

Solent University

STUDENT LIAISON AND EXPERIENCE COMMITTEE (SLEC)

Minutes of the Student Liaison and Experience Committee held on Thursday 3 May 2018 in A301

Present:

John Barfoot	Staff Governor and Committee Chair
Lewis Cleminson	Students' Union VP for Education
Sebastian Graves-Read	School Rep
Professor Julie Hall	Deputy Vice-Chancellor
Hanna Head	Students' Union VP Welfare & Community
Wilfred Inuaghata	Students' Union VP Elect Welfare & Community
Lorna Reavley	Students' Union Chief Executive
Dr Joan Stopp	Independent Governor
Mollie Tuck	Students' Union VP Elect for Education

Apologies:

Naomi Fry	Students' Union VP Employability & Engagement
CIlr Satvir Kaur	Co-opted Governor
Karen Wilbraham	Head of Student Experience

In attendance:

Bridget Woolven	Clerk to the Governors
Dr Dave Dowland	Academic Registrar, Academic Services

1. Welcome

John Barfoot, Committee Chair, welcomed everyone to the meeting and invited attendees to introduce themselves.

2. Minutes of the meeting on 22 February 2018

The Committee approved the minutes of the meeting held on 22 February 2018; a copy was signed by the Chair to confirm that the minutes were an accurate record of the meeting.

3. Matters Arising

Solent Students' Union's (SoSU) presentation on Mental Health research had been postponed to the November meeting at SoSU's request.

Professor Julie Hall reported that the University and the Students' Union had been successful in a bid for £50K of HEFCE funds for a project on hate crime.

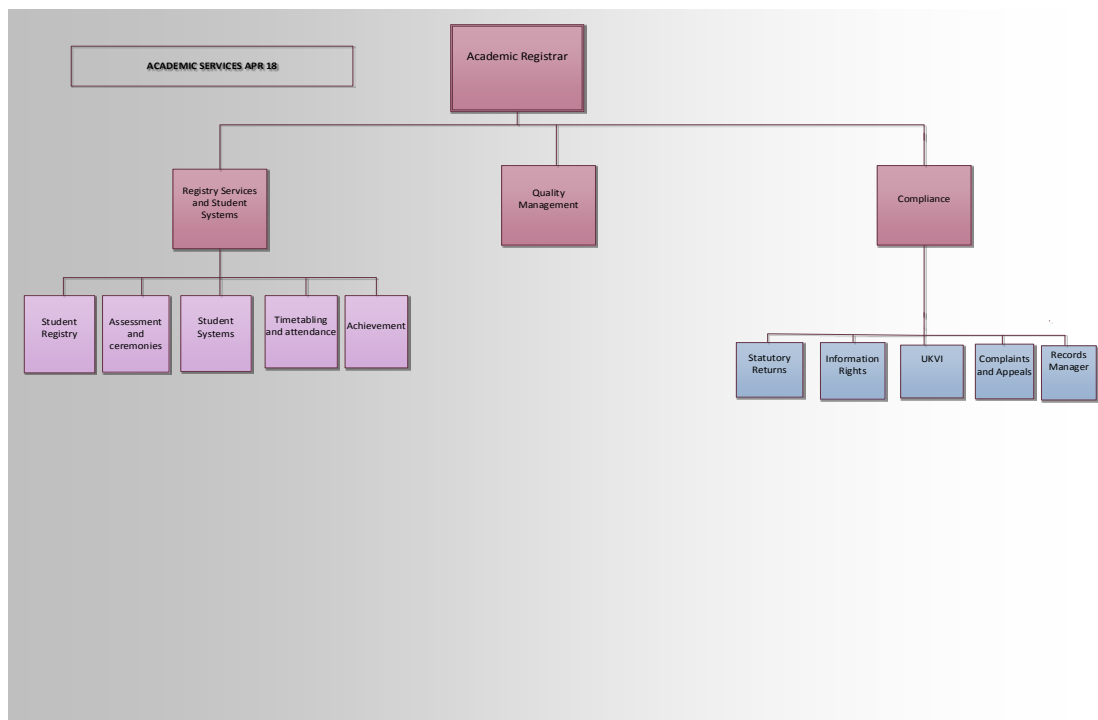
There were no other matters arising.

4. Presentation: Dr Dave Dowland, Academic Registrar: 'Academic Services and Operating the Curriculum'

i. Academic Services primary functions were:

- To be the backbone of student administration
- To be an impartial custodian of academic standards and quality and regulation
- Processing of statutory returns etc
- Promotion of student progression, retention and achievement
- Use of data

ii. The department was being restructured as outlined below:



iii. The Quality group's remit would be:

- Academic regulations and academic policy support
- Review of academic regulations/organisational development
- Validation and annual and periodic review of courses
- External examiners
- Professional and Statutory and Regulatory Bodies
- Academic Calendar
- Standard information - student handbooks/terms and conditions etc

- iv. The Compliance group's remit would be:
- Complaints and appeals and academic integrity cases
 - Records management
 - UKVI
 - Statutory returns - HESA/HESES
- v. Student Registry and Systems would be responsible for:
- Timetabling
 - Student records, option choices; assessment and graduation
 - Student systems
 - Curriculum management
- vi. Effective use of student data was essential:
- Developing understanding of trends in retention and achievement
 - Identifying groups of students with lower progression/achievement rates and investigating reasons
 - Providing data tools and skills support to Schools
 - Participating in wider cross-university retention achievement projects
 - Identifying and sharing good practice internally and externally
- vii. Work was underway to improve data on timetabling and a downloadable timetable for students' mobile devices would be available from 18/19.
- viii. Solent had a centralised model of administration following Project Align and the Academic Services team comprised 115 employees. The next stage was to conduct an activity analysis.
- ix. The greatest challenge for Academic Services was to get students' timetables to them as soon as possible. This year, it was hoped that the first draft would be available to staff by the first week in June and to students as quickly as possible after that. However, identifying the optimum time was important. Experience from some HEIs has shown that if a timetable was issued to students, for example, in early August, they may not look at it until late August. However accurate the timetable may be when issued, any necessary changes will add to its volatility.

In discussion:

- x. The Sabbatical Officers noted that students were likely to want to receive their timetable information 2-3 weeks in advance to enable them to inform employers, arrange shift-working in their part-time jobs etc. However, they agreed that issuing timetables too early would not be desirable if that meant a lot of subsequent alterations. That said, the Sabbatical team confirmed that prompt notice of timetables changes, when they occur, was desirable.
- xi. There was iCal software for mobiles available and AS was looking at ways to use this, for example, for class cancellation notices but it would be reliant on Schools working together to get the information out.

- xii. Dr Dowland noted that 'volatility' in the timetable would be reduced by students making their option choices in good time.
- xiii. Professor Julie Hall said that the deadline for students to make their option choices had just passed and approximately 20% had not submitted their choice. Therefore, this year academics had assigned those students to options. The assignments had been based upon those academics' knowledge of each individual student.

The Committee thanked Dr Dowland for an informative presentation.

5. Roundtable

Each attendee took a moment to mention, for the benefit of others at the meeting, what is currently at the 'top of their work agenda'.

John Barfoot	Marking and preparing for graduation
Hanna Head	Writing a handover guide and working on student drug use research
Lewis Cleminson	Working on handover to new President
Sebastian Graves-Read	Handing over to new School Rep
Wilfred Inuaghata	Handing in final work tomorrow
Lorna Reavley	GDPR & Handover/induction for new Sabbatical Officers
Dr Joan Stopp	Reviewing nominations for University Staff Awards
Professor Julie Hall	Recruiting new academic staff and redesigning Recruitment Week
Bridget Woolven	Preparing to advertise/promote Independent Governor vacancies on University's Board
Mollie Tuck	Handed in her final work

6. Solent Students' Union (SoSU) Sabbatical Officers' Report Oral report

Hanna Head's report outlined her recent activities as Students' Union Vice-President, Welfare & Community:

- i. Covering the President role with Lewis Cleminson and working on the handover.
- ii. Participated in two democratic review of SoSU; one for the NUS and one for a consultancy project.
- iii. Assisting with the Access and Participation plan.
- iv. The NUS Student Drug survey.
- v. Contributing to the development of the terms of reference for the new Student Board.

Lewis Cleminson reported on his recent activities as Students' Union Vice-President for Education:

- vi. Covering the President's role with Hanna Head.
- vii. Planning the STAR Awards which were taking place on 4 May.
- viii. Working to complete SoSU's governance review before the new Sabbs take up office.
- ix. Sitting on the subject level TEF pilot panels. This had taken 10 days in total and Lewis described the experience as positive and rewarding.

Members congratulated the Sabbatical Officer team on their excellent achievements and said that they should all be proud of the impressive work they have done. The Chair wished them all every success in their future endeavours.

7. Students' Union Chief Executive's Report

Paper 18/SLEC/03

- i. The Students' Union Chief Executive, Lorna Reavley, presented her report to the Committee.

The Committee noted the following highlighted points:

- ii. The Night Bus driver had left unexpectedly and with immediate effect which had an impact on the running of the service. The recruitment process had begun to find another driver for the start of the new academic year.
- iii. Lorna reported that there were now 51 societies (with 1037 members) compared to 46 in the last report.
- iv. The following Sabbatical Officers had been elected for 2018/19:
 - David Cowley - President
 - Mollie Tuck - VP Education
 - Wilfred Inuaghata - VP Welfare & Community
 - Nominations for VP Employability & Enterprise closed on 13 April with five candidates. Voting was from 27 April to 4 May with results to be announced on 4 May.
- v. The course rep working group has come to an end and the University was introducing a new Student Board which would be jointly chaired by the Vice-Chancellor and the Students' Union President.

In discussion:

- vi. Professor Julie Hall said that the University expected that the Student Board would complement the work of the Student Liaison & Experience Committee which had a remit that focussed on the non-academic side of the student experience.

- vii. Dr Joan Stopp recommended having a standing agenda item at Student Board for members to raise a topic which, though seemingly minor, would have significant positive benefit if an effective solution was put in place.

The Committee

- viii. thanked Lorna for her report.

8. Students' Union Finance Report

Paper 18/SLEC/04

- i. Lorna Reavley presented the Students' Union Management Accounts to end of March 2018.

The Committee noted the following highlights

- ii. the end of year forecast showed a surplus of £4,803 against a budgeted surplus of £166.
- iii. the SoSUT income to be gifted to the charity at the end of the year had been adjusted to allow for the £10k operating deficit in the company last year due to the application of the management charge prior to full trading beginning.
- iv. The first draft of the Students' Union budget 2018-19 was being presented to Trustees in May based upon a flat block grant figure which had been verbally agreed by Andy Riggs rather than an anticipated 1% rise. The final budget was due to be approved in July 2018.

The Committee

- v. thanked Lorna for her report.

9. Next meeting

- i. The date of the next meeting had been scheduled for **Thursday 8 November 2018 at 3.30pm. This had been incorrectly stated as 8 October on the agenda.**
- ii. Presentations during 2018/19 would include:
 - a review of the first full year of the new academic rep system; **and**
 - SoSu's presentation on mental health research