

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 13 AUGUST 2019 IN ROOM RS109, REGENT STREET.**

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PRESENT:	Dr P Bonfield (Chair) Mr J Cappock Professor R Dannreuther (Deputy Chair)	Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Mr M Baldwin Mr A Dutch (Minute 18.198) Mrs J Lamarque (Secretary)	Ms S Matthews (Minute 18.198) Mr M Wigg (Minute 18.199) Mr J Woolston (Minute 18.199)
APOLOGIES:	Professor A Hughes (Deputy Chair)	Professor J Stockdale

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**18.194 ANNOUNCEMENTS**

18.194.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.

18.194.2 **Apologies:** Apologies were noted as above.

Members noted that Mark Baldwin, Associate Head of College (AHoC) (Education and Students) attended on behalf of Professor Jonathan Stockdale, Head of College for Design, Creative and Digital Industries.

18.194.3 **Requests to discuss starred items:** There were no requests to discuss starred items.

**Chair's business**

18.194.4 The Chair did not have any matters to report other than those on the agenda.

**18.195 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

18.195.1 The minutes of the UEB meeting held on 30 July 2019 (Document UEB 190813A) were agreed as an accurate record.

18.195.2 Members reviewed a summary of the actions from previous meetings (Document UEB 190813B) and confirmed those that were now complete.

18.195.3 **Clearing (Action 18.187.6.1)** The University Secretary and Chief Operating Officer (USCOO) confirmed that the Director of Strategy, Planning and Performance will conduct a review of the Home PG market.

18.195.4 **Update on Clearing (Action 18.189.3.1)** The Deputy Vice-Chancellor (DVC) for Education informed members that there was a 72% pass rate for the 2018-19 Foundation cohort, although it is too early to know what percentage will progress onto a degree course.

18.195.4.1 **ACTION DVC (Education) and AHoC (Education and Students)** to establish why there is a difference between the pass rates for each School and identify where improvements could be achieved.

18.195.5 **L2-L5 salary decisions – revised process (Actions 18.172.2.1 and 18.190.2.1)** Members noted that the revised paper is deferred until the launch of the new Professional Development Planning process.

18.195.6 **Chair's business – Brexit (Action 18.90.4.1)** The USCOO informed members that he has been in discussion with Chief Operating Officers from other institutions and that an updated paper will be submitted to UEB in due course.

## 18.196 **PROFESSIONAL DEVELOPMENT PLANNING POLICY AND PROCEDURE**

18.196.1 Members noted the comments from the Court of Governors on the approved policy and procedure.

18.196.2 The USCOO informed members that the Director of Human Resources and Safety, Health and Wellbeing (Director of HR) is working with the Deputy Director of HR to incorporate a greater emphasis on development and pathways. Members noted that the pro-forma will change because of the proposed amendments to the new policy and procedure.

18.196.3 The revised policy and procedure will be re-submitted to UEB for approval in due course.

## 18.197 **ABSENCE POLICY AND PROCEDURE**

18.197.1 Members noted the comments from the Court of Governors, which included a suggestion from a staff governor that the University adopts a change relating to compassionate leave in advance of the legal requirement.

18.197.2 Members noted that in practice University managers allow a more generous entitlement than that required by the policy.

18.197.3 Members confirmed that the University will not update our policy until changes in legislation come into effect, due to the risk of non-compliance.

18.197.4 **AGREED** Policy to be re-submitted to the Court without change.

## 18.198 **STUDENT RECRUITMENT AND CLEARING UPDATE**

18.198.1 The Director of Global, Recruitment and Admissions (GRA), and the Head of Admissions, updated members on student recruitment and Clearing.

18.198.2 The Director of GRA informed members that preparations for Clearing are going well and there would be a rehearsal and public relations activity that afternoon. Training sessions have been completed and rotas for academic staff have been prepared by the Directors of College Operations (DoCOs). Members noted that the University is in a stronger position than this time last year and academic staff have reviewed all borderline applications.

18.198.3 In response to a member's question, the Director of GRA confirmed he is content that the tariffs are appropriate and informed members some of the tariffs have been adjusted to ensure they are at the right level.

18.198.4 **AGREED** Clearing tariffs to be applied as confirmed by Schools by the deadline of 13 August 2019.

18.198.4.1 **ACTION Director of GRA** to instruct Schools to confirm acceptance or rejection as soon as possible to avoid delays for applicants, and not to wait until A levels results day to make decisions on borderline cases.

18.198.5 The Director of GRA requested endorsement of the Film and Fashion courses that will not go into Clearing.

18.198.6 Members discussed Foundation student numbers and noted that the University has informed applicants via email of their change course offer; students have 5 days to respond.

18.198.7 Members noted that the University will offer a Foundation programme to students who applied for a degree but did not reach the required entry level. A member asked if there is a maximum number of Foundation students the University can accept.

- 18.198.7.1 **ACTION DVC (Education)** to request information on Foundation targets from the Director of Foundation Pathways.
- 18.198.8 Members discussed the students who will be affected by the private university GSM London going into administration and agreed that any applicants impacted will be considered through Clearing on a case by case basis.
- 18.199 NATIONAL STUDENT SURVEY 2019 OUTCOMES**
- 18.199.1 The Director of Strategy, Planning and Performance (SPP) presented the National Student Survey (NSS) school action plans (Document UEB 190813F).
- 18.199.2 Members noted that the Director of SPP has been working with the Heads of School (HoS) to develop their NSS action plan and had also met with the Heads and Associate Heads of Colleges who gave their support for this approach.
- 18.199.3 The Director of SPP suggested that timely delivery of the action plans will lead to a better experience for our students and improvement in the University's performance in league tables and the Teaching Excellence Framework.
- 18.199.4 The Director of SPP outlined the next steps including sign-off for the action plans by the Heads of College discussions between a member of the SPP department and the membership of College Executive Groups.
- 18.199.5 Members noted that the Director of SPP will meet with the Director of Marketing and Communications to discuss the student campaigns and there will be a session at the Executive Operational Leadership Forum on communications and best practice sharing, as well as staff development and teaching away days.
- 18.199.6 Members provided comment and feedback on the outcomes and made several suggestions for improvements and action.
- 18.199.7 **AGREED** The Director of SPP will return to UEB on 10 September 2019 with an update on what is needed and will lead a session for UEB members to identify the 'green line' 2023 targets.
- 18.199.7.1 **ACTION UEB Secretary** to add NSS action plans to the UEB agenda for 10 September 2019.
- 18.199.7.2 **ACTION Director of SPP** to arrange an NSS target session for UEB.
- 18.199.8 Members discussed the Student Module Evaluation (SME) system, which is currently manually distributed and collected by academic colleagues. Members suggested that the University should develop a digital process.
- 18.199.8.1 **ACTION Head of College, Westminster Business School** to discuss the production of a digital SME with the Director of Information Systems and Support.
- 18.200 POLICY ON HIGHER EDUCATION ACADEMY RECOGNITION 2019-2025**
- 18.200.1 The DVC (Education) presented the policy on Higher Education Academy (HEA) recognition 2019-2020 (Document UEB 190813C).
- 18.200.2 The DVC (Education) informed members that the University's target of 100% HEA fellowships has resource implications and the updated policy clarifies these resource implications. He reported however that the Director of Academic Professional Development deals with this area very effectively.
- 18.200.3 Members recognised the benefit of the approach and of the 100% target and considered that any resource implications must be built into the budgeting process.

18.200.4 Members supported the principles of the policy noting that more work is to be done to include a robust plan for resource and delivery.

18.200.4.1 **ACTION DVC (Education)** to clarify the expenditure required to deliver the policy and re-submit the policy to UEB in due course.

## 18.201 UEB ACTIVITY REVIEW

18.201.1 The Heads of College reported that although disciplinaries are delegated to other colleagues the large volume of work has led to their continued involvement. Members considered that some could be resolved through discussion at local level.

18.201.1.1 **ACTION USCOO** to instruct the Director of HR and the Academic Registrar to conduct a review of disciplinary procedures for colleagues and students. The review will include discussions with the Heads of College to seek their views.

18.201.1.2 **ACTION Members** to inform the UEB Secretary of any further issues impacting on their workload for discussion at the UEB meeting on 10 September 2019.

## 18.202 OPERATIONAL RISK REGISTERS REVIEW – OUTCOMES REPORT

18.202.1 Members received and noted the operational risk registers review outcomes report (Document UEB 190813D).

## 18.203 LEAD INDICATORS REPORT

18.203.1 Members received and noted the lead indicators report for July 2019 (Document UEB 190813E).

## 18.204 DATES OF FUTURE MEETINGS

UEB	10 September 2019
UPC	17 September 2019
UEB - away day	23 September 2019 – evening (location to be confirmed) 24 September 2019 - all day (location to be confirmed)
UEB	08 October 2019
UPC	15 October 2019
UEB	22 October 2019
UEB	12 November 2019
UPC	19 November 2019
UEB	26 November 2019
UEB	10 December 2019
UPC	17 December 2019
UEB	14 January 2020
UPC	21 January 2020
UEB	28 January 2020
UEB	11 February 2020
UPC	18 February 2020
UEB	25 February 2020
UEB - away day	9 March 2020 – evening (location to be confirmed) 10 March 2020 - all day (location to be confirmed)
UPC	17 March 2020
UEB	24 March 2020
UPC	21 April 2020

<b>UEB</b>	28 April 2020
<b>UEB</b>	12 May 2020
<b>UPC</b>	19 May 2020
<b>UEB</b>	26 May 2020
<b>UEB</b>	09 June 2020
<b>UPC</b>	16 June 2020
<b>UEB</b>	23 June 2020
<b>UEB</b>	14 July 2020
<b>UEB - away day</b>	27 July 2020 – evening (location to be confirmed) 28 July 2020 - all day (location to be confirmed)
<b>UEB</b>	11 August 2020
<b>UPC</b>	18 August 2020

**18.205 ANY OTHER BUSINESS**

18.205.1 There were no other items reported.