

WIDENING PARTICIPATION COMMITTEE



Minutes of the meeting held on 8 November 2017

Present: The Pro-Vice-Chancellor (Academic) (Professor N. Ward) (in the Chair), the Academic Director of Widening Participation (Mrs H. Gillespie), the Director of Admissions (Professor R. Harvey), the Assistant Head of Outreach (Mrs C. Wheatland), the Widening Participation Manager (Mrs R. Price), the Head of Learning and Teaching Services (Mrs C. Sauverin), the Joint Head of Careers Service (Mrs J. Schofield/Mr J. Goodwin), Director of Outreach (HUM) (Dr K. Ridealgh), Director of Outreach (SSF) (Miss K. Garner), Director of Outreach (FMH) (Mrs S. Homden) and the Student Representatives (Ms M. Leishman and Ms I. Edwards).

With: Mrs R. Hannant (Secretary)

In attendance: The Director of Students' Union (Ms L. Chiu) and Ms K. Saunders.
For item 2, Kees Kouwenaar.
For item 3, the Head of UK/EU Recruitment and Outreach (Claire Petley).
For item 4, the Student, Finance and Planning Manager (Peter Courridge).

Apologies: The Academic Director of Taught Programmes (Dr C. Matthews), the Head of Student Services (Mrs J. Amos), the Head of Equality and Diversity (Ms H. Murdoch), the Representative of the Partnerships Office (Mr L. Daly), the Academic Outreach Fellow (SCI) (Dr C. Harington), the Lecturer in Health Sciences and Academic Support (Dr P. Harris).

1. STATEMENTS BY THE CHAIR

The Pro-Vice-Chancellor (PVC) (Academic) welcomed members to the first meeting of the Widening Participation Committee, which replaced the WP Working Group. Members were encouraged to familiarise themselves with the Membership and Terms of Reference of the Committee 2017-18.

2. AURORA PROJECT ON INCLUSIVE INTERNATIONALISATION

Received

an oral update from the Director of Admissions and Kees Kouwenaar on the above. Recipients were asked to comment on and support the proposal.

(The Director of Admissions and Kees Kouwenaar informed the Committee that there is interest amongst the 9 Aurora universities in collaborating on a project to improve the outward mobility of WP students, including researching, designing and implementing an Erasmus+ programme/project.)

In its discussions, members noted:

- i. Students from WP backgrounds need increased support and preparation with outward mobility, including around what to expect; the Director of Outreach (HUM) recommended speaking to academic colleagues about the different ways in which they need additional support;
- ii. The deadline for the bid is April.

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RESOLVED

- (1) WPC is very keen to support and be involved in the proposed project. The Academic Director for WP, the WP Manager and the Director of Outreach (HUM) will take this forward;
- (2) the group above will refer to previous work undertaken by the Study Abroad working group, led by John Tully.

3. RESOURCE AND SPACE MANAGEMENT FOR OUTREACH AND WIDENING PARTICIPATION

Considered

the recommendations in the report from the Head of UK/EU Recruitment and Outreach. (A copy is filed in the Minute Book, ref. WPC17D001)

(The Head of UK/EU Recruitment and Outreach outlined the recommendations around identifying additional space in order to expand WP staffing, in terms of Outreach Team, Academic roles and WP Team, and asked for the Committee's support when taking these forward to the Space Planning and Management Group.)

RESOLVED

- (1) The Committee approved the recommendations and agreed that this is business critical.
- (2) The Head of UK/EU Recruitment and Outreach should email the report and recommendations to the Chair of the Space Planning and Management Group and copy in the PVC-Academic.

*4 AMENDMENTS TO UEA BURSARY ELIGIBILITY

This minute is confidential and will appear on a separate sheet.

5. UPDATE ON WIDENING ADMISSIONS FOR SEPTEMBER 2017 INTAKE

Received

an oral update from the Assistant Head of Outreach and the WP Manager on the most up to date provisional figures.

(In its discussions, members noted:

- i. – that students need to be encouraged to disclose any disability they have – students will need reassurance that this will not be viewed negatively in any way by the University;
- ii. – extenuating circumstances - extension requests are not currently linked back to a student's record – should they be? For example, the reason for the student requiring an extension may be mental health;
- iii. – the SU is working with certain groups of students, such as those who are estranged from their families or LGBT+, who are more susceptible to mental health issues.

RESOLVED

that the Widening Participation Manager will speak with the Head of Student Services about ensuring that all disclosures are linked back to student data and encouraging students to disclose any disability they may have.

*6. SCHOOL GOVERNORS PROJECT

This minute is confidential and will appear on a separate sheet.

*7. WIDENING PARTICIPATION EVIDENCE AND EVALUATION STRATEGY AND PLAN

This minute is confidential and will appear on a separate sheet.

*8. OFFA COUNTABLE SPENDING PLAN

This minute is confidential and will appear on a separate sheet.

9. NEACO UPDATE

Received

the report from the Assistant Head of Outreach. (A copy is filed in the Minute Book, ref. WPC17D006)

(The Assistant Head of Outreach gave an oral update on the work and organisation of neaco.)

RESOLVED

- (1) WPC will continue lobbying the OfS to expand and extend funding for neaco;
- (2) The Assistant Head of Outreach will share the report outlined when available.

10. TEF SUBJECT PILOT

Received

an oral update from the Pro-Vice-Chancellor (Academic).

(The PVC-Academic informed members that UEA has been selected to participate in the TEF subject pilot. The University will be participating in the trialling of two different models, between the end of November 2017 and the end of February 2018. A coordinating steering group is to be established.)

11. APPLYING OUR VALUES: THE PRE ARRIVALS CASE STUDY

Considered

a report from the Undergraduate Education Officer and the Welfare, Community and Diversity Officers of the UEA Students' Union. (A copy is filed in the Minute Book, ref. WPC17D007)

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RESOLVED

- (1) WP Team and SU will co-ordinate on producing a timeline of WP support activity across the student lifecycle. WP Manager to book a meeting in January 2018;
- (2) WP Manager to join regular meetings between ARM and SU to ensure that work is joined up;
- (3) WP Manager and Assistant Head of Outreach to meet with SU to discuss potential expansion of the Headstart events.

12. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

Received

statements of the University's policies on reserved areas of business and confidentiality. (A copy is filed in the Minute Book, ref. WPC17D008)

13. WIDENING PARTICIPATION COMMITTEE: MEMBERSHIP AND TERMS OF REFERENCE 2017-18

Received

the Membership and Terms of Reference of the Committee 2017-18. (A copy is filed in the Minute Book, ref. WPC17D009)