UNIVERSITY OF WARWICK

Minutes of a meeting of the Student Learning Experience and Engagement Committee held on Thursday 26 October 2017.

Present: L Jackson (Co-Chair, Students' Union Education Officer), Professor G van der Velden (Co-Chair, Academic Director of Warwick International Higher Education Academy (WIHEA)), A Brewerton (Head of Academic Services, Library), Professor A Clark (WIHEA Fellow, Department of Chemistry),), Professor G Cooke (WIHEA Fellow, School of Engineering), A Delameilleure (student representative, the Chair of the Students' Union Education Executive), E Dunford (Students' Union Postgraduate Officer), Professor L Gracia (Dean of Students), Dr C Hampton (Academic Representative of the Faculty of Arts), Dr J Heron (Academic Representative of the Institute for Advanced Teaching and Learning (IATL), Dr C MacLean (Academic Representative of the Faculty of Social Sciences), H Pennack (Director of University Marketing), A Thomas (Service Owner, Academic Technology, IT Services), Dr D Wood (Academic Representative of the Faculty of Science).

Apologies: S Bennett (Director of Student Careers and Skills), Dr R Freeman (WIHEA Fellow, Head of Student Engagement and Recruitment, Life Sciences), Professor C Hughes (Pro-Vice-Chancellor (Education)), Professor C Sparrow (Academic Director, Graduate School).

In Attendance: C Henrywood (Secretary), N Howell-Manning (Student Communications Officer), Dr E Melia (Senior Assistant Registrar, Strategic Programme Delivery), J Smith (Assistant Secretary).

1/17-18   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 Committee of University Chairs (CUC) Higher Education Code of Governance (2014), available online from http://www.universitychairs.ac.uk/publications/;

(by the Co-Chair, Professor G van der Velden)

(b)   That Professor G van der Velden held the position of Chair for the NSS student survey for HEFCE.

RESOLVED:

(c)   That the conflict of interest identified by Professor G van der Velden be noted for all meetings of SLEEC in 2017-18.

(d)   That no other conflicts of interest were raised.

2/17-18   Terms of Reference

REPORTED:

That the Terms of Reference for Student Learning Experience and Engagement Committee were as follows:

(a) To develop, seek approval for and oversee implementation of strategic planning of the Warwick Student Learning Experience and students' engagement with learning opportunities;

(b) To establish relevant time limited working groups and operational oversight groups as necessary, in order to progress agreed items of business;

(c) To monitor external developments, including peer comparison and reference to relevant external agencies so as to inform outstanding practice;

(d) To recommend to the Academic Quality and Standards Committee policy and procedures governing the assurance, review and enhancement of all aspects of student learning, experience and engagement;

(e) To undertake monitoring of all aspects of student learning and experience through an agreed review framework, including consideration of an annual report on the student experience from the Students' Union;

(f) To refer strategic and policy issues requiring approval to Academic Quality and Standards Committee and to report to the Committee as appropriate on the operation of responsibilities in these areas;

(g) To consider matters requiring enhancement arising from Student-Staff Liaison Committees;

(h) To receive and approve reports from relevant committees or boards, including from task and finish groups established by the Committee;

(i) To consider other matters referred to it by the Academic Quality and Standards Committee and University Education Committee.

3/17-18   Membership 2017-18

REPORTED:

That the members of the Student Learning Experience and Engagement Committee for 2017-18 were as follows:

Co-Chair	Academic Director of the Warwick International Higher Education Academy, Professor G van der Velden
Co-Chair	Students' Union Education Officer, L Jackson
Pro-Vice-Chancellor (Education) *(ex-officio)*	Professor C Hughes
Representative of the Library	A Brewerton
Representative of Centre for Student Careers and Skills	S Bennett
Representative of University Marketing	H Pennack
Academic Representative of the Graduate School	Professor C Sparrow

Academic Representative of IATL	Dr J Heron
Three academic Fellows of the WIHEA	Professor A Clark
	Professor G Cooke
	Dr R Freeman (leave TBC)
Dean of Students	Professor L Gracia
Service Owner, Academic Technology	A Thomas
Academic Representative of the Faculty of Arts	Dr C Hampton
Academic Representative of the Faculty of Medicine	Dr H Nolan
Academic Representative of the Faculty of Science	Dr D Wood
Academic Representative of the Faculty of Social Sciences	Dr C MacLean
Students' Union Postgraduate Officer	E Dunford
A student representative, the Chair of the Students' Union Education Executive	TBC by the SU
SSLC Co-ordinators	TBC (Social Sciences)
	TBC (Arts)
	TBC (WMS)
	Dr Ian Tuersley

Secretary: Assistant Registrar (Teaching and Learning)
In attendance: Student Communications Officer (Marketing)

4/17-18   Minutes

CONSIDERED:

The minutes of the meeting of the Student Learning Experience and Engagement Working Group held on Monday 19 June 2017.

RESOLVED:

That the minutes of the meeting of the Student Learning Experience and Engagement Working Group held on Monday 19 June 2017 be approved.

5/17-18   Student Communications Progress

REPORTED: (by the Co-Chair, Professor G van der Velden)

(a)   That the Student Communications Board had been established to provide a more strategic approach for the management of communications to ensure the quality of the student experience which more broadly supports academic developments.

(b)   That a partnership approach should be taken and that information should be provided taking the students' point of view, with the student voice having a greater presence where possible.

3

(c)   That institutional level communications should consider three core components; dialogue, community and the student as an individual.

(d)   That a deliberate effort was being made to ensure that communication with students was evidence-based and that the quality of information provided was highly accessible for all students.

(e)   That one to two academics were to be appointed to the Student Communications Board to provide a steer and that discussions were commencing regarding how departments could be involved.

(by H Pennack)

(f)   That students had fed-back that communications were considered overwhelming, particularly those in their first term at University, and therefore a better coordinated and coherent approach was required that could support the Education Strategy.

(g)   That a customised approach should be considered to provide students with a degree of control over the communications they received.

(h)   That departments were being made aware of work being carried out and there were opportunities to learn from departments own communication approaches.

6/17-18   Alignment of Surveys Feedback Working Group

REPORTED: (by the Co-Chair, Professor G van der Velden)

(a)   That a plan had been produced and considered by the Education Executive, who were supportive.

(b)   That a paper setting out the principles was to be presented to the first meeting of the Education Committee to be held on 5 December 2017.

7/17-18   Student Academic Representation Transformation Project

REPORTED: (by the Co-Chair, L Jackson)

(a)   That the project had been scoped and was considering the disparate experience seen within the student body.

(b)   That a consultant had been employed to carry out research and hold stakeholder discussions.

(c)   That an initial report was expected in Mid-February with the final report being made available at the end of Term 3.

(by the Co-Chair, Professor G van der Velden)

(d)   That consideration needed to be given to when representation was credible and representative and experience within the committee should be used to support the project.

(by Dr C Hampton)

(e) That training should be provided to ensure issues are addressed collaboratively.

8/17-18   Education Strategy

RECEIVED:

The draft University Education Strategy (paper SLEEC.02/17-18).

REPORTED: (by the Co-Chair, Professor G van der Velden)

(a)   That the strategy had been developed over the last 6 months and feedback was now sought on the broad outline of the Education Strategy.

(b)   That the Education Strategy was designed to embrace the distinctive approach adopted by Warwick whilst tying in closer to the student experience.

(c)   That the delivery of joint honors degree needs to be different with an infrastructure underneath better supporting the delivery of joint honors degrees.

(by Dr. J Heron)

(d)   That the areas were not new to Warwick however there was a need to communicate these better and make them more accessible to students.

(by Professor G Cooke)

(e)   That a key challenge was the tension present in delivering joint honours degrees.

(by Dr E Melia)

(f)   That a further key issues was electronic module registration and there was a long journey to be made before this is consistent across departments.

(g)   That the module approval process should lead to consistent reliable data about modules and would link to course regulations to allow students to make more informed choices, however it was currently reliant on departments providing information to students.

(by Dr C Hampton)

(h)   That information regarding modules outside of home departments was not readily available to students and it was unclear where students could access this information.

9/17-18   Module Evaluation

CONSIDERED:

A paper and an oral report from Dr Emma Melia, Senior Assistant Registrar (paper SPI.49/16-17, available online) that provided an overview of current practices, followed by a paper and an oral report from Professor Gwen van der Velden (paper SLEEC.03/17-18, available online) that proposed a revised approach to module evaluation.

REPORTED: (by Dr E Melia)

(a)   That 28 departments had been involved in the review of current practices and looked at surveys, collation of data, evaluation of data and dissemination of results.

(b)   That the use of paper-based surveys was highly evident as this increased participation rates, however students reported preferring online versions.

(c)   That standardisation was evident and there were differentiated approaches across departments when considering results.

(d)   That most departments had mechanisms to discuss results with students, normally carried out through SSLCs.

(e)   That there were significant variations across departments and guidance would be welcomed from departments.

(by the Co-Chair, Professor G van der Velden)

(f)   That the ITLR had highlighted similar concerns, however there was no appetite for a mandatory system.

(g)   That small operational planning groups were required to consider the academic case, technological support and alignment of existing protocols.

(h)   That the Students' Union (SU) should be involved to ensure the approach is carried out sensitively.

(by the Co-Chair, L Jackson)

(i)   That the SU had developed 'Discover my Module' designed to provide advice to future students and used open access questions to avoid judgmental responses.

(j)   That the 'Discover my Module' was not designed to be in direct competition with module evaluations.

RESOLVED:

(k)   That small operational planning groups be established to consult on the operational possibility of aligning processes, tools and organisation of student module evaluations, namely:

   (i)   That the newly established Learning Circle on module evaluations invites academic colleagues from around the University to develop the wider academic case and report their findings to SLEEC;

   (ii)   That a small working group be established by the Head of Academic Technology to report in the near future on possible ways to resolve the practical challenges;

   (iii) That a small group consisting of two academic staff, two students (SU) and one member of TQ be established to work together on analysing which processes and procedures need to be established or connected to, to make module evaluations effective within Warwick's educational 'eco system'.

(l) That the three groups report to each of the next two meetings of SLEEC (January and February), with a view to take forward proposals for implementation as soon as possible, but by April 2018 at the latest.

10/17-18   Revised Student Staff Liaison Coordinators Role

CONSIDERED:

A paper that set out a proposed new approach to SSLC coordination, broadening the role to coordinate student engagement more widely (paper SLEEC.04/17-18, available online).

REPORTED: (by the Co-Chair, Professor G van der Velden)

(a)   That the new approach provided Faculty Student Engagement Coordinators (new title) with a clear description of the role and responsibilities.

(b)   That the SU and University were looking at Student Engagement and Governance to ensure that our track record in student engagement continues to deliver good outcomes for students.

(c)   That the detail provided was helpful and needed to ensure responsibilities focused across all groups i.e.; UG, PGT and PGR.

RESOLVED:

That the role of the Faculty Student Engagement Coordinator be established to replace the role of the SSLC Coordinators.

11/17-18   *NSS, PTES and Related Action Planning

RECEIVED:

Three papers (papers S.1/17-18 {Restricted}, S.2/17-18 {Restricted} and S.3/17-18 ({Restricted}, available online) together with a verbal report by Gwen van der Velden regarding the revised approach to action planning in response to major surveys.

REPORTED: (by the Co-Chair, Professor G van der Velden)

This is a restricted item.

RESOLVED:

This is a restricted item.

12/17-18   Welcome Week

RECEIVED:

A paper regarding the latest position of the Welcome Week project (paper SLEEC.05/17-18, available online).

13/17-18   Future Meetings

REPORTED:

That the dates and venues for the Committee's meetings for the remainder of the academic year 2017/18 are as follows:

(a)   1pm to 3pm on Monday 22 January 2018 in CMR 1.0, University House:

   (i)   Deadline for notification of intention to submit a paper: 12 noon, 5 January 2018;
   (ii)   Deadline for draft papers: 12 noon, 10 January 2018;
   (iii) Circulation of electronic papers: 15 January 2018.

(b)   1pm to 3pm on Friday 16 February 2018 in in CMR 1.0, University House:

   (i)   Deadline for notification of intention to submit a paper: 12 noon, 26 January 2018;
   (ii)   Deadline for draft papers: 12 noon, 2 February 2018;
   (iii) Circulation of electronic papers: 9 February 2018.

(c)   1pm to 3pm on Friday 27 April 2018 in in CMR 1.0, University House:

   (i)   Deadline for notification of intention to submit a paper: 12 noon, 6 April 2018;
   (ii)   Deadline for draft papers: 12 noon, 13 April 2018;
   (iii) Circulation of electronic papers: 20 April 2018.

(d)   1pm to 3pm on Monday 21 May 2018 in in CMR 1.0, University House:

   (i)   Deadline for notification of intention to submit a paper: 12 noon, 1 May 2018;
   (ii)   Deadline for draft papers: 12 noon, 8 May 2018;
   (iii) Circulation of electronic papers: 14 May 2018.

14/17-18   ESF Project

RECEIVED:

A paper that provided an update on the ESF project (SLEEC.06/17-18, available online).

15/17-18   Employer Engagement

RECEIVED:

A paper that provided an update on Employer Engagement (SLEEC.07/17-18, available online).