UNIVERSITY OF LEICESTER
ACADEMIC POLICY COMMITTEE
STUDENT EXPERIENCE ENHANCEMENT GROUP

Minutes of a meeting held on
Thursday 7 June 2012

Present:

Ms C Fyfe (Chair)
Mr B Athwal  Professor A Cashmore
Mr D Cox  Ms J Dunne
Ms L Jones  Ms G Miles
Dr M Rawlinson  Professor J Scott
Professor R Thomas

In attendance: Miss K Pountney (Secretary)

Apologies for absence were received from Dr Armellini, Mrs L Bailey and Mr A Nutt (any others?)

UNRESERVED (ONLY) BUSINESS

12/M13 WELCOME
The Group welcomed the newly appointed Head of Student Services to its membership.

12/M14 MINUTES OF THE PREVIOUS MEETING
The Group considered the minutes of a meeting held on 8 March 2012.
The Group approved the minutes as a correct record.

Arising from minute 12/M3a, the Group noted that the evaluation report of the International Buddy Network would be received at its next meeting.

Arising from minute 12/M4, the Chair reported that the Head of the Planning Office was in the process of developing proposals for central guidance about surveys of student views for consideration by a task and finish group. An update on progress would be available at the Group’s next meeting.

Arising from minute 12/M5, the Group noted that PowerPoint slides had been produced and circulated to departments to publicise PTES to their students.

12/M15 THEMES FOR 2012-13
The Group considered possible themes for its work in the coming academic year, with thought to projects identified at earlier meetings, Learning and Teaching Strategy action points and areas of increasing focus with the QAA.
The Group agreed its enhancement work in the 2012-13 would focus on the following themes:

- information, advice and guidance to students
- student induction
- student evaluations and surveys of student views (minute 12/M4 refers)
- increasing flexibility in programme design and content
- student engagement in quality assurance and programme design policy and processes.
The Group agreed that the Chair and Secretary would formulate proposals for the Group’s work within these themes [ACTION: C FYFE & K POUNTNEY]

In considering its themes of work for 2012-13, the Group identified scope to extend its membership to include representation from Accommodation Services and increase student participation. The Group agreed that the Chair would consult with the Academic Affairs Officer Elect about identifying suitable additional student members and an appropriate member of staff from Accommodation Services would be sought. [ACTION: C FYFE & K POUNTNEY]

12/M16 STUDENT SUPPORT SERVICES

The Group received a verbal report from the newly appointed Head of Student Support about the future direction of Student Support provision. She reported that the vision of Student Support services was to provide “an informative environment which empowers students to learn skills and choose behaviour that can enhance their academic achievement and prepare them for life beyond university”. Reactive support for individual students would still be provided but this shift in emphasis towards proactive support to equip all students should help reduce the need for emergency action.

The Group welcomed the vision presented by the Head of Student Support and looked forward to being receiving news at future meetings of progress towards achieving it.

12/M17 ONLINE ACCESS TO PAST EXAMINATION PAPERS AND DISSERTATIONS

The Group considered a paper presented by the Director of Library Services proposing that the University should adopt a consistent approach to providing online access to past examination papers and dissertations. The paper provided suggestions for how this might be achieved.

The Group noted that the Library currently held a selection of print copies of past-examination papers and dissertations on behalf of a few departments. The dissertations were selected by departments as being good examples of their type. Some departments held print copies of past examination papers and dissertations themselves or preferred to make them available via Blackboard or Plone.

The Group discussed past examination papers and dissertations in turn.

Past Examination Papers

The Group supported the introduction of a University policy about online access to past examination papers. The Group concluded that Blackboard was not a preferable location because the past-papers/dissertations would be accessible only to students enrolled on the Blackboard site.

The Group agreed that past examination papers that were suitable to be made available to students should be located on a controlled website overseen by the Library. It was agreed that the Director of Library Services would prepare more detailed proposals for this arrangement for consideration at a future meeting of the Group [ACTION: L JONES]

Past dissertations

The Group agreed that online access to dissertations should be restricted to University computer account holders. Departments should determine which dissertations were suitable examples and obtain the students’ permission for them to be held in an online repository to be managed by the Library. The Group resolved that the existing University policy about the availability of past dissertations should be updated accordingly.
12/M18  **TEACHING AWARD SCHEMES**

**a. University Teaching Fellowships**

The Group noted that University Teaching Fellowship status would be awarded to the following members of staff at a July 2012 degree ceremony:

- Dr Philip Cook (Department of Politics and International Relations)
- Dr Raymond Dalgleish (Department of Genetics)
- Dr Cas Kramer (Department of Genetics)
- Dr Dawn Watkins (School of Law)
- Dr Dylan Williams (Department of Chemistry; Centre for Interdisciplinary Science)
- Dr Phil Wood (School of Education)*
- Dr Graham Wynn (Department of Physics and Astronomy)

**b. Teaching Partnership Awards**

The Group noted that seven applicants had been found to be deserving of a Teaching Partnerships Award for 2011/12. The awards would be presented to the following student at a degree ceremony in July 2012:

- Paul Abel (PhD student; Physics and Astronomy)
- Aravindhan Baheerathan (MBChB Year 4)
- Charles du Couedic de Kererant (LLB/Maîtrise in English and French Law Year 2)
- Arthur Odoom (BSc Economics with a Year Abroad Year 2)
- Stephen Sharkey (BSc Psychology Year 2)
- Sonia SumanPhD (PhD student; English)
- Emma Tebbs PhD (Physics and Astronomy)

The Group heard that there had been an increase in the number and overall standard of the applications this year. It was pleased to note all four of the Colleges were represented amongst the successful University Teaching Fellows and Teaching Partnership Award winners. The Group wished to minute its congratulations to the above individuals.

12/M19  **STUDENT MENTOR SCHEME WORKING GROUP**

The Group received reports of meetings of the Student Mentor Scheme Working Group and its planning sub-group held on 16 April, 8 May and 22 May 2012.

The Chair of the Working Group reported that the student mentor pilot involved four academic departments and approximately 150 student mentors, who would attend a training day on 11 June 2012 to equip them for their role. The training day had been developed and would be delivered by members of the Working Group with support from student services. The Working Group would conduct an evaluation of the pilot scheme in the autumn term but was optimistic that the model developed had the potential to be extended to include most departments.

The Group welcomed the work completed so far and noted that it was in keeping with the Student Support philosophy.

12/M20  **WORKING GROUP ON STUDENT EMPLOYABILITY**

The Group received minutes of a meeting of the Working Group on Student Employability held on 9 May 2012 and noted recent discussions by the Group about section 6.1 of the HEAR.

* To be awarded at a January 2013 degree ceremony in recognition of achievements in postgraduate learning and teaching.
Working Group on Student Employability continued

The Group acknowledged that it was important that the University Working Group on Student Employability had strong connections with student employability work within the colleges. **It agreed** that the Working Group should in the future formally receive the minutes of College Employability Working Group meetings [ACTION: A CASHMORE & K POUNTNEY]

12/M21 THANKS

The Group thanked Mr Derek Cox for his valuable contribution to the Group over the years and its predecessor the Student Experience Enhancement Committee and wished him well in his retirement.

Duration of meeting: One hour and 50 minutes

CHAIR