

STUDENT EXPERIENCE COMMITTEE



Minutes of the meeting held on 28 September 2022

Ex-Officio: Pro-Vice-Chancellor (Student Experience and Education) Professor Emma Sutton-Pavli (Chair), Associate PVC Student Inclusion (Professor Helena Gillespie), Associate PVC Employability and Opportunities (Dr Matt Aldrich), An Associate Dean (and member of their Faculty Executive) from each Faculty (Dr Chris Jones (HUM), Dr Neil James (FMH), Professor Simon Lancaster (SCI), Amanda Williams (SSF)), Director of Student Services (Dr Jon Sharp), Director of Graduate Success (Mrs Becky Price), Director of Sport and Commercial Services (Mr Phil Steele), the Activities and Opportunities Officer of the Union of UEA Students (Evie Drennan), the Campaigns and Democracy Officer of the Union of UEA Students (Serene Shibli-Sexton), the Welfare, Community and Diversity Officer of the Union of UEA Students (Aaron Campbell).

With: The Holistic Student Insight Manager (Miss Johanna Hardy), the UEA SU Assistant Director of Charitable Services of the UEA Students (Claire Boothby-Barnbrook) and the Graduate Success Administrative Assistant (Miss Caitlin Dawkins), the Student Employability Manager (Mr Antony Cotterill), the Head of Communications and Advocacy, (Ms Hayley Mace), the Head of Widening Access and Participation (Ms Charlotte Wheatland).

Secretary: Head of Careers (Mr Evan Hancock)

1. MINUTES

Confirmed

the Minutes of the meeting held on 15 June 2022.

3. DECLARATIONS OF INTEREST (IF ANY)

None to note.

4. MATTERS ARISING

From Minute 62.3 the SEC Plan of Work is now available and can be found under Section B of this agenda.

From Minute 62.7 still awaiting the outcome of the TEF Consultation but there is an update paper on the TEF Consultation response which can be found under Section C of this agenda. The paper to discuss the outcomes of the NSS and actions taken to address these can be found under Section A of this agenda. The Committee heard a summary of the GOS data, and the Chair has requested for a summary report of this to be circulated to members after the meeting.

From Minute 65. Due to a delay in responding time from the OfS, it's not been possible to finalise the APP Mass Variation Exercise paper, however the committee are assured this will be received when available.

5. STATEMENTS BY THE CHAIR

1. There will be a space reserved at each SEC meeting for any updates to the ongoing strategic projects. To raise here, the Curriculum Review project is underway. Emma is the ET sponsor of this and Chairs the Curriculum Review board. SEC's input will be to populate and consider the overarching principles of a commitment to inclusive curriculum and course design. The Associate PVC Employability and Opportunities leads one of the three workstreams on curriculum enhancement opportunities and work on this is expected to be brought to SEC at a future meeting.
2. As noted previously, there is a Governance review underway. The external Halpin review of Council has been completed and published to Council. The Director of Governance and Assurance (Andrea Blanchflower) has provided a statement as follows

An external review of Council effectiveness was undertaken in the Spring of 2022 and Council and ET members are currently working through the recommendations. A key recommendation is to re-establish Council as the governing body and to empower Senate, as a sub-Committee of Council, to be more robust in undertaking its role of providing the academic assurances to Council as required by our OfS Conditions of Registration.

This means that Senate will be looking to both LTC and SEC to be robust in the scrutiny of reports about our academic performance and diligent in our development of policy. We have identified six Universities to benchmark ourselves against and we will need to record our satisfaction with our progress or not as the case may be. And we need to make sure our processes are working and be able to evidence this in our reports to Senate.

Our papers to Senate will need to look a little different and so, authors, please give yourself a bit more time than usual to write papers so we can prepare papers correctly for Senate. The Director of Governance and Assurance will be progressing support, training and development. It was noted that this will be a learning curve, and important for all to note this new governance environment and understand this new emphasis for both LTC and SEC.

The Chair asks for any feedback or concerns to be directed to the Secretary.

To note from the meeting discussion

committee reports need to be formatted in line with the inclusivity guidelines. Eg Tableau data needs to be copied into an accessible table.

In a separate and welcome development, and as an element of this work, we now have a Policy Framework to use which teases apart policy from associated guidance and a series of templates have been devised and a Policy repository is being built.

The Chair notes that any Policy that is brought to SEC cannot be approved in this space, but we can recommend it to Senate. In most cases, it will be the paper author with help from the Secretary to present the evidence of the rigorous process undertaken to provide this recommendation to Senate. The Chair asks for the actions taken from SEC to be upheld by the author and clearly operationalised.

3. The Safeguarding Policy had a requirement in it for all staff to be trained. The training package has now been procured and will be rolled out imminently.
4. There is going to be a new mechanism for staff to report any Conflicts of Interest. Further guidance and communication will be circulated.
5. Delighted to announce that Lucy Kemp has been appointed as the Head of Holistic Student Experience. Part of this role is to have oversight of the SIZ.
6. The Multi-Factor Authentication (MFA) will be rolled out incrementally to students this semester. The Associate PVC Student Inclusion was involved and a full EIA undertaken.

SEC-M4
28.09.2022
Min.5

7. The OfS summary of the PGT pilot survey has been delayed until November. This will be received as a SEC discussion item in due course.
8. Many thanks to all involved and huge congratulations to the success of the Welcome Week.

6. CONFIRMATION OF CHAIR'S ACTION

Extension of the outcome letter timeline in University Disciplinary Powers and Procedures for SSDC and SSDAC. Approved by Chair's action for SEC and LTC.

There has been an amendment to the UDIPP in so far as the timeline for producing an outcome letter to students used to be five working days and this has been changed to be ten working days however it's still expected to issue the letter as soon as possible. This amendment would allow extra time to consider the implications of the outcome, such as to be considered proportionate.

*7. NSS STUDENT EXPERIENCE

This minute is confidential and attached as a separate sheet.

8. ALUMNI ENGAGEMENT ACTIVITY

Advised

SEC advised that the data provided was relevant and of use and to approve the recommendation of providing this, or alternative, data annually to this Committee.

Considered

SEC considered the current key audience segmentation in light of the Committee's priorities and advised that there may be further considerations guided by the Alumni Steering Group.

Reviewed

SEC reviewed the current online alumni case study questions in light of this Committee's priorities and advised that the Alumni Steering Group would guide any desired additions or changes. (A copy is filed in the Minute Book, ref. SEC22D003)

The SEC was very pleased to have an item on Alumni Engagement. It was decided that the Alumni Steering Group would be used to collate objectives for what the University would like to achieve from Alumni Engagement in terms of mutually benefiting, and bring these to the SEC.

Many sports activities have alumni groups or teams but these are not widely known about or engage with the equivalent UG teams and students.

It was suggested that School activity could be brought into Alumni engagement activity in a strategic way. Further could be added to the Alumni questionnaire for capturing the student experience such as being involved in; UEA Award, AURORA, and SU Student Democracy. The Committee discussed the engagement levels from different age categories.

The Committee discussed the requirement for an Alumni engagement strategic plan and objectives to be brought to a future meeting).

*9. SPORT AND COMMERCIAL SERVICES: BUSINESS PLAN OBJECTIVES 2022/23

This minute is confidential and attached as a separate sheet.

*10. ANNUAL REPORT ON NON-ACADEMIC STUDENT MISCONDUCT 2021/22

This minute is confidential and attached as a separate sheet.

11. UEA(SU) STRATEGIC PRIORITIES

Considered

the strategic priorities of the students' union and where there are areas for joint working and collaboration, where they may be any potential areas of conflict and how to address these going forward.

(Heard that the priority campaign is addressing the Cost of Living crisis. The Chair noted the positive alignments of the wider University priorities with the SU. The Associate Dean of SCI agreed with the importance of the University and the SU working collaboratively towards shared priorities and supported the work the SU is doing, such as the democracy review, and how open

SEC22M001

SEC-M6
28.09.2022
Min.4

working between all parties can reduce prejudices. HUM's Associate Dean is keen to work with the SU across many of their student experience priorities with a particular focus on reinvigorating the Equality and Inclusion structures that are already in place, and safe spaces. The Associate Deans of SSF and FMH are particularly interested in supporting the work around developing the Skills for Life aspect of student societies, with reference to linking to Schools and Placements, and developing a Sense of Belonging.

It was noted that the SU and Student Voice are both gathering similar data that relates to the NSS and therefore efforts will be made to work closely for mutual benefit.)

Received

the finalised paper on the strategic priorities to the committee.

Considered

how UEA might support uea(su) to achieve its strategic objectives through its own student experience strategy.

Considered

where joint use of resources or further funding of the SU for roles or discrete projects might support both organisations to meet our strategic objectives,

(Faculties noted their alignment with different strategies. It was noted SEC cannot provide or confirm any funding but can voice support for funding case.)

Confirmed

the support of funding for the Drug and Alcohol Impact project for 2022-25.

This was updating a request to provide funding for this source, and the Committee was informed that it had separately been agreed. (A copy is filed in the Minute Book, ref. SEC22D006)

12. SEC MEMBERSHIP, TERMS OF REFERENCE AND PLAN OF WORK

Received

the membership, Terms of Reference and outline work of the committee through 2022/23

Acknowledged

the purpose of SEC in its delegated responsibilities from Senate.
(A copy is filed in the Minute Book, ref. SEC22D007)

13. SIZ SERVICE PERFORMANCE

Received

a report of the Student Information Zone. (A copy is filed in the
Minute Book, ref. SEC22D008)

*14. TEF CONSULTATION RESPONSE

This minute is confidential and attached as a separate sheet.

15. DATE OF NEXT MEETING

Reported

the date of the next meeting of the Student Experience
Committee was:

Wednesday 23 November 2022 at 10:00am