TERMS OF REFERENCE AND MEMBERSHIP

The Group considered and approved its terms of reference and membership for the 2012/13 academic year.

The Group welcomed its new members.

MINUTES OF THE PREVIOUS MEETING

The Group considered the minutes of a meeting held on 7 June 2012.

The Group approved the minutes as a correct record.

CHAIR’S REPORT

The Chair reported that:

a) a University Learning and Teaching Conference for staff and students would be held on 10 January 2013. She encouraged members of the Group to attend.

b) the Higher Education Academy had announced the key dates for the National Teaching Fellowship Scheme for 2013. The Scheme would launch on 13 December 2012 and institutions would have until 4 March 2013 to submit their nominations to the HEA. Members of the Group would be contacted in due course for their recommendations for potential nominees [ACTION: C FYFE, A CASHMORE, K POUNTNEY]
12/M26  THEMES FOR 2012-13

The Group considered the themes for its enhancement work in the 2012-13 and prioritised these to:

- Student engagement in quality assurance and programme design policy and processes
- Information, advice and guidance to students
- Survey evaluations and surveys of student views
- Assessment and feedback (continuing work)
- Student employability (continuing work)

The Group noted the importance of the first theme in particular because it engaged with the QA Quality Code. The Group agreed that the Chair would consult its members about who might lead the work within this theme [ACTION: C FYFE]

12/M27  SURVEYS OF STUDENT VIEWS

a) Policy governing student experience surveys

The Group considered a draft policy governing student experience surveys presented by the Head of the Planning Office. This responded to earlier discussion by the Group about establishing a strategic approach to surveying University students about their student experience (minutes 12/M4 and 12/M14 refer).

The Group noted the policy proposed a coordinated oversight and approval system for surveys conducted in the institution aimed at optimising the timing and value of information derived from surveys whilst avoiding student survey fatigue and overlaps between surveys or gaps in information captured. The policy would apply to all surveys of prospective and currently enrolled students and graduates, although surveys carried out for the purposes of module evaluation would be exempt. The Group noted that the University's survey register, to be maintained by the Planning Office, would be made available online for members of the University to consult.

The Group welcomed the draft policy and in particular its proposals for the dissemination of survey results. It agreed that annual surveys should not require repeat approval. It further agreed that focus groups and individual one question surveys targeted at tightly defined groups of students would not require central approval although the survey register should include a record of focus groups. The Group requested the requirement to submit survey proposals at least one month prior to the proposed start date of the survey be reviewed.

The Group agreed to recommend approval of the policy, subject to these amendments [ACTION: B FAWCETT & C FYFE]

b) Student Barometer

The Group received a report from the Head of the Planning Office about the Student Barometer, which the University was to participate in this year. It noted that this large international survey was run by i-Graduate and was particularly valuable because it allowed institutions to benchmark their results against peer institutions in the UK and worldwide.

The Group noted that the University had last participated in the survey in 2009 when it had been solely targeted at international students. This year the survey would be extended to comprise all full-time campus based students on undergraduate and postgraduate
programmes. The Group noted that the National Student Survey population, and certain other defined groups of students, would be excluded from the University’s Student Barometer sample to avoid damage to the NSS response rate. The Group noted that the survey would take place in the autumn term and be repeated later in the academic year to gauge student satisfaction on arrival and at the end of the year.

The Group welcomed the Student Barometer survey and noted that the results it would capture would likely remove the need to run some internal surveys in the University.

12/M28 ONLINE ACCESS TO PAST EXAMINATION PAPERS AND DISSERTATIONS

The Group considered a follow-up paper presented by the Director of Library Services with proposals for the establishment of online repositories giving University of Leicester staff and students access to selected past examination papers and masters dissertations (12/M17 refers). The Group noted that the proposals had been developed in consultation with IT Services and the Examinations Office.

The Group noted that inclusion of an examination paper or dissertation in the relevant repository would be determined by the department. The Library repository team would ensure that copyright was respected.

The Group agreed it was appropriate to restrict the dissertations repository to masters’ work in the first instance. It noted that the Library would initially pilot the process with the Schools of Museum Studies and Education.

The Group approved the paper and noted the planned Easter 2013 launch of the two repositories.

12/M29 TEACHING FUNDS APPROVALS GROUP

The Group received minutes of a meeting of the Teaching Funds Approvals Group: Fund for Teaching Enhancement Projects held on 10 October 2012.

12/M30 THANKS

The Group thanked Ms L Jones for her contribution to the Group and its predecessor the Student Experience Enhancement Committee and wished her well in her new job overseas.

Duration of meeting: One hour and 20 minutes