

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 18  
DECEMBER 2018 IN ROOM RS315, REGENT STREET.**

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PRESENT:	Dr P Bonfield (Chair)	Professor A Linn
	Professor R Dannreuther (Deputy Chair)	Professor J Stockdale
	Professor M Kirkup	
IN ATTENDANCE:	Mrs J Lamarque (Secretary)	
APOLOGIES:	Mr J Cappock	Professor A Hughes (Deputy Chair)

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**18.69 ANNOUNCEMENTS**

18.69.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.

18.69.2 **Apologies:** Apologies were noted as listed above.

18.69.3 **Requests to discuss starred items:** The Chair agreed a request to discuss agenda item 3.4 UWSU financial statements to 31 July 2018.

**Chair's business**

18.69.4 The Head of the College of Liberal Arts and Sciences (LAS) provided members with an oral update on the recent College away day which had been constructive and useful.

**18.70 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

18.70.1 The minutes of the UEB meeting held on 4 December 2018 (Document UEB 181218A) were agreed as an accurate record subject to amendments to minutes 18.58.8 and 18.64.5.

18.70.2 Members reviewed a summary of the actions from the previous meeting (Document UEB 181218B) and confirmed those that were now complete.

18.70.3 **Chair's business (Action 18.58.8.1)** The DVC (Education) will present a functional review of the Research Excellence Framework (REF) and essential memberships at the UEB meeting on 29 January 2019.

18.70.4 **NSS task force update (Action 18.26.2.1)** The Pro Vice-Chancellor (PVC) and Head of Westminster Business School have been considering the application process for professorships with the Deputy Director of HR to ensure that the instructions on the form are explicit for non-research routes for promotion.

18.70.4.1 **ACTION** The PVC for People and Culture will combine this action with his work on the PPDR process.

18.70.5 Following discussion with the University Environmental and Sustainability Manager who produced further information to underpin the Sustainability policy, the Vice-Chancellor approved the Sustainability Policy. This was noted by UEB members.

## 18.71 BUSINESS CASE FOR THE CENTRE FOR EDUCATION AND TEACHING INNOVATION (PATHWAYS COLLEGE)

- 18.71.1 The Deputy Vice-Chancellor (DVC) (Education) presented the draft business case for the reconfiguration of the Centre for Teaching Innovation (CTI) into a Centre for Education and Teaching Innovation (CETI) (Document UEB 181218C).
- 18.71.2 Members noted that the proposal intends to establish a central learning and teaching centre, which is responsive, effective and sustainable and aligned to the refreshed University strategy.
- 18.71.3 The DVC highlighted that the CETI Board is a key element of the proposal and will ensure that the Centre is controlled fully by the key stakeholders, is responsive, and is directly accountable to the Colleges and Professional Services. The Board will review and monitor the CETI continuously.
- 18.71.4 Members had a full discussion of the business case and the additional resources requested.
- 18.71.5 In response to members' queries on the responsibilities for proposed additional staff and the Head of the CETI, the DVC confirmed that there is still work to be done to scope fully the three new roles and that the additional staffing resource is for delivery of the Foundation level programme.
- 18.71.6 Members discussed the purpose and vision for the Centre and made suggestions for enhancements
- 18.71.7 A member asserted that CETI programmes should be delivered primarily by core teaching staff, with minimal delivery by part time visiting lecturers (PTVLs).
- 18.71.8 Members discussed the leadership of the proposed CETI and the qualities required for a successful appointment.
- 18.71.9 Members supported the proposal and its key recommendations in principle, subject to completion of further work on the business case. Members considered that the proposal should not add to the University's pay costs and required a full justification to be provided if an increase to pay costs is proposed.
- 18.71.9.1 **ACTION DVC (Education)** to update the business case and re-submit to UEB for approval following discussions with the University Secretary and Chief Operating Officer (USCOO) and the Director of Finance regarding Professional Services and finance matters.

## 18.72 WORKLOAD ALLOCATION MODEL AND THE RESEARCH EXCELLENCE FRAMEWORK

- 18.72.1 The DVC (Education) presented a paper on links between the Workload Allocation Model (WAM) and the Research Excellence Framework (REF) (Document UEB 181218D).
- 18.72.2 Members discussed use of the online WAM tool in the three colleges. One college (Liberal Arts and Sciences) confirmed that it is working well; however, the other two colleges (Design, Creative and Digital Industries and the Westminster Business School) have encountered issues and have reverted to recording data on spreadsheets.
- 18.72.3 The DVC asserted that the University requires a single reporting system on research hours to support the REF submission and to ensure compliance for the United Kingdom Research and Innovation (UKRI) audit. The DVC explained that a code of practice will be produced that will determine which staff are considered to have 'Significant Responsibility for Research', relying on hours allocated for research within the WAM. All professional activities are recorded on the WAM.

18.72.4 **AGREED IN PRINCIPLE** The University will adopt workmodeller.com as the single system to record the workload allocation for academic staff across the University, subject to resolution of issues with data migration. The DVC (Education) agreed to work further with the Heads of Colleges and the USCOO to ensure seamless implementation.

18.72.4.1 **ACTION USCOO** to instruct the Director of Information Systems and Support (ISS) to investigate the data migration issues and decide on the action to be taken.

### 18.73 NATIONAL STUDENT SURVEY (NSS) TASK FORCE UPDATE

18.73.1 The DVC (Education) informed members that photographs have been taken for the forthcoming NSS publicity campaign which has been carefully planned.

### 18.74 UWSU FINANCIAL STATEMENTS TO 31 JULY 2018

18.74.1 Members received and considered the University of Westminster Students' Union (UWSU) financial statements to 31 July 2018 (Document UEB 181218E).

18.74.2 A member highlighted the difference in the income and expenditure figures for the bars and shops. Another member commented that there has been no consideration of collaborative work with other universities and suggested it was preferable to arrange preferential student prices with bars and restaurants in the locality, rather than agree to a new facility.

18.74.3 Members discussed the University's Student Hub and the duplication of facilities such as libraries and gymnasiums.

### 18.75 DATES OF FUTURE MEETINGS

UEB	15 January 2019
UEB	29 January 2019
University Planning Committee	5 February 2019
UEB	12 February 2019
UEB	26 February 2019
University Planning Committee	5 March 2019
UEB Away Day	11 and 12 March 2019 – location to be confirmed
UEB	26 March 2019
University Planning Committee	2 April 2019
UEB	9 April 2019
UEB	7 May 2019
University Planning Committee	14 May 2019
UEB	21 May 2019
UEB	4 June 2019
University Planning Committee	11 June 2019
UEB	18 June 2019
UEB	2 July 2019
University Planning Committee	<del>9 July 2019 – cancelled</del>
UEB Away Day	16 July 2019 – location to be confirmed
UEB	30 July 2019
University Planning Committee	6 August 2019
UEB	13 August 2019

### 18.76 ANY OTHER BUSINESS

18.76.1 A member reported that there is external funding available for digital development projects and proposed that the DVC (Education) submits a bid on behalf of the University. The DVC (Education) agreed to meet with the Associate Director of Digital Engagement and Library Services to discuss a potential bid.