

## Retention and Success Task Group

**The University's Committee Structure aims to put the University in a position of strength to deliver the evidence base that will enable us to engage with the OfS and its [conditions of registration](#).**

**Individual Committees are expected to utilise a range of indicators, quantitative and qualitative intelligence and horizon scanning that will enable them to monitor and review trends and spot (early on) any issues that may affect compliance. In doing so, they are empowered to drive and effect changes accordingly.**

### Purpose and Scope

The primary purpose of the Retention and Success<sup>1</sup> Task Group is:

1. To identify and implement ways of improving the retention and success of Newman University students.
2. To ensure that the University meets its institutional KPIs in relation to student retention and success.

### Terms of Reference

In order to fulfil this purpose, the Retention and Success Task Group will undertake the following tasks:

- i) Support the production and updating of the University's Access and Participation Plan and monitor the University's performance against the targets specified within the Plan; and drive and effect changes accordingly
- ii) Monitor the University's performance against the University Strategy and action plan and drive and effect changes accordingly
- iii) Explicitly consider differential outcomes by a range of student characteristics (including gender, ethnicity, socio-economic background, age, mode of study and entry qualifications) and include actions within the action plan to reduce differential outcomes
- iv) Set targets, at subject level, for student retention and success relating these to institutional KPIs
- v) Hold meetings with colleagues at subject level, as required, to address subject level performance

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<sup>1</sup> 'Success' in this context relates to students leaving Newman with their target qualification. Post-graduation outcomes fall under the remit of the Employability Task Group.

- vi) At each meeting, receive a report on student withdrawals since the previous meeting and use this information to identify appropriate action (this may feed into tasks i) and iii) above)
- vii) Regularly review the impact of University General Academic Regulations on retention and success and make recommendations to the Regulations Task Group/Learning, Teaching and Academic Quality Committee for appropriate amendments to Academic Regulations
- viii) Promote initiatives aimed at improving student retention and success both within and outside the formal curriculum
- ix) Commission research to better understand reasons for student withdrawal and disseminate the outcomes of this research widely across the University
- x) Liaise with the SEAtS Implementation Group to oversee the use of student engagement data
- xi) Receive an annual report regarding the proportion of 1st/2:1 honours degrees awarded and monitor this over time in relation to the Grade Inflation Supplementary metric in the TEF
- xii) Prepare an action plan to address issues of grade inflation (should any arise) and monitor progress of the action plan
- xiii) Receive annual reports, verbal and written, relating to the remit of the Task Group, such as:
  - Success and completion analysis
  - Progression statistics from the Programme Assessment Boards
  - Non-continuation analysis
  - Updates on key processes relating to the remit of the Task Group (i.e. induction and HEADs programmes)
  - Analysis on the use and impact of ILPs, RAPs, extensions and mitigating circumstances in supporting students' progression.
- xiv) Be the first point of response to any OfS queries in relation to retention and success
- xv) Report to both the Learning, Teaching and Academic Quality Committee and Student Experience Committee the findings and actions of the Task Group and ensure that any Policy/initiatives agreed by the Task Group are formally received at both meetings to aid in wider dissemination

The Task Group will receive a small annual budget – the Chair of the Task Group will be the budget holder.

### Reporting

Report the findings, actions and any agreed Policy/initiatives to the both Learning, Teaching and Academic Quality Committee and Student Experience Committee, as well as University Leadership Team (ULT), University Operations Team (UOT) and Senate where appropriate.

## Quoracy

50% plus 1. Attendance of members will be monitored on an annual basis.

## Frequency of Meetings

Monthly

## Membership

Director of Learning, Teaching and Scholarship (Chair)

Deputy Director of Learning, Teaching and Scholarship (Vice-Chair)

Pro-Vice-Chancellor Students

Academic Department 'Champion' for student retention and success to be nominated by the relevant Associate Dean (one per Department, 4 in total)

Director of Student Services

Tutor for Transition and Retention

Senior Lecturer for Student Engagement

Normally three Newman Students' Union representatives (with the Task Group welcoming greater student representation where possible)

Representative of Planning and Systems Development (PSD)

Deputy Registrar

Representative of Registry Operations

Strategic lead for retention within the Library

Co-opted members, as deemed appropriate

Other members of staff and students may be invited to attend specific meetings of the Task Group, as required, to inform/support the business of the Task Group.

## Tenure

3 years for non ex-officio members, with possibility for renomination for a further 3 years (6 years in total)

## Servicing & Arrangements for Papers

Quality Office (Quality Manager)

*Approved: October 2021 (RSTG/36/M)*