

UNIVERSITY OF ABERDEEN

University Education Committee

Communication between the UEC, its sub-committees and the School Education Committees

1. PURPOSE OF THE PAPER

The purpose of the paper is to describe measures that aim to ensure good communication flows and transparency between the University Education Committee (UEC), its sub-committees (Quality Assurance Committee (QAC), Student Support Committee (SSC), Employability and Entrepreneurship Committee (SSC)), the School Education Committees, and with Senate. Linked to the School Education Committees, an overview of the expectations of the roles of the School members of UEC are described with the aim of further enhancing communications with Schools.

2. PREVIOUS CONSIDERATION BY /FURTHER APPROVAL REQUIRED

	Board/Committee	Date
Previously considered/approved by	N/A	
For information:	SSC QAC EEC School Education Committees	Tbc – each School

3. RECOMMENDED ACTION

The UEC is invited to **discuss** the approaches identified and to suggest other measures by which communications can be enhanced.
Update following discussion at UEC: A number of suggestions were made by members of UEC and these have been included in the paper in red for ease of reference. UEC agreed with the approaches and that all would be kept under review and adjusted as necessary.

4. DISCUSSION

- 4.1 The University Education Committee and its revised sub-committees were set up at the end of academic year 2020/21 with full implementation of the approved structures being implemented in 2021/22.
- 4.2 Part of the rationale for making the changes to the committee structure is to enhance communication with Schools (hence the membership now includes a representative from each School), and with the sub-committees of UEC.
- 4.3 In tandem with the UEC changes, a consistent School Education Committee remit was agreed and articulated the requirements to ensure communication between each School committee and UEC.
- 4.4 Members of Senate have noted the need to ensure clear communication and transparency of information-sharing with UEC and Senate, and into Schools.
- 4.5 A number of processes are in place / planned to enhance communication. They will be kept under review. They are:

- 4.5.1 A UEC digest which will be provided to all members of UEC within 48 hours of UEC meeting. The aim of the digest is to facilitate clear communication and transparent discussion of the matters discussed at UEC. Committee members will share the digest in their areas **in the most appropriate way for their context**, and it will be available on the UEC webpage. School Education Leads will use the digest to: support the implementation of policy or guidance as approved / agreed at UEC (and as approved at Senate as required); facilitate discussion on matters that require consultation in Schools; support information sharing on the matters discussed at UEC.
 - 4.5.2 School Education Committee agendas will all have UEC updates (UEC digest as a facilitator of the update) on each agenda.
 - 4.5.3 All papers, once approved, will be provided on the UEC [webpage](#) within 48 hours of UEC meeting. **It will be important to ensure that all documents are accessible.**
 - 4.5.4 Where papers are draft / for discussion and require updates following the meeting of UEC, the updates will be made with clear information on: the issues raised by members of UEC (or sub-committees), and the changes made on that basis. The updated papers will be placed on the UEC webpage within 2 weeks of UEC meeting (depending on the updates that are required).
 - 4.5.5 Additional meetings of UEC will take place to specifically focus on Aberdeen 2040 workstreams. Members of the Committee will be invited to consult with their colleagues on all aspects of the work. (NB other approaches to consultation will also be used).
 - 4.5.6 The sub-committees will provide short reports to UEC for information (and noted as such on the agenda). Where matters discussed at the sub-committees require a view from UEC, these will be managed as items for the agenda.
 - 4.5.7 The School Education Committee minutes will be made available to UEC for information (and noted as such on the UEC agenda).
- 4.6 The School Education Leads are a vital link between UEC, the School Education Committees, and colleagues across each School. The Leads currently consult, discuss and provide information to their Schools through various means. The following approaches provide an opportunity for enhancement where these are not currently in place:
- 4.6.1 **Schools will time their School Education Committees so that they align with UEC.**
 - 4.6.2 Prior to UEC, seek feedback from School colleagues on issues that require feedback at UEC. **To facilitate meaningful discussion prior to UEC, papers will be made available 7 days prior to UEC wherever possible.**
 - 4.6.3 Following UEC, seek feedback from School colleagues on issues that require feedback at UEC. The need for consultation on any proposal will be made clear and agreed at UEC.
 - 4.6.4 Following UEC, provide the UEC digest to School colleagues for information.
 - 4.6.5 Following UEC, take forward actions to implement policy or guidance as approved / agreed at UEC (and as approved at Senate as required).
 - 4.6.6 Include the UEC digest, with relevant matters for discussion, on each School Education Committee agenda.
- 4.7 Measures to address the need for transparency of the work of UEC through Senate include:
- 4.7.1 The UEC summary for Senate will provide the link to the UEC webpage for ease of reference to papers. **The UEC summary is now provided 'above the line' and not for information only, allowing for discussion as necessary.**
 - 4.7.2 In most cases, proposals from UEC will be provided for an academic view in the first instance to Senate and, following relevant amendments, will return to UEC for approval prior to Senate approval.
 - 4.7.3 UEC has two Senators on its membership and they will receive the UEC digest and can use it as they deem appropriate.
- 4.8 Finally, The Senate Effectiveness Review (SER) (2021) has made a number of recommendations that apply to UEC. They are relevant to the discussion in this paper, and will give UEC an opportunity to evaluate the effectiveness of the measures as part

of the SER recommendations / actions for UEC. A paper will be presented to UEC on each of those recommendations so that UEC can discuss and agree next steps.

- 4.9 Following discussion at UEC, all of the measures will be implemented where they are not already in place.

5. FURTHER INFORMATION

Further information is available from Ruth Taylor, Vice-Principal Education, ruth.taylor@abdn.ac.uk.

12 November 2021

Freedom of Information/Confidentiality Status: Open

