

MINUTES OF THE MEETING OF THE ACADEMIC COUNCIL HELD ON WEDNESDAY 7 DECEMBER 2022 IN ROOM MG38 MARYLEBONE BUILDING AND VIA MICROSOFT TEAMS

PRESENT:	Dr Peter Bonfield (Chair) Abdelhafid Benamraoui ¹ Zahra Butt, UWSU Matthew Gooderson Dr Sal Jarvis (Deputy Chair) Professor Janet Jones Professor Malcolm Kirkup Professor Andrew Linn	Caroline Lloyd Professor Graham Meikle Dr Andy Pitchford Henryetta Simpson Jane Stonestreet Dr Kalpana Surendranath Professor Harry Thapar Dr Leigh Wilson
IN ATTENDANCE:	Justin Bairamian (Observer) David Burt (Clerk) Wayne Clark (Minute 22.15)	Jane Lamarque (Minutes) Professor Fiona Ross (Observer) Emma Standen
APOLOGIES:	Stephen Bunbury John Cappock Professor Alex Hughes (Deputy Chair) Savitha Jagannath (PG representative)	Adtee Janvekar (UG representative) Professor Luke Mason Elaine McMillan (Secretary) Ian Wilmot (Acting University Secretary and Chief Operating Officer)

22.14 ANNOUNCEMENTS

- 22.14.1 The Chair welcomed all members and attendees.
- 22.14.2 The Chair welcomed independent governors Fiona Ross and Justin Bairamian as observers.
- 22.14.3 Members noted apologies as detailed above.
- 22.14.4 Members did not declare any conflicts of interest for the business on the agenda.
- 22.14.5 The Chair informed members of the need to discuss starred items requiring a decision due to a lack of approvals in advance via Decision Time. The Chair confirmed that there were no other requests to discussed starred items or to raise matters not on the agenda.
- 22.14.6 Members did not submit any questions in advance of the meeting.

Chair's report

- 22.14.7 The Chair highlighted the shows and events that had taken place since the last meeting.
- 22.14.8 The Chair reported on recent meetings with Universities UK and with the Heads of College and Heads of Schools on student number planning.
- 22.14.9 The Deputy Vice-Chancellor (DVC) for Education updated members on the Teaching Excellence Framework (TEF) submission, which is due on 24 January 2023. Members heard

¹ Attended via Microsoft Teams

APPROVED

that the Students' Union (UWSU) are working on their own independent submission. Members heard that recent metrics are at benchmark and moving in the right direction.

22.15 EDUCATION STRATEGIC KPIs PROGRESS REPORT

- 22.15.1 The DVC (Education) presented the Education Strategic KPI's progress report (Document AC 221207A).
- 22.15.2 The DVC Education informed members that the report sets out information that will go to Teaching Committee, and how the report develops from session to session. Members heard that the Student Modular Evaluation has closed for this semester, with the outcomes available early enough to enable an impact on the second semester.
- 22.15.3 Wayne Clark, Data Impact (DI) Manager, reported that he is working on the third part of the process, including detail from the modular evaluation, and this will be ready in January. He explained that the report has been written in partnership with UWSU and includes material on student voice, surveys and student engagement.
- 22.15.4 The DI Manager reported that:
- Five KPIs are around the student experience
 - Teaching quality and academic support are priorities
 - Results for the National Student Survey Student Voice are closer to benchmark
 - Results from the most recent Postgraduate Taught survey shows a more positive picture
 - An in-semester idea of the extent students might be engaging can be drawn from attendance and withdrawal data and Personal Tutor (PT) engagement
 - Almost all students have a PT but not all students have tutor notes and not all tutors have accessed the analytical dashboard.
- 22.15.5 The DVC Education encouraged members to share the report with their colleagues.
- 22.15.6 A member commented that his School was trialling a Student Coach and that he would report back on the trial to the DI Manager. The DVC Education commented that several pilots were taking place in different Schools.
- 22.15.7 A member reported that the link between tutors and students is weakened by students not meeting their tutors in Week 1 and expressed a desire for this to be timetabled again.
- 22.15.8 A member commented that tutors are accessing the data but struggle with the data packaging. They suggested that if the data was synthesised into an easy-to-use portal, there would be greater uptake in use of the data.
- 22.15.9 The DI Manager thanked members for their helpful feedback and will report their comments to the Director of Strategy, Planning and Performance (SPP).
- 22.15.9.1 **ACTION DI Manager** to respond to members' queries on the number of tutees in the report and the section on Blackboard after the meeting.
- 22.15.10 The Chair invited the Heads of College for Westminster Business School (WBS) and Liberal Arts and Sciences (LAS) to share some examples of best practice:

WBS

- Training focused on core elements and inspiring teaching delivered by an external consultant
- Identifying six or seven elements of a good session and how they have delivered on each of those
- Changes at Module Leader level
- Number of teams reorganised at Level 6
- Changes in personnel

LAS

- Formalisation of academic tutoring model
- Employing the Humanities initiative
- Quality of the community – star student end of year party, clear collaboration between colleagues and students, shared community and endeavour
- Disciplines – students studying things they are passionate about and a shared passion and enthusiasm

22.15.11 The Head of the Centre for Education and Teaching Innovation (CETI) confirmed that the training intervention discussed was part of a broader framework tested the previous year.

22.15.12 Members discussed PTs and comments included:

- High level of PT engagement not coming through in the metrics
- PTs could use the dashboards but are not yet effectively doing so
- There is some excellent practice and most PTs do meet tutees; however, there are too many students who have never met their PT and the system is not fully utilised at capturing the experience
- Tutor notes need to be made more useful for tutors to save them time

22.15.12.1 **ACTION DI Manager** to set up a meeting with the DVC Education and Director of SPP to discuss the data analytics dashboards.

22.15.13 The Chair thanked the DI Manager and SPP colleagues for their work.

22.16 IMPLEMENTATION OF 2020/21 MEMBERSHIP REVIEW RECOMMENDATIONS (DOCUMENT AC 221207B)

Terms of Reference

22.16.1 **AGREED** Members recommend the revised terms of reference to the Court of Governors.

Academic Council town hall/open meeting

22.16.2 The Chair informed members that a sub-group of members would work on this to engage the community curious about what Academic Council does and confirmed that the event would be open to colleagues and students on a 'first come first served' ticket basis and could be held in Ambika P3.

22.16.3 Kalpana Surendranath, Zahra Butt and Andy Pitchford agreed to work with the Secretary to plan the event.

Academic Council apprentice scheme

22.16.4 Members discussed the scheme and comments included:

- Extend the scheme to Professional Services colleagues
- Instead of describing it as an apprentice scheme use the term shadowing or engaging as the colleague would not become a full member of Academic Council at the end of the scheme
- How to identify suitable colleagues and encourage reticent colleagues to apply?
- Nominations should be based on the end of the professional development review (PDR) cycle so that line managers understand which individuals would benefit
- Advertise the scheme explicitly at the time PDR discussions are taking place

22.16.5 **AGREED** Proposed scheme to be re-named and implemented from the next PDR round. The scheme will be open to academic and Professional Services colleagues.

Academic Council induction and development programme

22.16.6 **AGREED** Induction and development programme to be implemented as proposed.

22.16.7 The Chair thanked the Secretary for her work on the proposals.

22.17 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

22.17.1 **AGREED** Members confirmed the minutes of the Academic Council meeting held on 19 October 2022 (Document AC 221207C) were an accurate record of the meeting.

22.17.2 Members noted there were no outstanding actions or matters arising from previous meetings.

22.18 STUDENT VOICE FORUM TERMS OF REFERENCE

22.18.1 Members noted the Student Voice Forum terms of reference 2022/23 (Document AC 221207E).

22.19 RESEARCH DATA MANAGEMENT POLICY

22.19.1 **APPROVED** Updated Research Data Management Policy to be implemented with immediate effect (Document AC 221207F).

22.20 DEGREE OUTCOME STATEMENT

22.20.1 **AGREED** Members recommend to the Court of Governors that the updated Degree Outcome Statement is published on the website.

22.21 COURSE SPECIFIC REGULATION – LIFE SCIENCES

22.21.1 **RATIFIED** Members confirmed the decision taken by Chair's action to approve a course specific regulation in the School of Life Sciences (Document AC 221207H).

22.22 EXEMPTION TO ACADEMIC REGULATIONS

22.22.1 **APPROVED** The student referred to in the proposal is exempt from progression regulations 5.1.3 and 5.1.5 for the reasons given in the proposal (Document AC 221207I).

22.23 ANY OTHER BUSINESS

22.23.1 The Chair invited the observers to share their feedback on the meeting. Their comments included:

- The committee is transformed from three years ago
- There is a balance between strategic and specifics
- The Court of Governors should hear more about student evaluations
- The use of data is very good, and members are questioning things in the right way
- The Chair encouraged people to challenge
- Discussions could be better with more voices
- It is good to see sharing of good practice
- The method of recording PT sessions appears to be a barrier
- It is good to hear of other PT schemes

22.24 DATES OF FUTURE MEETINGS

All meetings start at 1.45pm and take place onsite (rooms to be confirmed) with remote participation available if members are unable to attend in person.

Wednesday 22 February 2023
Wednesday 29 March 2023
Wednesday 21 June 2023