UNIVERSITY OF LEICESTER

ACADEMIC POLICY COMMITTEE

STUDENT EXPERIENCE ENHANCEMENT GROUP

Minutes of a meeting held on
Thursday 6 November 2014

Present: Professor Mark Peel (Chair)
Mr B Athwal
Professor A Cashmore
Mr R Greenhill
Mr Y Nikolov
Mr M Rubin
Ms F Stone

Ms L Bailey
Ms T Dodman
Professor S Law
Dr R Norman
Professor J Scott
Dr D Watkins
Professor T Yeoman

In attendance: Mrs K Galloway (Secretary)

Apologies for absence were received from Mr J Gillott, Ms G Miles and Mr B Wynne

14/M24 DECLARATION OF INTEREST

There were no declarations of interest.

14/M25 TERMS OF REFERENCE AND MEMBERSHIP

a) Terms of Reference

The Group considered its terms of reference and its relationship with its working groups and the Academic Policy Committee (APC) to which it reports.

The Group agreed that the ambition of both APC and SEEG was to plot the future of teaching and learning within the institution. More specifically it considered the fundamental responsibility of SEEG was to take strategic steps to enhance the quality of the student experience. The Group noted some of the challenges that it had faced over the years in pursuit of this goal and also various past successful projects.

The Chair reported that from now onwards the Academic Policy Committee (APC) would take on a more active role in terms of discussing and forming strategy, as well as fulfilling its significant operational responsibilities. The Student Experience Enhancement Group (SEEG) would in turn have a more involved relationship with APC. The latter would be referring issues to SEEG to explore in greater depth and plan the detail of how the strategy would be driven forward. The Chair reported that he saw SEEG as having a remit of gathering intelligence about the student experience, seeding and exploring ideas with the wider University and, if appropriate, working with departments and services in pilot projects.

The Group noted that the frequency of its meetings had been increased from three to six for the 2014/16 academic year. This was intended to help the Group maintain momentum in its work and strengthen communication lines.

The Group agreed that the Chair would revise the Group’s terms of reference to reflect the Group’s discussion.

[ACTION: M PEEL]
b) **Membership**

The Group considered its membership for the 2014/15 academic year.

The Group noted that one of its strengths was that it recognised that there were many different factors affecting the student learning experience and impacting more generally on the satisfaction of students during their time at the University, for example teaching and learning spaces and student accommodation. It noted that this was reflected in its membership.

The Group agreed to keep its membership relatively small to facilitate strategic thinking and invite speakers in for discussion of particular agenda items as appropriate. The Group agreed that the Director of the Student Experience would represent the three services that the Division of Student Experience comprised: Career Development Service, Student Support Services and Sports and Recreation Service. There was therefore no longer any need for any of the Heads of these Services to be part of the Group.

The Group approved its membership for 2014/15 subject to the above change.¹

14/M26 **DISCUSSION THEMES**

The Group revisited its agreed themes for 2014/15, in light of its earlier discussion about its terms of reference. It agreed that it would dedicate one agenda item of each meeting to detailed exploration of a discussion theme.

It identified possible discussion themes as follows:

- Student well-being and resilience
- Student induction and transition to University
- ‘Fabulous first year’
- Teaching and learning spaces
- Internationalisation
  - The Group noted that external research in this area would be available in May/June to inform this discussion
- Peer mentoring
- Cultivating students’ professional dispositions
- GENIE projects

Members with other ideas for discussion themes were invited to email them to the Chair and Secretary.

The Group agreed that the discussion theme for its next meeting would be Teaching and Learning Spaces, incorporating Lecture Capture.

14/M27 **MINUTES OF THE PREVIOUS MEETING**

The Group considered the minutes of a meeting held on 4 June 2014.

The Group approved the minutes as a correct record, subject to the addition of Ms N Moledina to the list of those present.

**Matters Arising**

a) **NSS responses**

Arising from 14/M11, the Group noted that the University had established a NSS Group to discuss College responses to the NSS. The NSS Group had identified high level institutional actions designed to improve NSS response and results. These would be considered at the November meeting of Senate.

¹ Membership attached as an appendix to minute 14/M25(b)
b) **Plagiarism: Training and information issued to students**

Arising from 14/M12, the College representatives reported that the Plagiarism paper had been discussed by College Academic Committees and they were generally supportive of its recommendations, many of which were already implemented by departments. The Group noted that a range of central academic integrity/plagiarism training materials already existed but there was some scope the further development of these resources. The Group noted that introducing more consistency in students’ development of academic integrity was a more significant challenge and would require further discussion.

The Group agreed that the Leicester Learning Institute should work with departments to transfer existing central training materials to Blackboard and embed a quiz that would allow automatic monitoring of student completion of the training. Ms Bailey reported that the quiz could be added using standard Blackboard functionality.

[ACTION: S LAW & COLLEGE REPRESENTATIVES].

c) **Referencing styles: Adopting a more consistent approach**

Arising from 14/M13, the College representatives reported broad support from College Academic Committees for the paper’s recommendations. A full report would be presented to the Group for consideration at its next meeting.

[ACTION: B WYNNE].

d) **IT teaching and learning spaces**

Arising from 14/M15, Ms Bailey reported that integrating information on room booking to the Find a Free PC facility was technically challenging and introduction was not feasible in the near future. She reported that there was no evidence that student demand for fixed PCs was decreasing.

The Group noted that the need for the task and finish group had been superseded by the establishment of the Charles Wilson Project Group.

The Group noted that the University had committed to running lecture capture for a second year but had yet to reach a firm decision about whether or not to commit to it in the long term. The Group noted that the current arrangements had been suitably publicised across the University.

The Group agreed it would continue its discussion on IT teaching, learning spaces and lecture capture at its next meeting.

14/M28 **ASSESSMENT AND FEEDBACK WORKING GROUP**

The Group considered a written report of a meeting of the Assessment and Feedback Working Group held on 12 September and a verbal report of a meeting held on 5 November 2014.

Its Chair reported that the Working Group had discussed NSS assessment and feedback results and had considered summary reports from departments on their operation over the 2013/14 academic year of peer observation of marking and feedback. Departments should be engaging with peer observation of teaching in the 2014/15 academic year. Semester 1 observations should be conducted as normal but departments were encouraged to conduct cross department or college observations in Semester 2. The latter would become a more routine feature in the future.

The Group noted that a requirement to give an evaluative report on peer observation processes had been incorporated into the Annual Developmental Review report proforma.

14/M29 **WORKING GROUP ON STUDENT EMPLOYABILITY**

The Chair of the Working Group on Student Employability reported on its remit.
14/M30  PARTNERSHIP RESEARCH PROJECT: STUDENTS AND STAFF WORKING TOGETHER

The Chair of the Partnerships Project Group (GENIE/SU led) reported that the aims of the Project Group for the 2014/15 academic year were to create a compendium of student-staff partnerships in place across the University and to run a second national workshop that would this time focus on student staff partnerships relating to student employability.

14/M31  HEAR 6.1: VERIFICATION OF ACTIVITIES

The Group considered activities for approval from the HEAR 6.1 Approvals Panel

a) **The Group approved** the following HEAR 6.1 activities:
   - The Leicester Award
   - Volunteering
   - Online Networking and Employability
   - Archaeology and Ancient History in the Community
   - Sustainable Futures
   - Economics Peer Mentoring
   - Tomorrow’s Teachers
   - Higher Level Ambassador
   - Standard Level Ambassador
   - Student Partnerships
   - WISE Rainmaker
   - Departmental Volunteer Lead Student Ambassador
   - Environment Volunteers
   - Student Engagement Team
   - Modern Languages Summer School
   - Psychology Peer Mentoring
   - Intercultural Development Programme
   - Languages @ Leicester

b) **The Group approved in principle** the following HEAR 6.1 activities:
   - RACS Residence Life Forum Member
   - Street Law

The Group noted possible minor inaccuracies in these activities’ descriptors. **It agreed** that revised versions should be presented to the Chair and Secretary for approval by Chair’s action.

[ACTION: M RUBIN & M PEEL]

14/M32  LEARN AT LEICESTER

The Group received and noted a progress update about the Learn at Leicester project. It considered that the Learn at Leicester website was a suitable home for academic integrity training resources.

Members were invited to submit other suggestions for incorporation into this website to the Director of the Leicester Learning Institute.

14/M33  TEACHING FUNDS APPROVALS GROUP

The Group received the minutes of a meeting of the Teaching Funds Approvals Group: Funds for Teaching Enhancement Projects held on 4 June 2014. The Group noted that the standard procedures involving ethical approval applied to these projects. **The Group agreed** that the Chair would contact the academic lead of one of the projects to check that all the necessary ethical approvals had been gained

[ACTION: M PEEL]
14/M34  **DATES OF 2014/15 MEETINGS**

The Group noted the dates of its meeting for the 2014/15 academic year:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 6 November 2014</td>
<td>2.00 p.m.</td>
<td>Council Suite 1</td>
</tr>
<tr>
<td>Tuesday 13 January 2015</td>
<td>2.00 p.m.</td>
<td>tbc</td>
</tr>
<tr>
<td>Thursday 26 February 2015</td>
<td>2.00 p.m.</td>
<td>Council Suite 1</td>
</tr>
<tr>
<td>Monday 13 April 2015</td>
<td>3.00 p.m.</td>
<td>tbc</td>
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<tr>
<td>Wednesday 3 June 2015</td>
<td>10.00 a.m.</td>
<td>Council Suite 1</td>
</tr>
<tr>
<td>Monday 13 July 2015</td>
<td>1.30 p.m.</td>
<td>tbc</td>
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Duration of meeting: Two hours

CHAIR
UNIVERSITY OF LEICESTER

ACADEMIC POLICY COMMITTEE

STUDENT EXPERIENCE ENHANCEMENT GROUP

Membership

(a) A Pro-Vice-Chancellor, appointed by the Vice-Chancellor (Chair)
(b) The Academic Registrar
(c) One academic representative from each College (including Teaching Fellows where possible; at least one member should be drawn from a department with significant distance learning provision)
(d) The Director of the GENIE Centre for Excellence in Teaching and Learning
(e) The Director of IT Services
(f) The Director of the Leicester Learning Institute
(g) The Deputy Librarian
(h) The Director of Residential and Commercial Services
(i) The Director of the Student Experience
(j) The Education Officer of the Students’ Union
(k) The President of the Students’ Union
(l) Student representatives nominated by the Students’ Union

Reports to: Academic Policy Committee
Secretariat: Quality Office, Student and Academic Services