

UNIVERSITY OF WARWICK			
WIDENING PARTICIPATION COMMITTEE			
RESTRICTED MINUTES OF THE MEETING HELD 9.30-11.30am, 8 October 2019			
Senate House Council Chamber			
Present	Professor Christopher Hughes	CH	Pro Vice Chancellor (Education), (Chair)
	Dr Anil Awesti	AW	Centre for Lifelong Learning; Student Success and Progression Working Group Co-Chair
	Chloe Batten	CB	Education Officer, Warwick Students' Union
	Paul Blagburn	PG	Head of Widening Participation (Secretary)
	Alice Churm	AC	Postgraduate Officer, Warwick Students' Union
	Dr Jonathon Heron	JHe	Institute for Advanced Teaching and Learning Representative
	James Hutchinson	JHu	Head of Student Funding and Finance (until 11.00)
	Kate Ireland	KI	Centre for Teacher Education
	Dr Ines Molinaro	IM	Academic Director, Warwick Foundation Studies (until 10.30)
	Professor Robin Naylor	RN	Director of Studies, Economics; Research and Evaluation Working Group Co-chair
	Kulbir Shergill	KS	Director of Social Inclusion
	Professor Jeremy Smith	JS	Head of Department, Economics
	Professor Pat Tissington	PT	Academic Director of Employability and Skills
	Professor Richard Tunstall	RT	Head of Clinical Anatomy and Imaging, WMS
	Dr Chris Twine	CT	Academic Registrar
	Despina Weber	DW	Head of Disability Services
Roberta Wooldridge Smith	RWS	Director of Student Opportunity	
Attending	Amanda Bishop	AB	WP Faculty Co-ordinator, Science, Engineering and Medicine
	Baljit Gill	BG	WP Manager (Assistant Secretary)
	Dr Damien Homer	DH	WP Faculty Co-ordinator, Arts
	Dan Nadasan	DN	UG Researcher (010-WPC081019)
	Dr Tammy Thiele	TT	WP Evidence and Evaluation Manager; Research and Evaluation Working Group Co-chair
	Michele Underwood	MU	Research Development Manager (010-WPC081019)
Ref	Item		
001	<p>Apologies for absence</p> <p>Apologies were received from:</p> <p>Delyth Chambers (Director of Student Recruitment, Outreach and Admissions Services); Claire Edden (WP Faculty Co-ordinator, Social Sciences); Matt Ferguson (Director of Development); Dr Rebecca Freeman (Dean of Students); Dr Hannah Friend (Director of Wellbeing and Safeguarding); Professor Lorenzo Frigerio (Head of Department, Life Sciences); Dr Anne Hollinshead (Director of the Centre for Lifelong Learning); Cheryl Jones (WP Access and Lifecycle Manager, Student Success and Progression Working Group Co-Chair); Sam McClenaghan (Deputy Finance Director Departmental Services); Dr Rachel Moseley (Head of Department, TV and Film); Faye Murray (Director of Strategic Planning and Analytics); Professor Colin Sparrow (Academic Director, Graduate Studies)</p>		
002	<p>Declarations of Interest</p> <p>No new declarations were made.</p>		
003	<p>Minutes of last meeting on 2 July 2019</p> <p>The minutes of the meeting held on 2 July 2019 were received and approved.</p>		

004	<p>Matters arising from last meeting on 2 July 2019</p> <p>The matters arising were as follows:</p> <p>(a) Warwick Scholars</p> <p>Embedding the Warwick Scholars access programme into departments would be discussed during item 007. The Chair and the Head of Widening Participation have held positive meetings with Chairs of each Faculty to ensure colleagues are better informed to be able to support the programme.</p>
Chair's Update	
005	<p>Chair's Update</p> <p>There was no update from the Chair at this meeting.</p>
Governance	
006	<p>Membership and Terms of Reference</p> <p>The Committee received the report (006-WPC081019) with key details and discussions, as below:</p> <p>(a) Membership</p> <p>The membership of the Widening Participation Committee remains broadly the same as previously, with the key changes being in sabbatical officer representatives from the Students' Union, and the inclusion of the new Dean of Students. There is currently a vacancy for the Student Advisory Working Group Chair, which should be filled shortly with a member of the Students' Union as Chair. This has been under discussion during meetings in 2018-19, to develop a student-led approach to policy and practice. A further change to membership is the inclusion of the WP Faculty Co-ordinators, and Working Group Co-Chairs, in attendance at Committee meetings.</p> <p>(b) Terms of Reference</p> <p>There are no significant changes to the WP Committee Terms of Reference, and these will be finalised this term.</p> <p>DECISION:</p> <ol style="list-style-type: none"> 1) The Committee approved the WP Committee Membership and Terms of Reference 2) The Committee approved the development of the Student Advisory Working Group <p>ACTIONS:</p> <ol style="list-style-type: none"> 1) The Head of Widening Participation to discuss the membership and Terms of Reference of the Student Advisory Working Group with the Education Officer and Postgraduate Officer. Recommendations to be presented at the next WPC meeting
007	<p>Teaching Excellence Group</p> <p>The Committee received an overview of the plans to incorporate WP discussions with academic departments in the TEG process in 2019, circulated at the meeting</p> <p>(a) The University has established the Teaching Excellence Group (TEG) as a sub-group of the Education Committee to have oversight of how each department is maintaining academic standards, continuously improving the underlying quality of the student learning experience and improving student outcomes for UG and PGT courses. The Group's approach to oversight will be evidence- and data-led, drawing on a focused set of information about student outcomes and the quality of the student learning experience, and will explicitly include a focus on how well prepared each department or subject group is for external evaluation through subject-level TEF.</p> <p>(b) The Teaching Excellence Group will operate through a single meeting with each department. This will take place in the autumn term of each year following the publication of annual datasets including NSS results,</p>

	<p>PTES results and TEF Subject Data. The timing is intended to simultaneously provide support to departments as they are analysing the data, readying for the next round of surveys and preparing for the annual planning round meetings. They will also provide assurance to the University that any risks to academic standards and quality are understood and actively being managed. Ongoing monitoring and support may be put in place where there are specific concerns, but this would be by exception.</p> <p>(c) The TEG process will support the ambitious plans detailed in the University’s Access and Participation Plan, offering a prime mechanism for a sustained dialogue with departments. Each meeting will discuss departmental WP measures and priorities, examining the co-ordination of WP across the student lifecycle, examination of intersectionality to inform practice, and any departmental support needs. Data from the Access and Participation Plan will be shared at departmental level, to inform discussion and over time the development of appropriate methodology. The whole institution approach will reflect the core institutional targets at both University and departmental level.</p> <p>(d) The proposals were widely supported across the Committee, particularly the posing of specific, predetermined questions to direct discussions; endeavours to reduce the attainment gap were welcomed, and the explicit link between Teaching, Learning and Assessment to social inclusion and education on a wider level highlighted. Increased cross-year aggregation of data, particularly where numbers are small was recommended, as well as the utilisation of Graduate Outcomes data (formerly DHLE) to examine progression to PG study at Warwick.</p> <p>DECISION:</p> <p>1) The Committee noted the overview of the plans to incorporate WP discussions with academic departments in the TEG process in 2019</p> <p>ACTION:</p> <p>1) The Head of Widening Participation will submit a summary paper on progress in, and outcomes of, TEG discussions to the Committee at the February meeting.</p>
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Strategy

008	<p>Access and Participation Plan</p> <p>The Committee received the report (008-WPC081019) by the Head of Widening Participation, providing an update of the University’s Access and Participation Plan</p> <p>(a) The University received confirmation from the Office for Students (OfS) on 23rd August that our Access and Participation Plan (APP) has been approved by the Director for Fair Access and Participation. The approval is for one year, however this approval will automatically roll over each year for a period of five years unless written notification is received from the OfS. The University is not expected to produce another APP until 2024. There is no requirement on Warwick to rewrite the Plan, and the OfS has commented on the ambition that Warwick displays. The implementation of the Plan will, however, be subject to enhanced monitoring by the OfS.</p> <p>(b) The University has published its access and participation plan at the link below: https://warwick.ac.uk/about/data/a1/</p> <p>(c) A number of requirements were presented including timescales for consideration and implementation.</p> <p>(d) Implementation of the Access and Participation Plan is subject to interim timescales on progress. This will be reported to Council and provide evidence to the OfS. Guidance on the monitoring process will likely be available from the OfS in summer 2020. It will focus on impact rather than purely monitoring outcomes, and there will be a requirement for institutional updates in an Impact Report by January 2022. This area of work will sit with the WP Committee, including the Student Advisory Group for meaningful engagement with students.</p>
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	<p>(e) A joined up approach is essential, with top down direction by the APP and bottom up implementation through TEG (see item 007). Further details on outcomes will be presented to the Committee at the next meeting to contextualise targets.</p> <p>DECISION:</p> <p>1) The Committee noted the report on the Access and Participation Plan</p>
009	<p>WP Outcome Data from 2018/19</p> <p>The Committee received a presentation by the Head of Widening Participation providing an update on outcomes from the 2018/19 cycle</p> <p>(a) The presentation outlined interim outcomes of WP activity over the past year, including characteristics of this year's intake, and the WP indicators evident in outreach programmes.</p> <p>(b) The WP team worked with 12,491 young people from 403 schools in 2018-19, and hosted 300 young people at summer residentials, 84% of whom had no parental history of higher education.</p> <p>(c) The Warwick Scholars programme, launched in June 2019, has been positively received, with 98 students offered a place. All meet the WP eligibility criteria and the majority of participants come from Coventry.</p> <p>(d) The Participation of Local Areas Classification (POLAR 3) is a UK-wide area-based measure that groups geographical areas according to the proportion of young people living in them who participate in HE by the age of 19. The WP Evidence and Evaluation Manager briefly outlined the changes in methodology between POLAR 3 and POLAR 4, which have implications for the geographical analysis of intake by quintile. Low Participation Neighbourhood (LPN) measures by POLAR 3 portray more positive impact for the University.</p> <p>DECISION:</p> <p>1) The Committee noted the report on WP outcome data</p> <p>ACTIONS:</p> <p>1) Presentation slides to be circulated to Committee members</p> <p>2) Further data analysis will be presented at the next meeting:</p> <p>(i) Access and Participation Plan outcome data</p> <p>(ii) Contextualised admissions data</p> <p>(iii) IntoUniversity Annual Impact report</p>
<i>Items below this line were for receipt and/or approval, without discussion</i>	
010	<p>The WRAP Project</p> <p>An overview of the WRAP programme was presented to the Committee by the Research Development Manager and the Undergraduate Researcher (010-WPC081019)</p> <p>(a) The Widening Research and Participation (WRAP) project received funding from the Widening Participation Development Fund for two years (2017-2019) to encourage more students from a WP background to engage with research, where traditionally they are under-represented. The project is based on a Students as Partners (SaP) approach was employed. Whilst overseen by SCS staff, the research project has been run by two postgraduate researchers (increasing to three in year 2) and supported by two undergraduate research assistants.</p> <p>(b) The undergraduate researcher pointed out that no events or research societies exist at the University promoting undergraduate research; he has found his participation in this project invaluable in developing his expertise, confidence and skills.</p> <p>(c) The WRAP project aims to enable equality of opportunity and access for all students to reach their academic potential through research activities. It aims to re-model the existing Undergraduate Research</p>

	<p>Support Scheme (URSS) to normalise undergraduate research in the first year curriculum and prompt systematic change across the institution to promote equity in opportunity for all students to engage in undergraduate research. It has provided valuable opportunities for these students to experience applied research, and they have presented posters or presentations at conferences both nationally and internationally. All of them have said that the experience has contributed to their student experience, and that employers and academics have been very impressed by the level of research they have achieved and their independence of thought.</p> <p>(d) Through the project, a route has been identified by which the University could address many institutional strategic targets in Education, Widening Participation, and Research to become a highly placed strategic forerunner of providing an inspirational offering for WP students. This project provides a fully demonstrable case study of working with Students as Partners in a full academic setting and it has enabled contribution to internal, national and international discussions, providing evidenced-based research to support policies and strategy.</p> <p>(e) Recommendations will be presented to the URSS board, and a number of recommendations have already been implemented. Additional support is available for students to develop research proposals, funding is being sourced through alternative avenues and cohort experience is building in Arts and Social Sciences.</p> <p>(f) The recommendations from the WRAP project were widely endorsed by the Committee, particularly in siting the undergraduate as a research as Warwick's USP, using the language of partnership, co-production to define the social function of the University. It was further suggested that this focus should begin earlier in outreach activity with schools.</p> <p>DECISION:</p> <p>1) The Committee received and noted the report on the WRAP project</p>
<i>Items below this line were for receipt and/or approval, without discussion</i>	
WP Working Groups	
011	<p>Update on Student Success and Progression Working Group</p> <p>The Committee received and noted the verbal report from the Co-chair of the Student Success and Progression Working Group:</p> <ol style="list-style-type: none"> 1. The group is undertaking a review of last year and repurposing priorities 2. The forthcoming first Warwick Scholars cohort intake reveals an appetite for sharing practice on supporting students from a WP background. There is some concern within departments whether current structures and systems are appropriate for the discrete needs of this group of learners. Further information will be disseminated across departments and professional services in the lead up to the first WS entrants <p>Update on Research and Evaluation Working Group</p> <p>The Committee received and noted the verbal report from the Co-chair of the Research and Evaluation Working Group. The Group have engaged in three areas of focus:</p> <ol style="list-style-type: none"> 1. Embedding evaluation into institutional and departmental activity 2. Developing of an online portal to record and support WP activities – this has stalled slightly so better methods will be explored to promote meaningful understanding 3. Building data sets and analysis to better understand WP target groups – this will continue this year
Other	
012	<p>Any other business</p> <p>There was no other business.</p>
<p>Close: 11.30am</p> <p>Next meeting: Tuesday 26 November 2019, 09.30am-11.30am, Senate House Council Chamber</p>	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
006 – Membership and Terms of Reference	DECISION: 1) The Committee approved the WP Committee Membership and Terms of Reference 2) The Committee approved the development of the Student Advisory Working Group		
	ACTION: 1) The Head of Widening Participation to discuss the membership and Terms of Reference of the Student Advisory Working Group with the Education Officer and Postgraduate Officer. Recommendations to be presented at the next WPC meeting	PB Nov 2019	WPC meeting 26 November 2019
007- Teaching Excellence Group	DECISION: The Committee noted the overview of the plans to incorporate WP discussions with academic departments in the TEG process in 2019		
	ACTION: 1) The Head of Widening Participation will submit a summary paper on progress in, and outcomes of, TEG discussions to the Committee at the February meeting.	PB	WPC meeting 4 February 2020
009 – WP outcome data from 2018/19	DECISION: The Committee noted the report on WP outcome data from 2018/19		
	ACTIONS: 1) Presentation slides to be circulated to Committee members 2) Further data analysis will be presented at the next meeting: (i) Access and Participation Plan outcome data (ii) Contextualised admissions data (iii) IntoUniversity Annual Impact report	BG PB Nov 2019	WPC meeting 26 November 2019