

UNIVERSITY OF ABERDEEN

UNIVERSITY EDUCATION COMMITTEE (UEC)

Minute of the Meeting held on 5 March 2024

Present: Jo-Anne Murray (Chair), Euan Bain, John Barrow, Lyn Batchelor, Leigh Bjorkvoll, Jason Bohan, Stuart Durkin, Bill Harrison, Ken Jeffrey, Kirsty Kiezebrink, Helen Knight, David McCausland, Stuart Piertney, Michelle Pinard, Amudha Poobalan, Shona Potts, Steve Tucker, Asha Venkatesh, Josh Wright, with Simon Bains, Julie Bray, Scott Carle, Rob Cummings, Nick Edwards, Tracey Innes, Gillian Mackintosh, Rhona Moore, Patricia Spence, Louisa Stratton, Emma Tough (Clerk) and Liam Dyker.

Apologies: Waheed Afzal, Harminder Battu, Rhiannon Ledwell, Rona Patey, Sai Shradda S Viswanathan, Anne-Michelle Slater, Susan Stokeld and Brian Henderson, Graeme Kirkpatrick, and Louisa Stratton.

APPROVAL OF THE MINUTE OF THE MEETING HELD ON 16 JANUARY 2024

(copy filed as UEC/050324/001)

- 1.1 The Chair opened the meeting and welcomed members to the meeting of the University Education Committee (UEC). Members of the Committee considered the minute of the meeting held on 16 January 2024 and approved it as an accurate representation of discussions held.

MATTERS ARISING

(copy filed as UEC/050324/002)

- 2.1 Members of the Committee noted the actions arising following the meeting of UEC held on 16 January 2024. The actions were recorded as complete or in progress. The Committee noted the following:

- With regard to *minute point 16.1* of the meeting held on *10 October 2023*, regarding the circulation of the Terms of Reference of the Copyright Literacy Steering Group, to allow for the nomination of representatives, members of the Committee noted that these would shortly follow. **Action: SB**
- With regard to *minute point 3.2* of the meeting held on *16 January 2024*, regarding concerns in relation to the Fraser Noble building, members of the Committee noted that this would be further discussed as part of the agenda item on the Risk Register.
- With regard to *minute point 6.2*, regarding the progression of next steps in relation to Aberdeen 2040 curriculum work, members of the Committee noted that work in this regard would be progressed by the Chair, the new Vice-Principal (Education) in collaboration with the wider Committee.
- With regard to *minute point 7.3*, regarding the progression of the establishment of the Decolonising the Curriculum Community of Practice, and dissolution of the Steering Group, the Committee noted that was ongoing in this regard and further updates would follow to future meetings of the UEC.
- With regard to *minute point 10.5*, regarding the Induction, Transition and Employability Week (ITEW), members of the Committee noted that this would be further discussed as part of the agenda item on the ITEW.
- With regard to *minute point 12.2*, regarding (i) the effective use of University systems in relation to the compilation of data, (ii) the correction of student population data. (iii) and the closure of the feedback loop in providing information to students, members of the

Committee acknowledged ongoing work in regard to each. Members of the Committee noted that further updates on each would follow to future meetings of the Committee.

- Lastly, with regard to *minute point 13.2*, regarding the Policy and Procedures on Student Appeals, members of the Committee noted work ongoing in regard to a review of the existing document. Members of the Committee were advised that 'group submissions' would be addressed as part of this work and that further updates would follow.

RISK REGISTER

(copy filed as UEC/050324/003)

- 3.1 Members of the UEC discussed the Risk Register with regards to the specific risks associated with Education. Members of the Committee discussed the addition of risks in regard to (i) University buildings, such as Fraser Noble (to be further discussed with Estates, in regard to ownership of this risk) and (ii) staffing, particularly in recognition of anticipated industrial action. Members of the Committee agreed that an updated Risk Register should follow to the next meeting of the Committee.

Action: JM

UPDATE ON THE QUALITY ASSURANCE AGENCY (QAA) INSTITUTIONAL LIAISON MEETING (ILM)

- 4.1 Members of the UEC received an update on the Quality Assurance Agency (QAA) Institutional Liaison Meeting (ILM), held on 29 February 2024. Members of the Committee noted the positive nature of the meeting and key issues discussed. The Committee were informed that a note of discussion was currently being prepared by the University's QAA liaison officer and that once finalised, a copy would follow for the information of members.

STUDENT SURVEYS UPDATE

(copy filed as UEC/050324/004)

- 5.1 Members of the Committee received an update on 'survey season' and, in particular, on work ongoing in regard to the Aberdeen Student Experience Survey (ASES) and the National Student Survey (NSS).
- 5.2 Members of the Committee noted response and satisfaction rates in regard to ASES as broadly similar to previous years. The Committee further noted that qualitative data was currently being shared with Schools for their consideration and to allow for action plans to be informed. The Committee acknowledged work would also be undertaken to update 'You Said, We Did' webpages to reflect feedback and the University's response to it.
- 5.3 In regard to NSS, members of the Committee noted the survey had opened at the end of January and would run until the end of April. The Committee were updated on work to monitor response rates, currently noted as similar to previous years at this point. The Committee agreed the importance of continuing to publicise the NSS to students and to ensure access to survey is easily accessible to them. The Committee noted further updates on the NSS would follow to future meetings of the UEC.

SUPPORT FOR STUDY POLICY

(copy filed as UEC/050324/005)

- 6.1 The Committee discussed proposed amendments to the Support for Study policy, first introduced in November 2016, to provide a useful and supportive framework to work with students whose engagement is impacted due to significant health or personal challenges, and in recent years it has allowed for positive proactive support to be delivered to students at risk, and swift reactive support to be discussed and delivered to those who may have otherwise been unable to engage positively in University life and/or continue with their studies.

- 6.2 The UEC acknowledged the work undertaken to review the policy by the Student Support and Experience Committee (SSEC). Members agreed the importance of ensuring appropriate links between the policy and other policies and procedures, such as the Policy and Procedures on Student Appeals. Overall, members of the UEC were content with the proposed changes and agreed to forward the policy to the Senate for final approval.

Action: Clerk

STUDENT WITHDRAWALS REPORT 2022/23

(copy filed as UEC/050324/006)

- 7.1 The Committee received and discussed the paper providing data on withdrawal rates for on-campus degree students during the 2022/23 academic year. In summary, the Committee noted that at Undergraduate Level, withdrawal rates were 4.9% for the last year compared to 5.2% in 2021/22. At Postgraduate Taught level, withdrawal rates fell to 4.8% in 2022/23, from 9.8% the year before. The Committee noted the data was being issued to Schools to allow for its consideration and the development of strategies in regard to tackling future withdrawals.
- 7.2 The Committee noted the data provided excluded students undertaking their studies online or through a Transnational Education partner. The Committee agreed the importance of this data and in comparing it to the withdrawal rates of students undertaking their studies in Aberdeen. It was noted that plans were underway to include this as part of future reports.
- 7.3 Members of the Committee noted challenges in regard to existing University systems following the withdrawal of students, in particular in MyAberdeen where students who withdraw are able to continue to access materials. Further, the Committee noted concerns as to the ability of Schools to obtain and interpret data from the Planning team.

GRADUATE ATTRIBUTES AND SKILLS

- 8.1 Members of the Committee received an update in regard to Graduate Attributes and Skills and work underway to setup a working group to support work ongoing in this regard. Members of the Committee discussed the existing Graduate Attributes (GAs) and how/if work would be undertaken to review existing courses and to amend the GAs associated with each. It was noted discussions were underway with the relevant teams in this regard. The Committee discussed updates to the GA webpages to ensure the appropriate publication of the revised attributes and further noted the importance of student and staff communications. Members of the Committee sought examples of Course Proposal forms, completed with GAs.

Action: JBarrow

INDUCTION, TRANSITION AND EMPLOYABILITY WEEK (ITEW)

- 9.1 Members of the Committee received an update on the Induction Transition and Employability Week (ITEW). The Committee noted that the ITEW is part of the new academic year structure as approved by Senate. The Committee noted that work was ongoing regarding the activities that would form part of ITEW and how this would operate. Members of the committee agreed specific proposals should be further discussed ahead of the new academic year.

Action: JBarrow

WORK-BASED LEARNING COURSES AND IDEAS

- 10.1 Members of the Committee received a presentation on Work-based Learning (WBL) Courses, a copy of which is available from the Clerk.

UPDATED DELIVERY OF EDUCATION PRINCIPLES

(copy filed as UEC/050324/008)

- 11.1 Members of the Committee received the paper providing updated on the Delivery of Education Principles.

UPDATE ON WORK ON GENERATIVE AI IN EDUCATION

(copy filed as UEC/050324/009)

- 12.1 Members of the UEC received an update on work on Generative AI in Education.

ACADEMIC INTEGRITY RESOURCES

- 13.1 Members of the UEC received an update on Academic Integrity Resources.

ONLINE EDUCATION FORUM

(copy filed as UEC/050324/010)

- 14.1 Members of the Committee received an update on the Online Education Forum.

RETENTION POLICY FOR VIDEOS IN PANOPTO

(copy filed as UEC/050324/011)

- 15.1 Members of the UEC received the paper outlining current practice for managing video content (including audio) within Panopto and discussed the recommendation to implement a Panopto Video Retention Policy for academic year 2024-25. Members of the Committee agreed to support the recommendation.

MINUTES FROM THE UEC SUB-COMMITTEES MEETINGS

(copy filed as UEC/050324/012 and UEC/050324/013)

- 16.1 Members of the Committee noted the minutes of the most recent meetings of the Employability and Entrepreneurship Committee (EEC) and the Student Support and Experience Committee (SSEC).

POSTGRADUATE RESEARCH EXPERIENCE SURVEY (PRES) RESULTS

(copy filed as UEC/050324/014)

- 17.1 Members of the Committee noted the Postgraduate Research Experience (PRES) results.

VIDEO ON ACADEMIC INTEGRITY

- 18.1 Members of the Committee **noted** a video prepared in regard to academic integrity.

DATE OF NEXT MEETING

- 19.1 The next meeting of the Committee will be held on Monday 13 May 2024 at 1:05pm, in the Meeting Room 1 in the Sir Duncan Rice Library and by way of Microsoft Teams.