

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 11 AUGUST 2020 VIA MICROSOFT TEAMS

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| PRESENT: | Dr P Bonfield (Chair) Professor A Hughes Dr S Jarvis | Professor M Kirkup Professor A Linn |
| IN ATTENDANCE: | Mr M Baldwin Ms L Khalid (Minute 19.158) Mrs J Lamarque (Secretary) Mr P Mehta (Minute 19.158) | Ms I Nur (Minute 19.158) Ms O Ponsford (Minute 19.158) Ms F Zein (Minute 19.158) |
| APOLOGIES: | Mr J Cappock (Deputy Chair) | Professor J Stockdale |

19.156 ANNOUNCEMENTS

19.156.1 **Welcome:** The Deputy Chair welcomed all members and attendees to the meeting. Members noted that Mark Baldwin attended on behalf of Jonathan Stockdale.

19.156.2 **Apologies:** Apologies were received as noted above.

19.156.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items or to raise matters not on the agenda.

19.156.4 **Chair's business:** The Chair invited colleagues to update members on any relevant matters. The Deputy Vice-Chancellor (DVC) for Education, and the DVC (Employability and Global Engagement) asked for a discussion regarding online provision in China.

19.156.4.1 **ACTION UEB Secretary** to arrange a meeting for UEB members to discuss online provision in China.

19.157 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

19.157.1 The minutes of the UEB meeting held on 28 July 2020 (Document UEB 200811A) were agreed as an accurate record.

19.157.2 Members reviewed a summary of the actions from previous meetings (Document UEB 200811B) and confirmed those that were now complete.

19.157.3 **Equality, Diversity and Inclusion (EDI) Committee terms of reference (Action 19.152.8.1 and 19.152.8.2)** The DVC (Employability and Global Engagement), who is Co-Chair of the EDI Committee, informed members that amendments to the terms of reference and membership would need to be finalised by 21 August 2020 and confirmed that she would be meeting with her Co-Chair this week on how to work together.

19.157.4 **University key performance targets – annual report to the Court (Action 19.136.4.1) and Internal Audit review – limited assurance report (Student Retention) (Action 19.117.10.1)** The DVC (Education) updated members on student retention and improving continuation rates:

- The Student Retention audit referred to operationalisation of retention work in operational strategies and there will be a University Planning Committee (UPC) work stream on development of a retention plan

- The Associate Heads of College (AHOCs) for Education and Students are working with senior tutors to develop new personal tutoring guidance
- There will be a focus on course development, with the AHOC (Education and Students) for Westminster Business School looking at the outcomes of revalidation
- Early engagement with the learner analytics and student engagement dashboards will quickly target students who are struggling
- Welcome to Westminster and induction at school and course level are to be discussed

19.158 UNIVERSITY OF WESTMINSTER STUDENTS' UNION (UWSU) SABBATICAL OFFICERS MEET AND GREET

- 19.158.1 The UWSU President and the UWSU Vice-Presidents (Welfare, Undergraduate, Postgraduate and Activities) each gave a brief outline of their five priorities for the year.
- 19.158.2 Members considered that the objectives were clear, topical, fit well with the University's priorities and continued UWSU work from previous years. Members were pleased to see a focus on EDI and excited about the prospects of collaborative working.
- 19.158.3 The Vice-Chancellor stated that the priorities will be discussed at the informal UEB team meeting, and if helpful, UEB sponsors will be allocated to UWSU objectives.

19.159 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 19.159.1 In the absence of the University Secretary and Chief Operating Officer, the DVC (Education) updated members on the work of the COVID Being Safe, Feeling Safe Team including:
- work to identify Priority 1 and Priority 2 people;
 - Phase 1 and Phase 2 timetabling;
 - flexibility in student residences;
 - resources required to teach online;
 - use of face masks; and
 - agreement of software requests to support online learning and an improved teaching and student experience.
- 19.159.2 A member suggested that the Tier 4 visa perspective should be considered as part of Phase 2 timetabling.
- #### **19.160 UCAS APPLICANT STATISTICS, UPDATE ON RECRUITMENT NUMBERS AND REVIEW OF CLEARING GRADES**
- 19.160.1 Adrian Dutch, Director of Global, Recruitment and Admissions (GRA), updated members on recruitment numbers.
- 19.160.2 Members viewed the Clearing dashboard, which provides a useful snapshot of how individual areas are progressing. Members noted that next year the dashboard will have a traffic light system.
- 19.160.3 Members noted that a decision to close a course for Clearing must be taken at a College level.
- 19.160.4 Members discussed the approach when courses are full and discussed an example of a course that students could be diverted to.
- 19.160.5 A member asked about UCAS Clearing Plus and was informed that it does not suit a large section of our potential students as they completed BTEC qualifications and already have their results.
- Another member asked about overseas students' deposits and was informed that we cannot compare deposits year on year as they were not previously monitored.
- 19.160.6 Members discussed performance in recruitment of Foundation students.

- 19.160.7 In response to a member's query, the Director of GRA explained the reason for the two-stage Clearing process.
- 19.161 NATIONAL STUDENT SURVEY (NSS) 2020 OUTCOMES**
- 19.161.1 Wayne Clark, KPI Enhancement Manager, presented the NSS 2020 outcomes report (Document UEB 200811C).
- 19.161.2 Members heard that the report consists of the statistical results only; analysis of text comments is currently in progress. The report shows that there are positive developments in four of the five NSS categories; Assessment and Feedback, Teaching on my course, Student Voice and Academic Support.
- 19.161.3 The KPI Enhancement Manager informed members that improvements need to be sustained to move up sector rankings. Members heard that four Schools improved to become equal to or above their benchmark and noted that Schools that engaged with the available data had achieved improvements.
- 19.161.4 The DVC (Education) informed members that NSS action plans will be completed by 7 September 2020 and that Heads of School will be invited to present their action plans at UPC meetings.
- 19.162 STUDENT RETENTION LIMITED ASSURANCE – PROGRESS REPORT**
- 19.162.1 The DVC (Education) updated members on progress against the recommendations from the internal audit report on Student Retention under Actions and matters arising (Minute 19.157.4).
- 19.163 INTERNATIONAL CPD [Commercial in Confidence](#)**
- 19.163.1 [\[Redacted\]](#)
- 19.163.2 [\[Redacted\]](#)
- 19.163.3 [\[Redacted\]](#)
- 19.163.4 [\[Redacted\]](#)
- 19.163.5 [\[Redacted\]](#)
- 19.164 DRAFT ANNUAL REPORT NARRATIVE 2019-20**
- 19.164.1 Members received the draft Annual Report narrative for 2019-20 (Document UEB 200811F).
- [19.164.1.1](#) **ACTION Members** to forward comments on the narrative to the Clerk to the Court of Governors and Head of University Governance by 14 August 2020.
- 19.165 PROFESSORS AND READERS ANNUAL OUTCOMES REPORT**
- 19.165.1 Members received the Professors and Readers Awarding Committee annual outcomes report (Document UEB 200811E).
- 19.165.2 Due to time constraints, the Chair postponed this agenda item to the UEB meeting on 8 September 2020.
- [19.165.2.1](#) **ACTION UEB Secretary** to invite the Chair, Professors and Readers Awarding Committee to join the discussion.

19.166 DATES OF FUTURE MEETINGS

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| 08 September 2020 | 26 January 2021 | 11 May 2021 |
| 22 September 2020 1-5pm (Away day) | 09 February 2021 | 25 May 2021 |
| 13 October 2020 | 23 February 2021 | 08 June 2021 |
| 27 October 2020 | 8 March 2021 - evening (Away day) | 22 Jun 2021 |
| 10 November 2020 | 9 March 2021 - all day (Away day) | 12 July 2021 - evening (Away day) |
| 24 November 2020 | 23 March 2021 | 13 July 2021 - all day |
| 08 December 2020 | 13 April 2021 | 27 July 2021 |
| 12 January 2021 | 27 April 2021 | 10 August 2021 |

19.167 ANY OTHER BUSINESS

19.167.1 There were no other items of business reported.