

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON WEDNESDAY 27 MARCH 2024 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS

PRESENT:	Professor P Bonfield (Chair) Professor D Anand Professor J Jones	Professor C Kalantaridis Professor A Linn I Wilmot
IN ATTENDANCE:	M Baldwin (Minute 23.143) T Bangia, UWSU (Minute 23.144) S Ford (Minute 23.140.5 to 23.140.7)	J Lamarque (Secretary) Dr T Moore M Wigg, UWSU (Minute 23.144)
APOLOGIES:	Dr S Jarvis	

23.140 ANNOUNCEMENTS

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

23.140.2 **Apologies:** Apologies were received as noted above.

23.140.3 **Declaration of interests:** There were no declarations.

23.140.4 **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.

Chair's business

23.140.5 At the invitation of the Chair, Steve Ford, Campus Services Manager gave an update on the Regent Street works.

23.140.6 Members confirmed the building works could continue with closure of certain areas as required.

23.140.7 The Chair updated members on senior appointments and support from the Court of Governors for the new Pro Vice-Chancellor (PVC) cross-cutting responsibilities.

23.140.8 Members congratulated Professor Dibyesh Anand on his appointment as Deputy Vice-Chancellor (DVC) for Employability and Global Engagement.

23.141 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

23.141.1 The University Secretary and Chief Operating Officer/Co-Chair, Staying Safe: Business Continuity Group reported that the group had not met since the last UEB meeting.

23.142 EQUALITY, DIVERSITY AND INCLUSION (EDI) STRATEGY MID-TERM REVIEW

23.142.1 Dibyesh Anand, Co-Chair EDI Committee informed members that the Committee had agreed to continue with the EDI Strategy as planned as there were no concerns.

23.142.2 Members heard that the EDI action plan needs to be embedded further, as accountability is inconsistent, and it will be shared and discussed with the Executive and Operational Leadership Forum.

23.143 UPDATE ON LEARNER ANALYTICS

- 23.143.1 Mark Baldwin, Associate Head of College (AHOC) (Education and Students (ES)), College of Design, Creative and Digital Industries presented an update on Learner Analytics (Document UEB 240327A).
- 23.143.2 The AHOC (ES) reported that a discussion with the Director of Strategy, Planning and Performance confirmed that Qlikview could not address the requirements of a new system. Members heard that there has been no further movement on the use of Qlikview in the Colleges and a proposal to introduce a new system is being considered by Information Systems and Support (ISS).
- 23.143.3 Members comments included:
- A suggestion of a pilot scheme with a couple of Schools.
 - A properly costed business case must be submitted for final approval.
 - Sales Force has recently been introduced and could be used for this purpose.
 - A change of culture is needed.
 - Personal Tutors (PTs) are not meeting the requirement to use Qlikview.
 - The University wants to be sector-leading in student support.
- 23.143.4 The AHOC (ES) reported that there is support from Senior Tutors and Heads of Schools for a new system.
- 23.143.5 The AHOC (ES) spoke to members about the requirements for the new system and the limitations of the current system.
- 23.143.5.1 **ACTION University Secretary and Chief Operating Officer (USCOO) and AHOC (ES)** to review the number of tutees per PT.
- 23.143.5.2 **ACTION USCOO and AHOC (ES)** to produce the business case for potential investment in a new learner analytics system.

23.144 UWSU BLOCK GRANT REQUEST 2024/25 AND STRATEGIC DEVELOPMENT PLAN

- 23.144.1 Taruna Bangia, UWSU President and Michael Wigg, UWSU Chief Executive Officer (CEO) presented the UWSU block grant request and strategic development plan for 2024/25 (Document UEB 240327B).
- 23.144.2 The UWSU CEO informed members of the strengths of the Students' Union compared with other Unions and summarised the key points of the block grant request and the priorities for the coming year.
- 23.144.3 In response to a member's query, the UWSU CEO confirmed that the proposed additional Societies Co-Ordinator will provide support to students hosting events as well as developing student leaders.
- 23.144.4 The UWSU CEO reported that it is difficult to offer a retail presence at New Cavendish Street due to the number of shops nearby and noted that the shop will evolve as part of the Student Hub project and will become a touchpoint for student groups.
- 23.144.5 Members suggested the following enhancements to the funding priorities:
- Course representatives should meet with their course members twice a semester to gather feedback and inform students what support is on offer.
 - There should be an ambitious target for the number of students engaged regularly with a club or society, as this will help students make friends and come onto campus.
 - Activities to improve the experience for international students, which is done well, should not exclude other students.
 - Social spaces should be kept open for longer, and the UWSU needs a stronger presence at the Marylebone campus.
 - All UWSU shops should stock more and new merchandise.

23.144.6 **APPROVED [REDACTED]**

23.145 STUDENT CONTINUATION

23.145.1 The Chair noted that the DVC (Education), who was absent, had sent an update on student continuation to members by email.

23.145.2 Members discussed PTs taking action to meet their tutees, the commitment to students and the recording of discussions.

23.145.2.1 ACTION PVC (Teaching Excellence and Student Experience) to ensure that all PTs meet their tutees and that conversations are recorded, and report on progress at the meeting on 16 April 2024.

23.146 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

23.146.1 **AGREED** Members confirmed the minutes of the meeting held on 28 February 2024 (Document UEB 240327C) as an accurate record of the meeting.

23.146.2 Members reviewed a summary of the actions from previous meetings (Document UEB 240327D) and noted those that were now complete.

23.146.3 **Student Continuation (Action 23.131.3.2)** The Heads of Colleges confirmed that they have encouraged PTs to use the Learner Analytics Dashboard.

23.147 ANY OTHER BUSINESS

23.147.1 Members did not raise any other matters for discussion.

23.148 MEETING EVALUATION

23.148.1 A member commented that there were good conversations, everyone was comfortable to express their differences and there was no pressure to fill the allocated time.

23.149 PROFESSORS AND READERS AWARDED COMMITTEE REVISED TERMS OF REFERENCE AND MEMBERSHIP

23.149.1 **APPROVED** Revised terms of reference and membership (Document UEB 240327E) to be implemented with immediate effect.

23.150 MANAGEMENT ACCOUNTS – FEBRUARY 2024

23.150.1 Members noted the Management Accounts for February 2024 (Document UEB 240327F).

23.151 FLAG FLYING POLICY

23.151.1 **APPROVED** Flag Flying policy (Document UEB 240327G) to be implemented with immediate effect.

23.152 DATES OF FUTURE MEETINGS

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

16 April 2024
30 April 2024
14 May 2024
24 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