

**ROYAL HOLLOWAY**  
University of London

**ACADEMIC BOARD**

The next meeting of the Academic Board will be held on **Wednesday 1 June 2011 at 3pm in the Management Seminar Room (MX 001)**.

Members are reminded that the items of business in Part B are starred. This means that those items will be taken as read, and approved or noted as appropriate, without discussion, unless any are unstarred by members contacting the Secretary by **midday on Tuesday 31 May 2011**.

Those papers not attached will be circulated shortly.

**AGENDA**

**FORMAL BUSINESS**

**1. MEMBERSHIP**

1.1 To receive a list of members of the board. AB/11/23

1.2 To note that this will be the last meeting before the current terms of office expires for the following Ex-Officio, Representative and Elected members:

Professor Philip Beesley, Dean of the Faculty of Science;  
Dr Anne Sheppard, Head of Department of Classics and Philosophy;  
Professor Peter Bramley, Head of School of Biological Sciences;  
Professor Gregory Gutin, Head of Department of Computer Science;  
Professor David Simon, Head of Department of Geography;  
Dr David Waltham, Head of Department of Earth Sciences;  
Professor John Saunders, Head of Department of Physics;  
Professor Johannes Zanker, Head of Department of Psychology;  
Professor Clare Bradley, Elected member;  
Dr Bruce Baker, Elected member.

1.3 To note that Miss Rachel Pearson, Miss Beth Rowley and Miss Sarah Rahman, demit on 31 July 2011. The new Students' Union sabbatical officers, Mr Daniel Lemberger Cooper, Miss Katie Blow and Miss Sarah Honeycombe, who will formally take their place on the Board in 2011/12, have been invited to attend as observers.

**2. MINUTES**

To confirm the Minutes of the last meeting held on **Wednesday 16 March 2011** Attached  
(M 11/001 - M 11/045).

**3. MATTERS ARISING FROM THE MINUTES**

To consider any matters arising, not elsewhere on the agenda.

**4. ACTIONS TAKEN BY THE CHAIR**

To note that no actions have been taken by the Principal, on behalf of the Academic Board.

**5. UNSTARRING OF ITEMS**

To note the unstarving of any Part B items.

## **6. FORMAL REPORTS**

### **6.1 Principal's Report**

To receive an oral report from the Principal.

### **6.2 Report from the Council**

To receive the minutes from the Council meeting held on 26 January 2011.

AB/11/24

## **PART A: MAJOR ITEMS OF BUSINESS**

### **7. STUDENT RECRUITMENT**

To consider an updated report on UG and PG applications received to date for admission in 2011.

AB/11/25

### **8. STUDENT AND ACADEMIC SERVICES REVIEW**

To receive an update on progress in the Student and Academic Services Review (SASR).

AB/11/26

### **9. INSTITUTIONAL AUDIT**

To receive an oral report from the Deputy Principal.

### **10. ORGANISING FOR SUCCESS (PART 2)**

To approve the proposed new committee structure.

AB/11/27

### **11. EXECUTIVE, ELECTRONIC AND EXTERNAL PROGRAMMES**

To consider a paper on Executive, Electronic and External Programmes (E3P).

AB/11/28

## **PROGRESS REPORTS & REVIEW**

### **12. REGULATIONS REVIEW GROUP**

To approve proposed changes to the academic regulations from the Regulations Review Group.

AB/11/29

### **13. PERIODIC DEPARTMENTAL REVIEW**

To consider the Periodic Departmental Review report, together with the Action Plan following the Politics and International Relations Periodic Departmental Review (January 2011).

AB/11/30a  
AB/11/30b

### **14. STAFF-STUDENT COMMITTEE CONSTITUTION**

To approve the enhanced guidelines and constitution developed through the Learning, Teaching and Quality Committee for departmental Staff-Student Committees.

AB/11/31

### **15. STUDENT ACADEMIC APPEALS AND COMPLAINTS**

To receive a report on the student academic appeals and complaints in relation to the 2009-10 academic session.

AB/11/32

### **16. REVIEW OF EFFECTIVENESS OF ACADEMIC BOARD**

To note the intention to carry out a review of the effectiveness of Academic Board for which views will be sought from members over the summer.

## **PART B: ITEMS FOR REPORT OR FORMAL APPROVAL**

- \* **17. ANNUAL REVIEW OF POSTGRADUATE TAUGHT PROGRAMMES FOR 2009-10**  
(i) To note that the Learning, Teaching and Quality Committee considered the reports of the Faculties' scrutiny of the departmental annual review of postgraduate taught programmes for 2009-10, at its meeting on 11 May 2011.  
(ii) To receive a summary of the good practice identified. AB/11/33
- \* **18. ANNUAL REVIEW OF POSTGRADUATE RESEARCH PROGRAMMES FOR 2009-10**  
(i) To note that the Learning, Teaching and Quality Committee considered the reports of the Faculties' scrutiny of the departmental annual review of postgraduate research programmes for 2009-10, at its meeting on 11 May 2011.  
(ii) To receive a summary of the good practice identified. AB/11/34
- \* **19. REVIEW OF EXTERNAL EXAMINERS**  
To note the report of the findings of the national working group on the role of external examiners published in April 2011 has been received by the Faculty Boards and detailed scrutiny is being carried out by the Learning, Teaching and Quality Committee. AB/11/35
- \* **20. ACADEMIC DEVELOPMENT COMMITTEE**  
To receive the minutes from the meeting of the Academic Development Committee held on 21 March 2011. AB/11/36
- \* **21. FACULTY BOARDS**  
To receive a combined report from the meetings of the Faculty Boards held in May 2011. AB/11/37
- \* **22. DEPARTMENTAL GRANTS**  
To receive the minutes from the meeting of the Departmental Grants Group held on 14 February 2011. AB/11/38
- \* **23. RESEARCH**  
To receive the report from the meetings of the Research Committee held on 16 February 2011. AB/11/39
- \* **24. LEARNING, TEACHING AND QUALITY COMMITTEE**  
To receive the report from the meeting of the Learning, Teaching and Quality Committee held on 11 May 2011. AB/11/40
- \* **25. HONORARY TITLES**
- \* 25.1 To approve the proposals to confer the Honorary Titles of Visiting Professors on:  
Professor Glenn R Shafer, from the Department of Computer Science; AB/11/41a  
Dr Annaclara Cataldi Palau, from the Department of History; AB/11/41b  
Professor David Shemmings, from the Department of Health and Social Care. AB/11/41c
- \* 25.2 To note a paper on the conferral of honorary titles. AB/11/42

\* **26. PUBLICATION**

\* 26.1 To agree which, if any, items require broad dissemination around the College.

\* 26.2 To confirm the designation of papers as exempt from the Freedom of Information Act requirements.

\* **27. DATE OF NEXT MEETING:** Wednesday 2 November 2011 at 3pm in MX001.

Anna Sendall  
Head of Academic Development Services  
May 2011