

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON MONDAY 12
DECEMBER 2023 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

PRESENT:	Professor P Bonfield (Chair) Dr S Jarvis Professor J Jones	Professor C Kalantaridis Professor A Linn
IN ATTENDANCE:	Professor D Anand (Acting DVC ¹) I Griffiths (Minute 23.73) J Lamarque (Secretary)	Professor G Saunders (Minute 23.74) I Wilmot (Interim USCOO ²)
APOLOGIES:	Professor A Hughes	

23.71 ANNOUNCEMENTS

- 23.71.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 23.71.2 **Apologies:** Apologies were received as noted above.
- 23.71.3 **Requests to discuss starred items and business not on the agenda:** The Chair confirmed there were no requests to discuss starred items or items of business not on the agenda.
- 23.71.4 **Chair's business:** Members discussed international student numbers and Government interventions.
- 23.71.5 A member queried the response rates to the Report and Support platform.
- 23.71.5.1 ACTION** Interim USCOO to check on response rates and report back to members.
- 23.71.6 Members discussed student attendance, and recent meetings such as Student Number Planning, Court of Governors and Quintin Hogg Trust.

23.72 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 23.72.1 The DVC (Education)/Co-Chair, Staying Safe: Business Continuity Group reported that the group had not met since the last UEB meeting. The substantive item at the next meeting on 14 December 2023 will be the implications of Martyn's Law.

23.73 UNDERSTANDING AND REVIEWING STRATEGIC RISKS

- 23.73.1 Ian Griffiths, Risk and Resilience (R&R) Manager presented a report on understanding and reviewing strategic risks (Document UEB 231212A).
- 23.73.2 The R&R Manager reported that he met with each Risk Owner, who amended risks and controls as necessary and discussed how risks are being managed.
- 23.73.3 Each Risk Owner summarised their risks and outlined the proposed changes.

¹ Deputy Vice-Chancellor (Employability and Global Engagement)

² University Secretary and Chief Operating Officer

Interim USCOO

- 23.73.4 The Interim USCOO commented that there is potential to merge the two risks on the Digital Estate and a member suggested a mitigation that covers all eventualities.
- 23.73.5 The Interim USCOO reported on maintaining financial sustainability and a member suggested adding 'failure to grow' to the proposed wording.
- 23.73.6 Members considered that the risk on regulatory requirements overlaps with Education and mitigations should be aligned and not duplicated.
- 23.73.7 Members discussed the risk on business continuity planning, and a member suggested that the wording should capture that previous unplanned events were successfully handled.

Interim DVC (Employability and Global Engagement)

- 23.73.8 The Interim DVC (Employability and Global Engagement) reported that the wording for the risk relating to international recruitment is not yet finalised.
- 23.73.9 Members noted that diversifying the University's market will require targeted work that cuts across all Colleges.

DVC (Education)

- 23.73.10 The DVC (Education) reported that the Education risks are not yet final and there should be one set of mitigations around the Digital and Physical Estate and student support.

Pro Vice-Chancellor (PVC) for Research

- 23.73.11 The PVC (Research) reported that the first risk and mitigations are closely linked to the Research and Knowledge Exchange Strategy and that failure to understand funding opportunities will prevent achievement of the vision.

PVC (Knowledge Exchange)

- 23.73.12 The PVC (Knowledge Exchange) confirmed that knowledge exchange has stakeholders across the University.

Vice-Chancellor

- 23.73.13 The Vice-Chancellor confirmed that work on risks around reputation is ongoing.
- 23.73.14 Members noted that the R&R Manager will continue to work with Risk Owners and will report back to UEB early in 2024 to finalise the latest review of the strategic risk register.

- 23.73.14.1 **ACTION UEB Secretary** to schedule approval of the strategic risk register for a future meeting as advised by the R&R Manager.

23.74 GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI)

- 23.74.1 Professor Gunter Saunders - Associate Director, Digital Engagement and Libraries (DEL) presented the revised policy on the safe use of generative AI technology (Document UEB 231212B and Bi).
- 23.74.2 **APPROVED** Revised policy on the safe use of generative AI to be implemented with immediate effect.
- 23.74.3 The Associate Director (DEL) briefed members on GenAI developments relevant to education. Members noted that areas where universities use GenAI are in the curriculum; 24/7 personalised support; enhanced productivity; marketing (including personalising marketing to students); and innovation and research.
- 23.74.4 Members heard that the student survey on GenAI in March 2023, and a more recent pulse survey, suggest that:
- Students are increasing their use of GenAI, particularly for seeking explanations, drafting and planning, and improving writing skills.

- There is increased confidence in using AI.
- Students feel AI should be taught in their subject areas.
- 52% of students are aware of the University guidance on use of AI.
- 13% of students do not feel AI should be used for assignments.
- Some students are encouraged to use AI in their assignments, and others are explicitly told not to.

- 23.74.5 Members heard that a recent colleague survey showed that GenAI was used for rubrics and marking, and there is a slight increase in confidence levels with a decrease in colleagues expressing little or no confidence in AI.
- 23.74.6 Members heard that Professional Services colleagues will be asked to submit their vision for use of GenAI in their areas to propose pilots for 2024.
- 23.74.7 Members noted that the University was successful in its bid to JISC to be part of a national pilot of a GenAI system geared to academic teachers in education and is one of eight UK universities to be accepted.
- 23.74.8 Members discussed use of GenAI at the University. Comments included:
- Lack of clarity over what students are allowed to do and inconsistency from tutors.
 - High levels of use of GenAI on some courses are causing problems for tutors.
- 23.74.9 **AGREED** Policy on the safe use of generative AI to be updated regularly.
- 23.74.10 The Associate Director (DEL) informed members that focus groups with students will identify ways to amend and simplify the guidance for students next year.
- 23.74.11 Members heard that training on the ethics of GenAI will be managed by the Organisational Development team.
- 23.75 DIGITAL STUDENT HUB ENQUIRY MANAGEMENT SYSTEM UPDATE**
- 23.75.1 This item was postponed until 23 January 2024. Therefore, there is no Document C for this meeting.
- 23.76 STUDENT CONTINUATION**
- 23.76.1 The DVC (Education) updated members on student continuation rates.
- 23.76.2 Members heard that 98.7% of students have been allocated a Personal Tutor (PT), and attendance remains higher than last year.
- 23.76.3 Members noted that nearly half of PTs have accessed the Learner Analytics Dashboard, tutor notes have increased, and Student Module Evaluations are at the highest level.
- 23.77 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**
- 23.77.1 **AGREED** Members confirmed the minutes of the meeting held on 27 November 2023 (Document UEB 231212D) as an accurate record of the meeting.
- 23.77.2 Members reviewed a summary of the actions from previous meetings (Document UEB 231212E) and noted those that were now complete.
- 23.77.3 **HE reform announcements briefing (Action 23.22.4.1)** Members noted that the DVC (Education) will lead on an overall assessment of the finances of and the risks of not engaging with apprenticeships.
- 23.78 ANY OTHER BUSINESS**
- 23.78.1 Members did not raise any other items of business.

23.79 INFORMATION SECURITY POLICY

23.79.1 **APPROVED** Updated Information Security Policy to be implemented with effect from 1 January 2024 (Document UEB 231212F).

23.80 DATES OF FUTURE MEETINGS

Regular meetings are 10.30am to 12.30pm in RS109, Regent Street or via Microsoft Teams.

2023/24

9 January 2024

23 January 2024

13 February 2024

28 February 2024

11 March 2024 (UEB dinner)

12 March 2024 (UEB away day)

28 March 2024

16 April 2024

30 April 2024

14 May 2024

28 May 2024

11 June 2024

25 June 2024

9 July 2024 (UEB dinner)

10 July 2024 (UEB away day)

23 July 2024

7 August 2024