UNIVERSITY OF WARWICK STUDENT LEARNING EXPERIENCE AND ENGAGEMENT COMMITTEE (SLEEC) OPEN MINUTES OF THE MEETING HELD 13:30, THURSDAY 27 MAY 2021, online via Teams			
Present	Professor Gwen van der Velden	GvdV	Co-Chair, Deputy Pro-Vice-Chancellor (Student Learning Experience)
	Alex Baker	ABa	Student representatives, nominated by the SU (Faculty of SEM)
	Christopher Bisping	CB	Academic Director (Postgraduate Taught)
	Ant Brewerton	ABr	Representative of the Library
	Dr Jane Bryan	JB	Student Engagement Co-ordinator (Faculty of Social Sciences) (to item 053)
	Professor Andrew Clark	AC	Academic Director (Undergraduate)
	Dr Ric Crossman	RC	Academic Fellow of the WIHEA
	Dr Sarah Dahl	SaDa	Academic Representative of the Faculty of Social Sciences
	Dr Rebecca Freeman	RF	Dean of Students
	Dr Cathy Hampton	CHa	Academic Representative of the Faculty of Arts (from item 050)
	Dr David Lees	DL	Student Engagement Co-ordinator (Faculty of Arts, role share) (to item 054)
	Emma Mundy	EM	Representative of University Marketing (to item 053)
	Dr Meleisa Ono-George	MOG	Academic Fellow of the WIHEA
	Dr Elena Riva	ER	Academic Representative of IATL (to item 053)
	Dr Gavin Schwartz-Leeper	GSL	Student Engagement Co-ordinator (Faculty of Arts, role share) (to item 054)
	Amber Thomas	AT	Head of Academic Technology & Digital Transformation
	Roberta Wooldridge Smith	RWS	Director of Student Opportunity
	Dr Dave Wood	DWo	Academic Representative of the Faculty of SEM
Attending	Professor Jo Angouri	JA	Academic Director (Education and Internationalisation)
	Isabelle Atkins	IA	2020/21 SU Disabled Students' Officer 2021/22 SU Education Officer & SLEEC Co-Chair
	Lauren Botham	LB	Secretary
	Lucy Davis	LD	Student Engagement Officer, EPQ
	Dr Leti Gramaglia	LG	Head of Academic Development (ADC)
	Nicholas Hopcroft	NH	Observer, Warwick Medical School
	Sherry Iqbal	SI	SU Decolonise Manager (item 053 only)
	Grace Nolan	GN	Student Communication Manager, Engagement Group
	Sam Parr	SP	Campaigns & Liberation Adviser, SU (item 052 only)
	Kerry Pinny	KP	Head of Digital Learning Environment Services, Academic Technology
	Laure Renault	LR	President of WarwickEnable student society (item 055 only)
	Katharine Stratford	KSt	Assistant Secretary
	Despina Weber	DWe	Joint Head of Service, Disability Team, Wellbeing Services (items 054 - 055 only)
	Lisa Whiston	LW	Curriculum Coordination Project Manager, EPQ
Ref	**Item**		
044	**Apologies for absence** Apologies were received from Agatha Allen-Jones, Professor Will Curtis, Sofia Dadou, Shingai Dzumbira, Professor Christopher Hughes, Dr Kate Owen and Dr Karen Simecek. The 2020/21 SU Education Officer and *ex officio* SLEEC Co-Chair, Megan Clarke, left her role earlier in May 2021 and was not present. The 2021/22 SU Education Officer and *ex officio* SLEEC Co-Chair, Isabelle Atkins observed the meeting in preparation for formally joining SLEEC's membership next term.		

045	**Declarations of Interest**
	No new declarations were made.
046	**Minutes of last meeting on 11 March 2021 & 19 November 2020**
	(a) The minutes of the meeting held on 19 November 2020 were received and approved.
	(b) The minutes of the meeting held on 11 March 2021 were received and approved, subject to a minor amendment.
047	**Matters arising from last meeting on 19 March 2021**
	The matters arising were as follows:
	(a) To seek nominations for FSEC roles in Faculties of Social Science and SEM in Term 3, for roles commencing 2021/22 and lasting three years. Following support from SLEEC members for continuing the Student Engagement Coordinator roles, as considered in agenda item 049, the Chair will imminently launch the nominations process.
	(b) Provide an update on the engagement and support of PGT students in the student rep system. The action was deferred to next academic year, with ownership transferred to the incoming Postgraduate Officer Nathan Parsons (NP). **ACTION:** Provide an update on the engagement and support of PGT students in the student rep system (NP, Autumn Term 2021)
	(c) Ethics in Using Student Data in Learning Analytics Sub-Group to report back to SLEEC after first few meetings. A verbal update was provided in agenda item 051, with a paper to follow at the next meeting.
	Co-Chairs' Update
048	**Co-Chairs' Business and Actions**
	The Committee received and noted verbal updates from the Co-Chairs:
	(a) Thank you to outgoing members Sincere thanks were given to all outgoing members for their valued contributions during their term on the Committee, particularly during what has been a difficulty year. • SU Sabbatical Officers: Megan Clarke (Co-Chair/Education Officer), Shingai Dzumbira (Postgraduate Officer) • Student representatives: Agatha Allen-Jones (Arts), Alex Baker (SEM), Sofia Dadou (Social Sciences) • Student Engagement Coordinators: Jane Bryan (Social Sciences), Dave Wood (SEM) • Head of Academic Technology & Digital Transformation: Amber Thomas • Academic Fellows of WIHEA: Meleisa Ono-George, Karen Simecek
	(b) Welcome to new members • Kerry Pinny, Head of Digital Learning Environment Services, Academic Technology • Ric Crossman, Academic Fellow of WIHEA • Lauren Botham, Secretary to SLEEC
	(c) Inclusive Education Model Feedback at the last meeting of SLEEC has been incorporated in the revised model, which is progressing through the committee structure. SLEEC will be invited to engage in the implementation phase in 2021/22.

	(d) Term 3 Student Survey UG and PGT students will be invited to take part in the Term 3 Survey in June 2021, and members are asked to encourage student completion. The focus will be on the student experience (including assessment) and analysis will include the experiences of particular groups of students. **(e) Co-Chair's business (Education Officer)** No items had been submitted for information or consideration.
**Items for Consideration**
049	**Role of Student Engagement Coordinators** The Committee received the report (049-SLEEC-270521 {public}) and key points and discussions were as follows: • The SEC roles have been valuable, enhancing student voice, elections, and SSLCs. 2020/21 role holders and members were in agreement that the roles should continue. • SECs requested clarity in the governance and reporting structures, to maximise opportunities for SECs to be included and support departmental and faculty colleagues. It was also queried whether oversight of the roles would be better placed with the Dean of Students' Office. Further consideration will be given to these queries. • Workload recognition for SECs has been raised, and the Education Committee is asked to consider this as part of a wider discussion on workload recognition. **DECISION:** The Committee: 1) **Endorsed** the continuation of the current faculty-based SEC model. 2) **Endorsed** the proposal for a further review of the SEC roles in the 2023/24 academic year, to be reported to SLEEC. It also **noted** the underlying queries relating to governance, review and reporting structures, which would be addressed outside of the meeting. 3) **Deferred** the proposal to transfer oversight of the SECs to the Dean of Students Office, pending further consideration outside of the meeting. 4) **Recommends** to Education Committee that workload recognition for SECs be considered as part of their wider discission on workload recognition. **ACTIONS:** 1) **Consider** the governance, reporting and review structures of the SEC roles. 2) **Receive** review of the Faculty Student Engagement Coordinator roles in academic year 2023/24 3) **Recommend** to Education Committee that workload recognition for SECs be considered as part of their wider discission on workload recognition.
050	**Themes from TEG (Teaching Excellence Group)** The Committee received the report (050-SLEEC-270521 {public}) and key points and discussions were as follows: • TEG has been instrumental in understanding the direction of change within academic departments, with themes outlined in the paper. Thanks were given to all involved. • Future considerations suggested by members included: greater consideration of non-standard programmes including joint honours; data provided to meet needs of departments more effectively; and increased focus on sharing good practice more widely (including via Window on Teaching). • Centrally a long-term project is underway to improve data structures, including metrics for TEG.

	DECISION:
	1) The Committee **noted** the update.
051	**Ethics in Using Student Data in Learning Analytics Sub-Group**
	The Committee received a verbal update and key points and discussions were as follows:
	• A diverse committee has been formed, with terms of reference defined, and discussions around scope begun. Student members were unable to attend but the group remains committed to ensuring students are at the heart of the project.
	• Planned work includes refining the Framework of ethical considerations, which was informed by approaches across the sector and through student consultation, and utilising the Framework for specific projects such as learning analytics dashboards. Case studies demonstrating the implementation of the Framework will be developed and shared with SLEEC. A paper will be shared in 2021/22.
	DECISION:
	1) The Committee **noted** the update.
052	**Learning Experience of LGBTUA+ Students**
	The Committee received a verbal update accompanied by a video, and key points and discussions were as follows:
	• The Committee had requested an update to 'close the loop' on issues considered at previous meetings of SLEEC.
	• The amount of progress made over the past 18 months was commended and the Committee gave its thanks to all involved. Analysis of student feedback and attainment data underpinned the developments, which included improvements in areas such as university data including preferred names and pronouns, health awareness and wellbeing, academic attainment, inclusive teaching, inclusive facilities, as well as a range of supporting resources and networks.
	• Further considerations would be explored outside of the meeting, including making resources available for all staff and students through formal structures, for instance personal tutoring, and ensuring that all email addresses reflect preferred names.
	DECISION:
	The Committee **noted** the update.
053	**Decolonise Programme**
	The Committee received the report (053a&b-SLEEC-270521 {public}) and key points and discussions were as follows:
	• Following a prolonged recruitment process, during which time progress with the Programme slowed, the Decolonise Programme Manager has recently joined the SU and is currently exploring the culture and challenges at the University via staff and student views. She noted the significant number of initiatives already underway and is keen to hear suggestions regarding future directions.
	• The Decolonise Programme Manager was invited by the committee to join an Autumn 2021 meeting of SLEEC to lead a deeper discussion and present the programme for the year ahead.
	DECISION:
	1) The Committee **noted** the report and verbal update.
	ACTION:
	1) The Committee **requested** a further update on the Decolonise Project in Autumn 2021

054	**Culturally Competent Support at Warwick**
	The Committee received a verbal update and key points and discussions were as follows:
	- A range of work linked to the Wellbeing Strategy is ongoing, increasing inclusivity for all students, including young males, LGBTQUA+ and different cultures. Engaging with existing student and staff networks has yielded insights to help guide the work. - Projects included ensuring job adverts are visible to a diverse audience, webinars and leadership training towards CPD, and reviewing self-help opportunities. Next steps include cultural competence training for support services and Security teams, and a focus on communications led by the new Wellbeing Operational and Engagement Group. - The committee emphasised the importance of student trust, of collaboration with student groups and the SU, as well as close links with personal tutor and other related initiatives. It also suggested wider showcasing across the University of progress made towards the Strategy.
	DECISION:
	1) The Committee **noted** the verbal update.
055	**Learning Experience of Disabled Students**
	The Committee received the report (055-SLEEC-270521 {public}) and key points and discussions were as follows:
	- Students noted the great deal of progress and support offered by staff during blended learning. - A transcription pilot was run in terms 2 and 3 to offer human editing of video transcripts to support deaf and neurodiverse students by correcting inaccurate automated transcriptions. The pilot was mostly well received and the working group will review outcomes and provide recommendations. - The University hopes to gain Disability Standards accreditation from the Business Disability Forum later this year, and as part of this has been reviewing policies and procedures and engaging with students, leading to greater reflection and objective setting. - The Disability Taskforce has focussed on raising awareness of, and talking positively about disability, plus bringing together resources and networks for staff and students. - While learning online brought benefits for some students, such as online library resources, challenges were also felt. Reduced face-to-face interaction meant that some students felt less comfortable requesting adjustments and similarly some staff felt less able to identify needs and proactively offer adjustments. Less structure created challenges for some, and particularly exacerbated during the exam period for students who had not previously experienced university exams. Students were generally complimentary of the efforts by departments to make an equitable experience, but suggested formalising of expectations for staff to support students with disabilities and long-term conditions. - It was noted that there was limited representation from disabled students in the STEM Grand Challenge and it was important this should be increased. - The University is keen to retain advantages brought by blended learning where possible.
	DECISION:
	1) The Committee **noted** the update on the learning experience of disabled students and plans to revisit discussions in 2021/22.
	ACTIONS:
	1) The Committee **requested** an update in 2021/22 of the transcription pilot review.

Other

056	**Any other business**
	The following business was raised:
	(a) Academic Integrity Considerable progress has been made in the development of policy and revision of guidance around academic integrity, in collaboration with students. Student facing guidance is now live, with a positive, pedagogic focus, while the associated regulations will be presented to Senate for approval in July 2021 ensuring harmonisation of practice across the University.
	A skeleton policy for remote proctoring has been co-created with students, and once the future of online exams becomes clearer, will be deepened. The interests of students and the University have been considered alongside ethical and legal implications. It was emphasised that the use of remote proctoring would be by exception, would require University approval, and students must be informed prior to module choice and must retain the right to opt out or request alternative assessment. The draft policy paper was not available for circulation in advance of SLEEC's meeting, but was shared with members afterwards, with comments welcomed by Christopher Bisping. The paper will be considered at the next AQSC, Education Committee, and Senate.
	(b) 'Advancing your Anti-Racism Practice' e-Learning WMS has developed Moodle training and resources for students, created for WMS's specific context but designed to be adapted by other departments. Further details will be circulated to members.
	(c) Warwick Employability Challenge The project to develop cross-institutional dialogue around employability will include workshops and a team competition. Further details will be circulated to members.
	(d) Illuminations Project The project seeks to creatively share experiences of workplace wellbeing. It builds on the work of the WIHEA Wellbeing Pedagogies Learning Circle and engages with the Wellbeing Strategy. Further details will be circulated to members.

Next meeting: Thursday 14 October 2021, 14:30, online via Teams

DECISIONS AND ACTIONS			
ITEM	**DECISION/ACTION**	**LEAD AND DUE DATE**	**STATUS**
2019/20			
025-SLEEC-091019 Sub-Group to Oversee the Ethics of Using Student Data in Learning Analytics	**ACTION:** Ethics in Using Student Data in Learning Analytics Sub-Group to report back to SLEEC after first few meetings**.**	RF Term 3, 2019/20	Ongoing (delayed due to Covid-19)
2020/21			
004-SLEEC-151020 Matters Arising	**ACTION:** To seek nominations for FSEC roles in Faculties of Social Science and SEM in Term 3, for roles commencing 2021/22 and lasting three years.	KSt, Term 3 2021/22	In progress
012-SLEEC-151020 Academic Reps Strategy 2020-23	**ACTION:** Provide an update on the engagement and support of PGT students in the student rep system.	SDz February 2021	Superseded

27 May 2021			
047-SLEEC-270521 Matters Arising	**ACTION**: Provide an update on the engagement and support of PGT students in the student rep system	SU PG Officer, Term 1 2021/22	New
049-SLEEC-270521 Role of Student Engagement Coordinators	**DECISIONS:** The Committee: 1) Endorsed the continuation of the current faculty-based SEC model. 2) Endorsed the proposal for a further review of the SEC roles in the 2023/24 academic year, to be reported to SLEEC. It also noted the underlying issues relating to governance, review and reporting structures, which would be addressed outside of the meeting. 3) Deferred the proposal to transfer oversight of the SECs to the Dean of Students Office, pending further consideration outside of the meeting. 4) Recommends to Education Committee that workload recognition for SECs be considered as part of their wider discussion on workload recognition.		
	ACTIONS 1) Consider the governance, reporting and review structures of the SEC roles.	GvdV / RF / LD / SECs Term 1 2021/22	New
	2) Receive review of the Faculty Student Engagement Coordinator roles in academic year 2023/24	SECs 2023/24	New
	3) Recommend to Education Committee that workload recognition for SECs be considered as part of their wider discussion on workload recognition.	GvdV Summer 2021	New
053-SLEEC-270521 Decolonise Programme	**ACTION:** The Committee requested a further update on the Decolonise Project	KSt / Decolonise Programme Manager Term 1 2021	New
055-SLEEC-2705-21 Learning Experience of Disabled Students	**ACTION:** The Committee requested an update in 2021/22 of the transcription pilot review.	KP Term 1 2021	New