

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 7 AUGUST 2024 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS

PRESENT:	I Wilmot (Deputy Chair) Professor D Anand Dr S Jarvis	Professor J Jones Professor C Kalantaridis Professor A Linn
IN ATTENDANCE:	J Adebajo (Minute 23.261) C Benyon (Minute 23.254) D Burt (Minute 23.256) J Lamarque (Secretary) A Lynch (Minute 23.257)	L Mason S Matthews (Minute 23.254) C Molloy (Minute 23.257) G Saunders (Minute 23.255)
APOLOGIES:	Professor P Bonfield (Chair)	Dr T Moore

23.252 ANNOUNCEMENTS

23.252.1 **Welcome:** The Deputy Chair welcomed all members and attendees to the meeting. Members noted that Luke Mason, Head of the Law School was attending on behalf of Tom Moore, Interim Head of the College of Liberal Arts and Sciences.

23.252.2 **Apologies:** Members noted apologies as recorded above.

23.252.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.

23.252.4 **Requests to discuss starred items and business not on the agenda:** Members did not make any requests to discuss starred items. The Deputy Chair agreed to discuss one item of business not on the agenda (see Minute 23.261).

Chair's business

23.252.5 There were no items of Chair's business.

23.253 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

23.253.1 The University Secretary and Chief Operating Officer (USCOO)/Co-Chair, Staying Safe: Business Continuity Group reported that the group had not met since the last meeting.

23.253.2 Members noted that further workshops have been scheduled on continuity plans as part of operational planning.

23.253.2.1 **ACTION USCOO** to ensure that Heads of Schools and Directors of College Operations are included in activities around business continuity plans.

23.253.3 Members discussed communications with colleagues around the recent violence and disorder in the UK.

23.254 CLEARING UPDATE

23.254.1 Caroline Benyon, Director of Global Recruitment and Admissions, Marketing and Communications (GRAMC) and Samantha Matthews, Head of Admissions updated members on the Clearing campaign.

23.254.2 Members heard that the Clearing campaign has been a multi-channel approach led by the Universities priorities and values.

- 23.254.3 The Head of Admissions reported that UCAS has moved to a new system, and it will take longer to download exam results.
- 23.254.4 Members discussed applications and the courses that may not reach target.
- 23.254.5 In response to a members' query, the Head of Admissions confirmed that the dashboards relate to home and overseas Undergraduate students.
- 23.254.6 The Head of Admissions informed members of the deposit and Certificate of Acceptance for Studies figures for each College.

23.255 GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI) UPDATE

- 23.255.1 Professor Gunter Saunders, Associate Director, Digital Engagement and Library Services reported on the financial costs and financial benefits of GenAI in industry.
- 23.255.2 Members noted that the University is part of the Advance HE change programme and that involvement indicates that the University is in line with other institutions in use of GenAI.
- 23.255.3 Members heard that the academic colleagues pilot scheme is coming to an end - with participants who had not engaged with GenAI before reporting that they now find it useful – and a pilot scheme sponsored by JISC (the Joint Information Systems Committee) will start shortly.
- 23.255.4 Members noted that by mid-November 2024 their Blackboard will include a chatbot to help students find information.
- 23.255.5 Members were informed that a recent Professional Services survey showed that greater numbers of colleagues are aware of and more confident in using GenAI; however, there are concerns that some academic colleagues are not aware of what they can and cannot do with GenAI and public facing AI systems.
- 23.255.6 The Deputy Vice Chancellor (DVC) for Research informed members that colleagues are working on a set of guidelines for AI in research and there is a proposal to establish a more formal forum for AI in Research, bringing in external colleagues and advice.
- 23.255.7 Members discussed the concerns around GenAI, and the Associate Director agreed to produce a simple list of do's and don'ts.
- 23.255.8 Heads of Colleges agreed to discuss GenAI at their College Executive Group meetings.

23.256 ACADEMIC CALENDAR REVIEW CONSULTATION

- 23.256.1 David Burt, Academic Registrar presented a paper on the academic calendar review consultation (Document UEB 240807A).
- 23.256.2 The Academic Registrar reported that the new academic calendar design has the potential to impact student and colleague experience and student outcomes.
- 23.256.3 Members heard that the proposed academic calendar would create better alignment for postgraduate and undergraduate courses, efficiencies and provide greater clarity.
- 23.256.4 The DVC (Education) reported that the extended period of consultation requested by the unions has been agreed.
- 23.256.5 The Academic Registrar informed members that the revised academic calendar could be implemented from September 2025 and confirmed that the Academic Calendar Review Group has identified the challenges in meeting this deadline.
- 23.256.6 Members discussed the proposed revised academic calendar and noted the request to provide any further feedback to the Academic Registrar by 5 September 2024.

23.256.7 Heads of Colleges agreed to discuss the revised academic calendar at College Executive Group meetings and the Academic Registrar confirmed that he would attend these meetings where possible.

23.257 COLLEAGUE WELLBEING AND ENGAGEMENT SURVEY OUTCOMES – EDI/DEMOGRAPHIC DATA

23.257.1 Caragh Molloy, Director of People, Culture and Wellbeing (PCW) and Ailbhe Lynch, Organisational Development (OD) Manager presented the equality, diversity and inclusion (EDI)/demographic data from the Colleague Wellbeing and Engagement survey (Document UEB 240807B).

23.257.2 The OD Manager reported on the six key demographics and informed members that 1-2-1 meetings to discuss area results will be offered to help with action planning. Members noted that the OD team will also meet with the unions and EDI Leads and survey results will be shared with colleagues via SharePoint and Westminster Weekly.

23.257.3 The OD Manager updated members on:

- new roles within the OD team, including an EDI Manager and an Athena Swan Lead
- creation of an EDI dashboard
- direct actions for the six key demographics
- continued investment in learning and development.

23.257.4 In response to a member's query on whether leaders will receive the data for each College and School, the OD Manager confirmed that College level information is possible; however, there is a risk of individuals being identified from data at School level. The Director of PCW added that for small response groups there is also a risk of individuals being identified and data would have to be checked before being shared.

23.257.5 In response to a member's query on the plan for broader actions, the Director of PCW confirmed that there are action plans from the first two reports that will be considered by various committees and the EDI/demographic data will be considered by the EDI Committee.

23.258 STUDENT CONTINUATION

23.258.1 The DVC (Education) informed members that:

- Personal Tutors will be in place by the end of Week 1
- the Head of the Law School will pick up the work on risk and attainment boards which will enable more forensic work on student attrition.
- the Student Success Team will continue their work in contacting vulnerable students quickly

23.258.2 The DVC (Education) updated members on the replacement for the SeATS system and the learner analytics pilot.

23.259 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

23.259.1 **AGREED** Members confirmed the minutes of the meeting held on 22 July 2024 (Document UEB 240807C) as an accurate record of the meeting.

23.259.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 2408017D).

23.260 ANNUAL EFFECTIVENESS REVIEW

23.260.1 The Chair withdrew this item from the agenda as a full effectiveness review of the committee was undertaken earlier in the year.

23.261 ANY OTHER BUSINESS

23.261.1 [REDACTED]

23.261.2 [REDACTED]

23.261.3 [REDACTED]

23.261.4 [REDACTED]

23.261.5 [REDACTED]

23.261.6 [REDACTED]

23.261.7 [REDACTED]

23.261.8 [REDACTED]

23.262 EDI COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP

23.262.1 **APPROVED** Revised terms of reference and membership for the EDI Committee (Document UEB 240807E) to be implemented with effect from 1 September 2024.

23.263 PARTNERSHIP SCRUTINY COMMITTEE

23.263.1 Members received a proposal (Document UEB 240807F), recommended by the Partnership Scrutiny Panel and Collaborations Committee, to replace the Partnership Scrutiny Panel and Collaborations Committee with a Partnership Scrutiny Committee.

23.263.2 **APPROVED** Partnership Scrutiny Panel to be defunct with effect from 31 August 2024.

23.263.3 **APPROVED** Partnership Scrutiny Committee to be established as a joint sub-committee of UEB and Teaching Committee with effect from 1 September 2025, subject to the agreement of Teaching Committee.

23.264 MANAGEMENT ACCOUNTS JUNE 2024

23.264.1 Members noted the Management Accounts for June 2024 (Document UEB 240807G).

23.265 PROFESSORS AND READERS AWARDING COMMITTEE ANNUAL OUTCOMES REPORT

23.265.1 Members noted the Professors and Readers Awarding Committee annual outcomes report (Document UEB 240807H).

23.266 DATES OF FUTURE MEETINGS

Regular meetings are 10.30am to 12.30pm (unless alternative time stated below) in Room RS109, Regent Street and via Microsoft Teams.

10 September 2024	4 March 2025 – all day (UEB away day)
24 September 2024 - evening (UEB dinner)	25 March 2025
25 September 2024 – all day (UEB away day)	8 April 2025
8 October 2024	29 April 2025
22 October 2024	13 May 2025
5 November 2024	27 May 2025
26 November 2024	10 June 2025

10 December 2024
7 January 2025
21 January 2025
11 February 2025
25 February 2025
3 March 2025 - evening (UEB dinner)

24 June 2025
7 July 2025 - evening (UEB dinner)
8 July 2025 – all day (UEB away day)
22 July 2025
5 August 2025