



HARTPURY

QUALITY ENHANCEMENT AND STANDARDS COMMITTEE HARTPURY UNIVERSITY

Minutes of a Meeting 2:00pm Thursday 7th March 2019 Gordon Canning Room

Present: Prof. Ian Robinson (IR) (Chair)
Dr John Selby (JS)
Mr Russell Marchant (RM)
Ms Rachel Cowie (RC)
Ms Hannah Knaggs
Ms Jenny Arroud (JA)
Prof. Ron Ritchie (RR)

In Attendance: Mr Chris Moody (CM)
Mrs Barbara Buck (BB)
Ms Helen Wilkinson (HW)
Mr Sean Lynn (SL)
Ms Lucy Dumbell (LD)
Ms Claire Whitworth (CW1)
Ms Rosie Scott-Ward

Apologies:

Minutes: Dr Nicola Potter

		ACTION	ACTION DATE
1.	Apologies All members were present		
2.	Declaration of Interest. Paper UQC2-3-19. The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests. There were no declarations of members interests for agenda items.		
3.	Minutes of the Last Meeting. Paper UQC3-3-19. Minutes of the meeting held on the 15 th November 2018 were agreed to be a true and accurate record. Following some minor typographical corrections, the Chair will sign the amended copy.		

	ACTION	ACTION DATE
<p>4. Matters Arising</p> <p>(10-11-19) Explore starting meetings at 13:30 in future, to accommodate members' travel and logistical arrangements (Clerk)</p> <p>The Chair stated that it is important to accommodate the needs of all colleagues in order to facilitate attendance. Since moving the start time earlier is not feasible for a number of members, and attendance for an HE governor is challenging after 4pm, it was agreed to continue with a 2pm start but to consider the HE agenda items first for future meetings.</p>		
<p>5. HE Reports (RSW)</p> <p>5.1 Review Performance to KPI targets. UQC5.1-3-19</p> <p>RSW reported that retention is currently 97%, which is above target. Fifty-four students have withdrawn; the majority of whom were studying at level 6.</p> <p>The student:staff ratio (28:1 this year vs 23:1 last year) is being closely monitored. This increase is due to i) the growth in student numbers and ii) the fact that new teaching posts have not yet been filled. This figure is expected to improve when all posts are filled.</p> <p>The percentage of academic staff qualified to the level above at which they teach is currently 79% across all departments. All postgraduate level modules have a module leader, or verifier, qualified to the level above.</p> <p>Staff with teaching qualifications is 90% which, when questioned by a governor, was noted as being well above the sector average. Governors also questioned the staff and student response to the need for extending the teaching day due to increased student numbers. RSW responded that, whilst not ideal, the timetable was being actively managed to avoid students starting early and finishing late wherever possible. Early and late finishes may have a negative impact on NSS scores and the extended teaching times are being actively advertised for future students to manage expectations. Further efforts are being undertaken to ease timetabling constraints next year including reviewing staff flexibility and optional module choice. An external timetabling audit has been carried out which will inform future practice in alongside an appropriate workload model.</p> <p>A governor raised the question of whether there should be an inclusivity related KPI. New guidance relating to the Access and Participation Plan has recently been released so there is potential to revisit this.</p> <p><u>ACTION</u></p>		

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<p>Investigate new Access and Participation Plan guidance and provide feedback on potential to introduce inclusivity-related KPI</p> <p>5.2 Report on Unconditional Offers (UOs). Paper UQC5.2-3-19 RSW presented the paper reporting the use of UOs across the sector and put Hartpury's use of UOs over the last 2 years into context.</p> <p>Governors felt that Hartpury is making UOs responsibly, through formally meeting any students for whom a UO might be made prior to the offer, offering incentives to maintain academic performance before joining Hartpury, briefing and debating with staff on the approach, informing parents and guardians of the UO process and using UOs to encourage internal progression and to support Maths and English achievement in Hartpury College.</p> <p>5.3 Grade Inflation and Upper Awards update. Paper UQC5.3-3-19 LD provided background information on grade inflation, Hartpury specific data and our response to the UK Standing Committee for Quality Assessment on Grade Inflation.</p> <p>In response to a governor question regarding any subject specific trends, a trend in Veterinary Nursing was addressed by changing assessment strategy after consultation with External Examiners and PSRB, and no External Examiners have raised concerns regarding Grade Inflation issue to date.</p> <p>Governors recognised that although Hartpury had seen moderate grade inflation, it was not excessive. Furthermore they felt that Hartpury is actively monitoring and addressing the matter responsibly but also requested that this topic to be formally considered in Annual Quality Reports.</p> <p>5.4 TEF consultation response. Paper UQC5.4-3-19 Governors welcomed the paper and requested that future responses to similar Independent Reviews be sent to the Chair of QuEST committee for approval.</p> <p>5.5 Academic Board update (verbal) RM updated members that Unconditional Offers, KPIs and Grade Inflation were discussed at the recent Academic Board. Academic Board Terms of Reference will go to the March Board of Governors' meeting for approval.</p>	RSW	25/6/19
<p>6. Students Union Report. Paper UQC6.1-3-19 HK provided an update on Students' Union activities relating to student representation, guidance and opportunities. The main concern from students is the difficulty in parking. The new study space has been well</p>		

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<p>received and frees up space in Legends. A Peer-to-Peer mentoring scheme is in place and various CPD activities have been completed by SU officers.</p> <p>Election season is underway with advertising via social media, Moodle and e-mails to increase awareness.</p> <p>The Pro-Vice-Chancellor thanked the SU for good communication and timely feedback from students. This specifically related to steps taken to mitigate against any potentially negative impact of increased student numbers on student experience.</p>		
<p>7. Any Other Business No issues raised</p>	Clerk	07/03/19
<p>8. Dates of future meetings-all commence at 2.00pm: Tuesday 25th June 2019 Thursday 21st November 2019</p>		

Prof. Ian Robinson
Chair
University Quality Enhancement and Standards Committee

25th June 2019