

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 21 APRIL 2026 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS

PRESENT:	Professor P Bonfield (Chair) Professor C Dormor Professor C Kalantaridis	Professor C O'Connor K Patel I Wilmot (Deputy Chair)
IN ATTENDANCE:	D Burt (Minute 25.174) A Campbell (Minute 25.174)	J Lamarque (Secretary) A Musani (Minute 25.171)
APOLOGIES:	Professor D Anand	Professor A Linn

25.169 ANNOUNCEMENTS

- 25.169.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 25.169.2 **Apologies:** Members noted apologies as above.
- 25.169.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 25.169.4 **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.
- 25.169.5 **Chair's business**
The Chair updated members on external initiatives such as working with the Mayor of London on Study London.
- 25.169.6 The Deputy Vice-Chancellor (DVC) for Education updated members on guidelines for weekend timetabling and a change in line management for the Executive Director Performance Improvement and Innovation (PII).

25.170 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 25.170.1 The University Secretary and Chief Operating Officer (USCOO)/Co-Chair, Staying Safe: Business Continuity Group informed members that the Government has issued guidance on Martyn's Law. He also reported that business continuity plan owners are still working on their plans and that the Risk and Resilience Manager is following up on submission.
- 25.170.2 Members discussed the recent security incident at New Cavendish Street (NCS), and it was suggested that the event be used as a case study in future training sessions. A member queried if reports on events such as this were routinely shared with UEB.
- 25.170.2.1 **ACTION USCOO** to arrange for UEB members to receive a report on the NCS incident.
- 25.170.2.2 **ACTION UEB** Secretary to schedule an item on lessons learnt from the NCS incident at a future UEB meeting.

25.171 UWSU OYSTER CARD PROPOSAL

- 25.171.1 Adil Musani, UWSU President presented a proposal for the University to offer financial support to students for the 18+ Student Oyster photocard application fee (Document UEB 260421A).
- 25.171.2 A member commented that the impact of providing support for the application fee would need to be measured to see if it improves student attendance.

- 25.171.3 In response to a member's query the UWSU President confirmed that the survey quoted in the proposal covered all universities, with 20% of students completing the survey, and 300-400 responses from the University of Westminster.
- 25.171.4 The Vice-Chancellor reported that he is Chairing the London Student Partnership and suggested lobbying for free 18+ Student Oyster photocards for all London university students.
- 25.171.5 Members considered that the proposal was a good initiative and recommended that the Vice-Chancellor and the UWSU President work with the London Student Partnership to make a case for free Oyster photocards for all London university students.
- 25.171.6 The Chair invited the UWSU President to return to UEB before 30 June 2026 with an update on the proposal.

25.172 EDUCATION STRATEGY MID-TERM REVIEW

- 25.172.1 Catherine O'Connor, DVC (Education) invited members to comment on the Education Strategy mid-term review report (Document UEB 260421B) before it is presented to Academic Council and the Court of Governors.
- 25.172.2 The DVC (Education) reported that there was a lot of colleague engagement with the review through workshops and face to face sessions involving 85 colleagues and opportunities for all academic colleagues to contribute online.
- 25.172.3 The DVC (Education) reported that key areas of focus for the remainder of the Strategy period are AI, how time is used in learning spaces and key skills and attributes and explained that academic colleagues will have opportunities to consider curriculum pedagogy and delivering mechanisms in the future.
- 25.172.4 Members reported that the feedback and engagement process was well received by colleagues.
- 25.172.5 Members commented on the mid-term review including links to the Executive and Operational Leadership Forum and College operational plans and the fit with strategic work carried out by the Strategy, Planning and Performance department.
- 25.172.6 Members heard that the next phase includes talking about colleague development and the Westminster Academy approach.

25.173 TURNITIN PROPOSAL

- 25.173.1 The DVC (Education) presented a proposal for the phased withdrawal of Turnitin from 31 July 2027 (Document UEB 260421C).
- 25.173.2 Members heard that the University currently operates two coursework submission systems and that Turnitin has issues for GDPR compliance, the student experience and workload for the Learning Innovation and Digital Engagement (LIDE) team.
- 25.173.3 The DVC (Education) proposed that the University moves to use of Blackboard alone, which has better functionality.
- 25.173.4 The DVC (Education) assured members that assessment retention is in line with the Office for Students (OfS) policy, is within tolerances and is not a regulatory risk.
- 25.173.5 The DVC (Education) reported that the University can automate transfer of marking rubrics from Turnitin to Blackboard and that the LIDE team will arrange support for colleagues and communicate the change.
- 25.173.6 Members commented that there will be a year to support the transition and work with the University and College Union.
- 25.173.7 **APPROVED** The University will decommission Turnitin from 31 July 2027.

25.174 DEGREE ALGORITHM PROPOSAL

- 25.174.1 The DVC (Education) presented a proposed response to the OfS request about practices used in degree classification algorithms (Document UEB 260421H).
- 25.174.2 The DVC (Education) and David Burt, Academic Registrar informed members of some approaches taken by other institutions.
- 25.174.3 The Academic Registrar reported that amending algorithms is a significant piece of work and will need resources beyond existing colleague capacity.
- 25.174.4 The DVC (Education) reported that the University received assurance from a calibration exercise carried out as recommended in the November OfS report.
- 25.174.5 Members discussed the potential sample size for another exercise. Members considered that the second calibration exercise will be useful; however, UEB is not the right body to agree the detail. Adam Campbell, Head of BI Performance and Insight reported that the sample size will be relatively small and will look at a broad range.
- 25.174.6 **AGREED** Option C: The University will maintain the current algorithm and undertake the expected calibration exercise.

25.175 STUDENT CONTINUATION UPDATE

- 25.175.1 The DVC (Education) informed members that focus is on the resit period and the Executive Director, PII is carrying out detailed work with the Associate Heads of Colleges on the resit plans.
- 25.175.2 Members heard that colleagues are also considering arrangements for incoming students in September 2026, academic skills and support for engagement.

25.176 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

- 25.176.1 **APPROVED** Members confirmed that the minutes of the meeting held on 31 March 2026 (Document UEB 260421D) are an accurate record.
- 25.176.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 260421E).

25.177 ANY OTHER BUSINESS

- 25.177.1 Members did not raise any other items of business.

25.178 UWSU FINANCIAL STATEMENTS TO 31 JULY 2026

- 25.178.1 Members noted the UWSU financial statements to 31 July 2026 (Document UEB 260421F).

25.179 UPDATE TO STUDENT FEES AND OTHER CHARGES POLICY

- 25.179.1 **APPROVED** Amended Student Fees and Other Charges Policy (Document UEB 260421G) to be implemented with immediate effect.

25.180

DATES OF FUTURE MEETINGS

2025-26

12 May 2026
 26 May 2026
 9 June 2026
 23 June 2026

6 July 2026 – UEB dinner
 7 July 2026 UEB away day
 28 July 2026
 11 August 2026

2026-27

1 September 2026
 21 September 2026 – UEB dinner
 22 September 2026 – UEB away day
 6 October 2026
 27 October 2026
 11 November 2026
 24 November 2026
 15 December 2026
 12 January 2027
 26 January 2027
 9 February 2027
 23 February 2027
 1 March 2027 – UEB dinner

2 March 2027 – UEB away day
 9 March 2027
 23 March 2027
 20 April 2027
 11 May 2027
 25 May 2027
 8 June 2027
 22 June 2027
 5 July 2027 – UEB dinner
 6 July 2027 – UEB away day
 27 July 2027
 10 August 2027

Regular meetings are 10.30am to 12.30pm (unless alternative time stated above) in Room RS109, Regent Street and via Microsoft Teams.