-based and Professional Learning, reflecting on the inspection and next steps.</p> <p>The committee discussed the strategy for Degree Apprenticeships moving forward noting key internal and external factors; learning from the inspection report feedback and the collaborative approach to the inspection visit. Highlighted areas of good practice for sharing across provision include employer engagement, flexible learning and student support.</p>
027	<p><b>Awarding Gap Report</b></p> <p>The Deputy Pro-Vice-Chancellor (Education) presented a headline report (027-ESEC051224, Protected) on the progress on addressing awarding gaps in 2023/24. Possible factors influencing awarding gap were discussed including assessment and feedback and the introduction of rules for award. This item will return to the March 2025 meeting of the committee.</p>
028	<p><b>Academic Governance Review – Faculty and Department Governance</b></p> <p>Professor Guy Longworth, Head of the Department of Philosophy and Deputy Chair of the Faculty Governance Task and Finish Group presented proposals for a revised Faculty and Department academic governance structure (28-ESEC051224, Public) which included the following reports:</p> <ul style="list-style-type: none"> <li>a) Review of Faculty Boards</li> <li>b) Proposals for Faculty and Department Education Committees</li> <li>c) Proposals For Faculty Research Committees</li> </ul> <p>It was proposed that Faculty Education Committees would become subcommittees of the Education and Student Experience Committee with effect from 2025/26. Detailed discussion and feedback was received with the committee broadly endorsing the proposals.</p> <p><b>ACTION:</b> Education and Student Experience Committee members invited to provide feedback on this proposal via the shared document or to secretariat.</p>
029	<p><b>Annual Report from the Report and Support and New OfS Conditions of Registration</b></p> <p>Helen Knee, Director of Conduct and Resolution, and Hinna Shaikh-Syed, Student Liaison Manager, presented the report (029-ESEC051224, Protected)</p> <p>The Annual Report and Support summary related to student wellbeing and included information on actions required to meet the new OfS conditions of registration.</p> <p>Impact on student experience and wellbeing from the introduction of the E6 condition of registration is an area that the committee would need to be aware of.</p>

	Responsibilities under this condition in terms of Education partnerships was noted.
030	<p><b>Reasonable Adjustments Policy (Student Disability, Mental Health and Inclusion Policy)</b></p> <p>Dr Damien Homer, Head of Disability Services, Dr David Lees, Dean of Students, and Dr Mark Pulsford, Faculty Senior Tutor for Social Sciences presented the report (030-ESEC051224, Protected). Key points were as follows:</p> <ul style="list-style-type: none"> <li>• The committee were invited to discuss the draft revisions to the Student Disability, Mental Health and Inclusion Policy – revisions to a policy which has been in place since 2018.</li> <li>• This item had previously been considered at the Quality and Standards Subcommittee and Student Success Subcommittee with substantial feedback provided.</li> <li>• This item would return to a subsequent meeting of the Committee for approval.</li> <li>• The majority of the policy changes related to the ability for academic staff to be able to put in place short term adjustments for students in acute or serious situations where the student was not able to see disability services in time.</li> <li>• Each academic department would nominate at least one designated Disability Champion who would be an academic member of staff. The Disability Champions would form a network which would be launched early in 2025.</li> <li>• Much of the work of the disability champion would sit under the Dean of Students' Office and would overlap with the work of the senior tutors.</li> <li>• Clearer guidance relating to short term reasonable adjustments would be developed by the network, Dean of Students Office and Disability Services over the spring term of the 2024/25 academic year.</li> <li>• The network would provide a moderation forum for short term adjustments and for training and support relating to inclusive practice and could better facilitate information sharing between departments, including for students on joint programmes.</li> <li>• Feedback on the draft policy was invited by correspondence.</li> </ul> <p><b>ACTION:</b> Education and Student Experience Committee members invited to provide feedback on this proposal via the shared document or to secretariat.</p>
031	<p><b>Students Union Update on Priorities</b></p> <p>The Students Union Vice Presidents (Education, Sport and Societies) delivered verbal updates relating to their portfolios.</p> <p>The committee was supportive of the Students' Union's and University's efforts to address issues with local bus services connecting the campus to Leamington Spa.</p> <p>Updates were also provided on the End Period Poverty campaign, Varsity 2025 and a need for additional society storage space.</p>
032	<p><b>Membership &amp; Terms of Reference of the Education and Student Experience Committee</b></p> <p><b>DECISION:</b> Updated committee membership, as set out in 032-ESEC051224, were recommended to the Senate for approval.</p>
<b>Sub-Committee Reports</b>	
033	<p><b>Memberships of Subcommittees</b></p> <p>The following subcommittee memberships were approved:</p> <ol style="list-style-type: none"> <li>Student Success Subcommittee</li> <li>Quality and Standards Subcommittee</li> <li>Postgraduate Research Subcommittee</li> </ol>
034	<p><b>Key Information and Status Report from Student Success Subcommittee</b></p> <p>The committee <b>noted</b> the report (034-ESEC051224) from the meeting of the Student Success Subcommittee held on 14 November 2024.</p>
035	<p><b>Key Information and Status Report from the Postgraduate Research Subcommittee</b></p>

	The committee <b>noted</b> the report (035-ESEC051224) from the meeting of the Quality and Standards Subcommittee held on 7 November 2024.
<b>Other</b>	
036	<b>Any other business</b> No further business was reported.
<b>The meeting closed at 16:05</b>	

<b>DECISIONS AND ACTIONS</b>			
<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>
<b>2024-2025</b>			
028 - Academic Governance Review – Faculty and Department Governance	<b>ACTION:</b> Education and Student Experience Committee members invited to provide feedback on this proposal via the shared document or to secretariat.	All	In progress
030 - Reasonable Adjustments Policy (Student Disability, Mental Health and Inclusion Policy)	<b>ACTION:</b> Education and Student Experience Committee members invited to provide feedback on this proposal via the shared document or to secretariat.	All (by end of January 2025)	In progress
032 - Membership & Terms of Reference of the Education and Student Experience Committee	<b>DECISION:</b> Updated committee membership, as set out in 032-ESEC051224, were recommended to the Senate for approval.		