UNIVERSITY OF LEICESTER
ACADEMIC POLICY COMMITTEE
STUDENT EXPERIENCE ENHANCEMENT GROUP

Minutes of a meeting held on
Wednesday 11 November 2015

Present: Professor J Scott (Chair)
Professor R Dalgleish Dr R Dickinson
Ms T Dodman Mr R Greenhill
Ms R Holland Ms N Mobbs
Dr R Norman Mr R Patel
Ms K Woodward Professor T Yeoman

In attendance: Mr M Hodgkinson (Secretary)

Apologies for absence were received from Mr B Athwal, Professor A Cashmore, Mr G Green, Ms L Patrick, Mr G Reay and Mr B Wynne

15/M33 DECLARATIONS OF INTEREST
The Group noted that there were no declarations of interest.

15/M34 DRAFT TERMS OF REFERENCE
The Group considered its Terms of Reference for 2015/16. The Group noted that its membership included two representatives from Student Support Services and it was agreed that one would be sufficient. It was also agreed that College Academic Directors would nominate appropriate colleagues from within their respective Colleges to sit on the Group. Subject to these amendments the Group approved the Terms of Reference.

15/M35 MINUTES OF THE PREVIOUS MEETING
The Group considered the minutes of a meeting held on Wednesday 3 June 2015
The Group approved the minutes as a correct record

15/M36 MATTERS ARISING
Arising from 15/M25 it was noted that the JISC forum discussion would be considered at a meeting in the spring term.

Arising from 15/M27 it was noted that the Working Group on Student Employability had been discontinued and that the Careers Development Service and Careers Development Advisory Board would take forward the student employability agenda, which would include opportunities for student enterprise.

15/M37 CHAIR’S REPORT
a) National Student Survey Actions
The Chair reported that in response to the National Student Survey (NSS) activities were being implemented at institutional and departmental level to enhance the quality of the student experience and, therefore, performance in the NSS. The Chair
confirmed that focussed support had been provided to eight departments to enable them to develop appropriate responses to enhance the student experience. The Group also noted that all departments were engaging with the Assessment and Feedback Campaign and Peer Observation of Marking and Feedback Initiative. The Group also noted that departments would report on these activities as part of the Annual Developmental Reviews for 2015/16.

b) Year Surveys
The Chair confirmed that the Planning Office would be implementing a new survey for first and second year undergraduate students through participation in the Higher Education Academy’s (HEA) United Kingdom Engagement Survey (UKES). The Group noted that this would be based on a combination of the current NSS and the National Survey of Student Engagement (NSSE) used by North American Universities and Colleges. The Group also noted that this approach would supplement the current system of module and programme surveys but acknowledged the importance of careful planning to avoid ‘survey fatigue’.

c) Postgraduate Taught Experience Survey (PTES)
The Group considered the summary data from the Postgraduate Taught Experience Survey (PTES) which indicated that the University of Leicester was performing in line with the sector in most categories. The Group agreed that the Chair would investigate new methods of encouraging departments and tutors to prompt participation in PTES. [ACTION: J SCOTT]

d) Green Paper
The Chair reported that the University would be responding to the recently published Government Green Paper (Fulfilling our Potential: teaching excellence, social mobility and student choice). Academic Directors were asked to disseminate the paper among academic staff and encourage feedback from their Colleges. The University response would be presented to APC in mid-January. The Chair confirmed that universities with a successful QAA review prior to February 2016 may be able to raise fees for the 2017/18 academic year. For subsequent years the criterion would be the Teaching Excellence Framework (TEF) metrics, but the Group noted that these were not yet fully articulated. The Group agreed that the coordinated response should include formal comments from Admissions and the Student Support and Career Development Services. [ACTION: J SCOTT]

15/M38 THE ROLE OF STUDENT EXPERIENCE ENHANCEMENT GROUP (SEEG)
The Group considered the role and activities of SEEG. The Group noted that a number of projects were in the process of being developed with the Students’ Union, including the personal tutor project and peer mentoring for all first year undergraduates which would commence in September 2016. The Group also noted the University level themes of enhancement of student engagement with feedback, assessment design and the standardisation of assessment loading.

The Group considered the draft Learning Strategy 2016-2020. It was agreed that new project themes following the development of College Learning Strategies would be considered by the Group. Furthermore, the Group agreed that the following four projects would be taken forward in 2015/16: the personal tutor system; the enhancement of student engagement in assessment feedback; assessment design and standardisation of
assessment loading and peer mentoring. The Chair agreed to consider the allocation of these projects between APC and SEEG. [ACTION: J SCOTT]

15/M39 ASSESSMENT AND FEEDBACK WORKING GROUP

The Group noted that the Chair of the Assessment and Feedback Working Group would be stepping down at the next meeting and requested expressions of interest from colleagues wishing to take up the role to contact the Secretary by 27th November 2015. [ACTION: ALL MEMBERS.]

The Group received a written report of a meeting of the Assessment and Feedback Working Group held on 2 June September and a verbal report of a meeting held on 11 September 2015.

a) MBChB moderation procedures

The Group noted that a meeting had been organised to discuss the MBChB moderation procedures.

b) Feedback on Examinations

The Group noted that the proposals for providing feedback on examinations were approved by APC and would be implemented in full for January 2016.

c) Module specification skills matrix

The Group noted a draft module specification skills matrix had been considered by the Assessment and Feedback Working Group. The Group had recommended that this be implemented for new modules and that this would be put to APC for consideration.

d) Student workload hours

The Group noted that the development of a comprehensive list of student workload activities was ongoing.

e) Peer Observation of Marking and Feedback

The Group noted that the guidelines on the scheme had been redrafted to include inter- departmental observations, had been distributed to departments and would be considered at the next meeting of the Assessment and Feedback Working Group.

15/M40 HEAR 6.1 ACTIVITY VERIFICATION

The Group agreed the approval of the HEAR 6.1 activity as recommended by the HEAR 6.1 Approvals Group, as follows:

a) County Historians
b) House System Activities (Maths Department)
   i. House President
   ii. Member of House Government

c) Peer Supporter (Maths Department)
d) Leicester Academy
e) Student Trainer – Volunteer Scheme
f) RO-LEAP eMentor Standard Level
g) RO-LEAP eMentor Higher Level
The Group agreed that the Career Development Service (CDS) should review the accessibility of information for staff wishing to develop and approve new HEAR activities.

[ACTION: R PATEL]

15/M41 TEACHING FUNDS APPROVAL GROUP

The Group received the minutes of the Teaching Funds Approval Group: Funds for Teaching Enhancement projects held 6 October 2015. The Group noted that a range of projects and reports were presented and were of a good standard. The Group also noted that the Learning and Teaching Conference showcased these projects, but wider dissemination to the staff including publication in the Journal of Excellence would be beneficial. The Group recommended that the Leicester Learning Institute (LLI) investigate further means of disseminating the Teaching Enhancement projects to a wider audience.

[ACTION: A MOSELEY]

15/M42 DATE OF NEXT MEETING

The Group noted the dates of meetings in the academic year 2015/16.

15/M43 ANY OTHER BUSINESS

a) Student T drive

The Group noted that the School of Biological Science proposed a T-drive be allocated by IT Services for students to access study and assessment data. IT Services confirmed that a new Business Analysis post would be able to support the development of these proposals. The Group recommended the proposal be taken forward by IT Services.

[ACTION: N MOBBS]

b) Audio Visual Services

The Group noted that audio visual equipment has been purchased, in the past, both centrally and by individual Colleges and departments. The Group recommended that the Learning and Teaching Room Support Manager be contacted directly regarding audio visual services requirements and how equipment would be purchased in the future.

Duration of meeting: One hour and 50 minutes