

Academic Board

05 June 2019



Actions

Ref	Action	Lead	Due Date
18/44	Provide regular updates on the progress of the implementation to Academic Board during the academic year.	PJL	Ongoing
19/021	Present an update on the Internationalisation Strategy at the next meeting of the Board.	KB	5 June 2019
19/024	Discuss the tone of the email relating to the Voluntary Severance Scheme for academic staff with the Director of Human Resources.	DA	5 June 2019
19/029	The PGT Portfolio Review paper will be presented at the June meeting of the Board.	KN	5 June 2019
19/031	Set up a Project Board to take forward the implementation of making the lecture content accessible to students	PJL	Immediate
19/032	Revise the Fitness to Study Policy as set out in the minutes	RH	Immediate
19/037	Continue to liaise with the Runnymede Council about Council Tax liability for graduating students	RH	As soon as possible
19/053	Provide feedback to the Secretary on the proposal to start Academic Board meetings at 2pm with effect from the 2019-20 academic year.	PJL	5 June 2019

Action from current meeting

Action completed since last meeting

Academic Board

05 June 2019

M19/055- 115



Minutes

Present: Prof K Normington (Chair), Prof K Badcock, Prof S Wright, Mr R Jago, Prof J John, Prof V Jansen, Prof J Parker-Starbuck, Prof B Rankov, Prof K Rastle, Prof C Rees, Prof R Schack, Prof E Scott, Prof C Bradley, Dr Yu Zheng, Dr J Murdoch, Dr H Rui, Dr S Wolthusen, Prof E Schafer, Mr C Jones, Mr J O'Neill, Ms H Hughes and Ms W Wong

Secretary: Mr R Hall

In attendance: Dr D Ashton, Ms M Ennis, Ms L Simpson, Dr M Beck (Assistant Secretary), Ms S Bolton, Dr R Hawley

1. Welcome and Apologies

The Deputy Principal (Academic), as Chair in the absence of the Principal, welcomed members to the meeting and NOTED that apologies had been received from the following members: Prof P Layzell, Prof J Knowles, Mr S Kendrick, Prof D Howard, Prof A Chevalier, Dr M Gee, Prof G Agyemang, Mr D Brown, Prof M Humphreys and Mr A Alway and Ms K Roberts, who had been invited as an observer. 19/055
19/056

The Chair thanked the following members of the Board whose terms of office as Heads of Department/ Dean had come to an end: Prof J Fiadeiro, Prof C Townsend, Prof C Hanretty, and Prof K Rastle. 19/057

She also thanked the following elected representatives whose first term of office was due to expire on 31 July: Dr J Murdoch, Prof C Rees, Prof H Rui, Dr S Wolthusen and Dr Y Zheng. Elections for six representatives will be held over the summer. 19/058

The outgoing President, VP Education, VP Welfare and Diversity and VP Societies and Media were thanked for the work they had done in ensuring that the student voice was heard in discussions on College processes and policies. A number of papers for consideration at the Board bore evidence of the close working relationship between the College and the Students' Union in the past year. The current VP Education was congratulated on his new role as President and welcomed to the Board in this role as were the other three new post holders who had been invited to attend the Board as observers: Ms S Bolton (VP Societies and Media), Ms L Simpson (VP Welfare and Diversity) and Ms K Roberts (VP Education, in absentia). 19/059

Dr R Hawley, Associate Dean (Education) for the Faculty of Arts and Social Sciences was welcomed to the meeting for item 9.

2. Minutes of the previous meeting

Minutes of the meeting held on 20 March 2019 were AGREED as a correct record, subject to the amendment of min. 19/025 to read as follows: *The focus at present is on updating outputs and impact cases students case studies.* 19/060

3. **Matters arising**
It was NOTED that most actions would be reported on under items already on the agenda. 19/061
- The Chair noted that, following feedback, the start time of Academic Board would be moved to 2pm from the start of the next academic year. 19/062
4. **Unstarling of items**
The Chair noted that there had been no requests to unstar papers. 19/063
5. **Principal's Report**
Paper AB/19/31 was RECEIVED. The Chair noted that the Augar Report had now been published. With the imminent change of Prime Minister it was not clear whether any/ all of the recommendations would be actioned and certainly an implementation in 2020-21 seemed overly ambitious given that a number of the recommendations required Treasury funding, which was unlikely to be forthcoming. 19/064
- The Chair congratulated Ms V Mapplebeck, who had recently been awarded a BAFTA. 19/065
6. **Reports from the Senior Management Team**
- 6.1 The Senior Vice-Principal (Academic Strategy, Resources and Partnerships) reported on his work leading the development of an Internationalisation Strategy. Student Recruitment is currently working on a recruitment plan, which will inform the strategy. Conversations on the academic aspects of internationalisation took place at the recent Senior Management team Away Day and were continuing. Board members who wished to contribute were encouraged to contact the Senior Vice-Principal. 19/066
- At the request of the Principal a Task and Finish Group on lecture capture had been set up. The group has met three times and had a demonstration on lecture capture from an experienced user and is therefore confident that the current system is usable. Heads of Department would receive an email asking them to identify lectures which should not be captured to facilitate the timetabling of those which should be. The email will include guidance on how to use Panopto and also the policy on making lecture material available through audio recordings or other means as approved at the March meeting of the Board. It was hoped to increase the percentage of lecture capture in the coming year from the current rate of 10%. 19/067
- Some concerns were raised about whether lecture capture would work when lectures were run from a staff member's laptop and potential problems with microphones. The Senior Vice-Principal was confident that these could be overcome and that IT would ensure that all lecture recording equipment was in full working order prior to the start of the academic year. 19/068
- Discussions with Council on a refresh of the College strategy have commenced. A number of panel and web-based events were being planned for the Autumn term and all staff will be encouraged to take part in these events so that they can contribute to the revised strategy. 19/069
- The Vice-Principal (Quality and Standards) reported on the results of the consultation on degree outcomes led by the UK Standing Committee for Quality Assessment (UKSCQA). UKSCQA has issued a statement of intent which requires providers to review and explain how final degree classifications are calculated in a 'degree outcomes' statement; to support and strengthen the external examiner system through engagement with national initiatives on external examiner training and national calibration exercises; and to review and publish data and analysis on students' degree outcomes. A draft of the required 'degree outcomes' statement will be presented to the Board for consideration in the Autumn term. 19/070
- The Chair reported that she had recently attended the last panel meeting for the current subject level TEF pilot. A report on the pilot as well as Dame Shirley Pearce's review of TEF were due to be published in the Autumn term. It was not clear at this point whether subject level TEF will go 19/071

- ahead or whether institutional level TEF will continue. The College has commenced preparations for the former so will be prepared for either eventuality.
- 6.2 The Deputy Principal (Operations) reported that the College is continuing to support staff who are seeking settled status in the UK. 19/072
7. **Report from the Students' Union President**
- The President thanked the Chair for her welcome of the new sabbatical officers. 19/073
- The Students' Union has recently conducted a democracy review and as a result is seeking to change its constitution, subject to Council approval. One of the outcomes of the review is that the posts of VP Societies and Media, and VP Sports and Development will be amalgamated with effect from the next election cycle. Another is the establishment of student collective groups for students who are currently underrepresented. 19/074
- The Student's Union is working on amending the academic representation system to reflect student representation roles in the new School structures and in the coming year will focus on embedding these changes and also enhancing the voice of postgraduate taught and research students. 19/075
- The President asked Heads of Department to encourage staff to submit all reading lists to Library Services to ensure that required material is available for students at the start of the academic year. 19/076
8. **Report from the Council**
- 8.1 Prof E Schafer provided an oral report on matters discussed at the Council meeting held in May, highlighting the following: the proposed investment strategy; the continued interest of the Council in addressing the outcomes of the Staff Survey; the discussion of the Gender Pay Gap at a future Council meeting; and the intention of Council to refresh the diversity of Council and its recent meetings with potential candidates for membership. 19/077
- Council had discussed the discontinuation of the College's unconditional offer scheme. Although there was recognition of the possible impact on recruitment in some departments the Chair explained that from a reputational standpoint it was not feasible for the College to continue with this scheme as it was regarded as 'pressurized selling'. The Deputy Principal (Operations) and the Director of Marketing and Communications will be reviewing the impact of the withdrawal of the scheme on recruitment. 19/078
- 8.2 The minutes of the Council meetings held on 2 May 2019 (AB/19/32) were RECEIVED and NOTED. The Chair noted that, to ensure timely communication with the Board, it has been agreed that Council minutes would be sent to the Board for note once they had been approved by the Chair of Council, but prior to formal approval at a subsequent meeting of the governing body. 19/079

9. **Embedding diversity and employability in the curriculum**
- Paper AB/19/33 was RECEIVED. The Associate Dean (Education) for the Faculty of Arts and Social Sciences presented a project he had undertaken with departments in the Faculty who had been asked to review their programmes and make changes as appropriate to embed employability and diversity of assessment into their curricula using the College's Curriculum Audit Tool. Departments had fully engaged with this request, which resulted in a significant increase in the number of amendments to course units submitted for approval. Examples of undergraduate course units from History, Modern Languages, Politics and International Relations and Philosophy and a postgraduate taught course from Music were shown to highlight how departments had amended assessment and built transferable skills development into course units. 19/080
- The diversification of assessment was welcomed by the Board. In response to questions Dr Hawley explained that staff were encouraged to build formative assessment opportunities into course units when introducing new types of assessment so that students were adequately prepared for the summative assessment. As staff had been encouraged to consider diversification of assessment at the programme level, it was hoped that programmes still had a balance of assessment types, which could still include traditional methods such as essays and examinations and that scheduling of assessments was taken into account to prevent bunching. The impact of moving away from examinations on the summer term was discussed. It was pointed out that other assessments, e.g. presentations, could be moved into the summer term. 19/081
- The Chair thanked the Associate Dean for an interesting and thought-provoking presentation. 19/082
10. **Academic restructuring**
- The Deputy Principal (Operations) reported that staffing of the new School administrative teams was complete. Three current members of staff would move to lower graded roles with 18 month salary protection; two had chosen to leave the College. There were a number of vacancies so it was hoped that staff on fixed term contracts might be appointed to these. 19/083
- Work has begun on preparing the physical locations (including IT) for the new School Offices. 19/084
- Over the weekend a communication campaign directed at students would be starting so that they know what to expect on their return in September. A similar campaign aimed at staff will commence in the next three weeks. 19/085
- There was a discussion about the workload allocations for School director roles, the timing of appointments and the possible impact of appointments to these roles on the workload of colleagues in departments. The Chair noted that workload allocation had been given as a range to give Heads of School some flexibility, while ensuring that those who took on such roles were adequately credited for the work they would be required to do. 19/086
- 11 **Student Wellbeing**
- 11.1 Paper AB/19/34 was RECEIVED. The Director of Academic Services outlined the work that had been undertaken in the last 12 months as well as further planned activities to improve services for students who require support. He noted that some of the initiatives had benefited from the close working relationship with the Students' Union. Work was underway to produce a more coherent College wellbeing strategy for 2019-20 and that staff in Student Advisory and Wellbeing were contributing to the development of a University Mental Health Charter (being led by Student Minds). 19/087

- He clarified for the Board that Mental Health First Aid training would be provided not only to School Help Desk staff but to other administrative and academic staff in Schools. It was important though that students in need of support were directed to relevant teams in Student Advisory and Wellbeing. 19/088
- 11.2 Paper AB/19/35 was RECEIVED. The Board APPROVED this revised policy subject to the following amendments being made: 19/089
- Including a link to the College guidance on fitness to study in relation to field trips;
 - Amending references to 'Academic School Representative' so that it is clear this refers to a member of academic staff from the School, not a student who is the School academic representative;
 - Rewording the first sentence of paragraph 13 (*If students meet the academic requirements detailed in....., they will be considered to be engaged with their studies*);
 - Linking the policy to the Guidance on the submission of extenuating circumstances so that the processes are joined up.
- The revised policy will be circulated to departments and will take effect from the start of the 2019-20 academic cycle. 19/090
- 11.3 Paper AB/19/36 was RECEIVED. It was noted that this was the first time the policy was being presented to the Board. The policy was APPROVED subject to the following amendments being made: 19/091
- Paragraph 10 – the paragraph should indicate what wellbeing support would be offered to students who were asked to move into temporary alternative accommodation;
 - Paragraph 45 – the Students' Union do not believe a student should be a member of the appeal panel;
 - Paragraph 45 - it was also felt that this panel should not include only two people.
- The revised policy will be circulated to departments and will take effect from the start of the 2019-20 academic cycle.
12. **PGT Portfolio Review**
- Paper AB/19/37 was RECEIVED. The Senior Vice-Principal (Academic Strategy, Resources and Planning) indicated that the next step would be for Schools to reflect on ways in which they could respond to the review document by, for example, identifying flagship programmes and ways in which the new School's postgraduate portfolio could be adapted to respond to student needs and requirements. Although the paper set out a proposed structure for smaller programmes, there was recognition that in some cases it may be appropriate for such programmes to have named titles rather than generic ones. This might be in cases where such programmes are efficiently run given the sharing of modules with other programmes. The Senior Vice-Principal also referred to the opportunities offered by the University of London Worldwide. 19/092
- There was support for the proposed review. Concerns were raised about the difficulties posed by the PGT credit framework for departments which offer MSci and MSc programmes and wish to share undergraduate and postgraduate taught course units. 19/093

13. **Access and Participation Plan**
 Paper AB/19/37b was RECEIVED. The Deputy Principal (Operations) outlined the principles of the new Access and Participation Plan. The full plan is due to be reviewed by the Planning and Resources Committee and thereafter by Council Executive prior to submission to the Office for Students. The Plan is a requirement of the College's registration. The College's aim over the next five years is to close the access, attainment and participation gaps as shown in the paper to 5% or less from current levels. 19/094
14. **Quality and Standards Report**
 Paper AB/19/38 was RECEIVED. The Vice-Principal (Quality and Standards) outlined the purpose of the paper, which was to set out the quality assurance and standards activities of the College over the 2018-19 academic year and the key metrics that had been considered as part of these processes. 19/095
15. **College Education Enhancement Plan 2019-20**
 Paper AB/19/39 was RECEIVED. The first part of this paper provided an update on enhancement activities identified in the College's Teaching and Learning Enhancement Plan 2018-19 and APPROVED by Academic Board in May 2018. The second part was the College's Education Enhancement Plan 2019-20, which identified the key education priorities for the coming academic year. This was APPROVED by the Board. 19/096
16. **Quality Assurance in the new School Structure**
 Paper AB/19/40 was RECEIVED. The paper outlined changes to the quality assurance processes for the coming academic year. Validation of programmes and approval of amendments has been devolved from faculties to schools, which should shorten approval times. Departments will no longer be routinely reviewed every 6 years. A review might be held when the College identifies areas of concern as evidenced in NSS scores, for example, and/or where a Head of School believes that a department needs a focussed review to support enhancements. As reviews will not routinely be held, the annual review process will be strengthened so that areas for enhancement can be quickly identified and addressed. The College will also be moving to a 5/6 yearly revalidation of programmes, starting in 2019-20. The College will continue with the process of enhanced monitoring. 19/097
17. **Annual Report on Appeals and Complaints**
 Paper AB/19/41 was RECEIVED. 19/098
18. **Academic Board Executive Terms of Reference 2019-20**
 Paper AB/19/42 was RECEIVED. The Board APPROVED the addition to the membership of a second elected member of the Academic Board, appointed by the Chair of the Executive. 19/099
19. **Academic Board Membership and Terms of Reference 2019-20**
- 19.1 Paper AB/19/43 was RECEIVED. 19/100
- 19.2 Paper AB/19/44 was RECEIVED. The Chair noted that the proposed membership was for 2019-20 and involved minor changes to the current membership to reflect new School Structures and changes to the senior management team. During the next academic year a review of the membership of the Board would take place. 19/101

20.	Future approach to contextual offers	
	Paper AB/19/45 was RECEIVED.	19/102
21.	Integrated Foundation Degree Entry Grades for 2019 entry	
	Paper AB/19/46 was RECEIVED.	19/103
22	Terms of Reference for College Academic Governance Committees	
22.1	Paper AB/19/47 was RECEIVED.	19/104
22.2	Paper AB/19/48 was RECEIVED	
23	Annual Reviews	
23.1	Paper AB/19/49 was RECEIVED.	19/105
23.2	Paper AB/19/50 was RECEIVED	19/106
24.	Faculty Boards	
	Paper AB/19/51 was RECEIVED.	19/107
25.	Academic Board Executive	
	Paper AB/19/52 was RECEIVED.	19/108
26.	Academic Planning Committee	
	Paper AB/19/53 was RECEIVED.	19/109
27.	Collaborative Provisions Committee	
	Paper AB/19/54 was RECEIVED.	19/110
28.	Quality Assurance and Standards Committee	
	Paper AB/19/55 was RECEIVED.	19/111
29.	Teaching and Learning Strategy Committee	
	Paper AB/19/56 was RECEIVED.	19/112
30.	Research and Impact Committee	
	Paper AB/19/57 was RECEIVED.	19/113
31.	Date of next meeting	
	Wednesday 23 October 2019 at 2pm, Moore Annexe Lecture Theatre (MX 001).	19/114
	Dates of other meetings in 2019-20 are as follows: 11 Dec. 2019; 18 March 2020; and 3 June 2020	19/115