Academic Board

M18/51-M18/113

Minutes of the meeting held on 30 May 2018

Present:	Professor P Layzell (Chair), Prof K Normington, Prof B O'Keefe, Prof R Deem, Prof D Gilbert, Prof P Hogg, Prof H Nicholson, Prof J Knowles, Prof J Adam, Dr F Keating, Prof G Agyemang, Mr S Kendrick, Prof K Mayes, Dr D Morritt, Prof J Parker-Starbuck, Prof J Fiadeiro, Prof B Rankov, Prof S Halperin, Prof P Dalton, Prof K Willis, Dr H Thompson, Dr J Murdoch, Dr M Gee, Dr H Rui, Prof M Gold, Dr S Wolthusen, Dr Y Zheng, Prof S Ansari, Prof E Schafer, Natasha Barrett, Clem Jones, Willow Wong
Secretary:	Mrs A Sendall
Observers:	Miss C Rudd, Ms J Roberts, Ms M Ennis, Ms E Wilkinson
Apologies:	Prof S Boogert, Prof J Brown, Prof A Chevalier, Prof K Cooper, Prof G Pieri, Prof K Rastle, Prof D Howards, Prof C Townsend, Prof M Humphreys, Prof J John, Prof C Bradley, Prof M Eschrig, Dr C Kremmydas, Prof B Fitzgerald, Emilie Ancelin

1. **Welcome and Apologies**

   The Board noted that this was the first meeting of Professor Jen Parker-Starbuck, Head of Drama, Theatre and Dance, although her welcome was noted at the March meeting.   M18/51

   The Board noted that this was the last meeting for Elizabeth Wilkinson, Director of Careers and Employability and Natasha Barrett, President of the Students' Union.   M18/52

   The Board noted that this was also the last meeting for Anna Sendall, Director of Governance and Legal Services, who has made a considerable contribution to the College over a number of years.   M18/53

2. **Minutes**

   The Minutes of the meeting held on **Wednesday 14 March 2018** (M18/01-M17M18/50) were approved.   M18/54

3. **Matters Arising**

   There were no matters arising.   M18/55

4. **Actions Taken by the Chair**

   There had been no actions taken by the Chair since the last meeting.   M18/56

5. **Unstaring Of Items**

   No items were unstarred for discussion.   M18/57

6. **Formal Reports**

6.1 Principal's Report

The Board received the Principal's report.   M18/58

The Principal noted that a new Senior Vice-Principal (Academic Strategy, Partnerships and   M18/59
Resources) had been appointed and will join the College in October 2018.

The Principal highlighted notable achievements including a nomination for the Times Higher   M18/60
Education Leadership and Management Awards and the recently appointed cohort of student
Special Constables.

The Principal noted that the number of undergraduate applications had increased by 2 per cent,   M18/61
compared to a national decline of 4 per cent. It was also noted that there had been a 7 per cent
increase in offers to study Postgraduate Taught courses.

6.2 Reports from the Senior Management Team

The Senior Vice Principal (Academic) reported a positive response to the Global Challenge   M18/62
Strategy and noted that work was in progress to map global research connections to establish
better working agreements.

The Senior Vice Principal (Academic) noted the importance of determining why students choose   M18/63
to undertake postgraduate study, and whether these reasons are reflected in the courses
offered by the College.

6.3 Report from the Students' Union President

The President of the Students' Union noted that she and the Vice President (Education) had met   M18/64
with Postgraduate Research Course Representatives from the School of Mathematics and
Information Security to discuss their concerns about the move to the Bedford Building.

The President of the Students' Union discussed forthcoming research regarding the experience   M18/65
of BME students at the University.

6.4 Report from the Council

Academic Board received the minutes of the Council meeting held on 21 February 2018.   M18/66

The Board received an oral report of the meeting which had taken place on 25 April 2018; an   M18/67
extensive discussion of the gender pay gap and remuneration of the Chair of Council were noted.

7. **Lecture Capture**

The Board heard that lecture capture features were not widely utilised due to concerns that   M18/68
students would not attend, teaching practice would be evaluated, or that associated teaching
materials would be distributed beyond their intended audience.

The Board received a presentation from Senior Lecturers who currently utilise lecture capture   M18/69
software. It was noted that 93% of the RH100 panel indicated that lecture capture would be a
useful resource for exam revision, and would enhance the digital experience at the College.

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The Board noted that, in relation to OfS requirements, the software could act as a reasonable adjustment for those with limited mobility who may have difficulty moving between lecture theatres.

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The Board discussed whether student consent was adequately captured with regard to lecture capture, and noted that relevant data privacy notices should be reviewed for clarity.

8. Stepped Marking

The Senior Vice Principal (Academic) reported that the entry tariff for students does not translate to degree outcomes awarded by the College. It was noted that this may be due to the infrequent use of the full range of marks.

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The Board noted that there were issues of consistency, with approximately 40 per cent of undergraduate students currently assessed using discrete intervals, and the remaining 60 per cent using a continuous scale.

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The Board discussed how the X2, X5, X8 scheme would affect moderation policies, which currently state that marks within 2 points of the boundary must be moderated.

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The Board approved the proposal subject to clarification of marking rubrics and the point of judgement. The Board recommended scope for local specification with regard to marks above 70.

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9. Extensions Policy

The Board received the Revised Policy on Applications for Extensions for Taught Programmes of Study.

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The Vice-Principal (Employability) discussed the introduction of self-certification to allow for five-day assessment extensions. It was noted that a third of the appointments made at the health centre were to request medical evidence for extensions, and this was damaging the service.

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The Board discussed whether key assessments could be excluded from self-certification and whether there may be provision for local variation in the number of days awarded. It was noted that five-working days was the new norm of the sector.

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The Board sought clarification that self-certification does not permit an automatic extension, and submissions will remain subject to vetting and be limited to two self-certifications per year.

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The Board approved the policy in principal.

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10. Integrated Academic Strategy

The Board received an update on the Integrated Academic Strategy.

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The Senior Vice Principal (Academic) discussed the introduction of the four year degree to enable all undergraduate students to apply for a 'year out' to study abroad, work in industry or undertake entrepreneurial or humanitarian projects. It was noted that this would form a 13th unit which would be assessed through a written project.

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M18/83

The Board heard plans to increase interdisciplinary flexibility for students, increasing the opportunity to take up to one unit outside their host department as either a substitute to an optional course or in addition to courses already taken.

The Board heard a proposal to ensure each major programme includes industry-facing assessments which are based on applying knowledge to industry situations. It was noted that many programmes already include these assessments.

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11. OfS Good Practice Framework

The Board received College's response to the OIA Good Practice Framework in relation to supporting disabled students.

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The Board discussed the need to better utilise the library reading list system to ensure that adapted copies of texts can be obtained in good time for those who may need them. It was noted that departments should submit reading lists to the library at an earlier date.

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12. SU Partnership Agreement

The Board received the Academic Representation Partnership Agreement which outlines the nature of the partnership between the College and the Students' Union.

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The Board noted that this document would be reviewed yearly by the College and Students' Union Executive Committee.

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13. Office for Students

The Board received the Access and Participation Plan and the Student Protection Plan which were approved for submission to the OfS by Academic Board Executive Committee on 30 April 2018.

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The Board discussed the Student Protection Plan, a new document produced by all institutions to codify what actions would be taken in the event of programme closures. It was noted that this would be available on the website for all current and prospective students.

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14. Annual Academic Quality Assessment Report

The Board approved the College Academic Quality Assessment Report 2017-18 for presentation to Council following discussion of the conditions which are to be met as part of the registration with Office for Students.

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The Board approved the College Teaching and Learning Enhancement Plan 2018-19 and the Progress Report 2017-18 for presentation to Council.

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The Board approved the Periodic Review process for Postgraduate Research Provision following discussion of how a three-yearly thematic review would allow greater accessibility of student performance by department.

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15. Annual Report on Appeals and Complaints

The Board received the Annual Report on Student Academic Appeals and Complaints (2016-17).

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The Board noted that the number of complaints had remained stable and the number of appeals submitted had decreased, while the eligible population had increased.

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The Board noted that the Annual Report on Appeals and Complaints may be used by the Office for Students to identify risk as a function of the number of appeals and complaints handled outside the institution.

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16. Honorary Degrees for Approval

The Board recommended the nominations for Honorary Degrees of the University of London in 2019 to Council for approval.

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17. Honorary Titles

The Board noted the Honorary and Visiting Titles awarded 2017/18 and 2018/19 to date.

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18. Changes to the Academic Regulations

The Board approved the proposed amendments to the Academic Regulations.

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19. Proposed Changes to Constitutions and Terms of Reference

The Board approved the amendments to the Staff-Student Committee Constitution.

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The Board approved the terms of reference for Departmental Teaching and Learning Committees.

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The Board approved the terms of reference for the Research and Impact Committee.

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20. Publication

The Board agreed that no items required broad dissemination around the College.

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21. Faculty Boards

The Board received a combined report from the meetings of the Faculty Boards held in May 2018.

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22. Periodic Departmental Reviews

The Board received the PDR Report and Action Plan following the Periodic Departmental Review of the Centre for Professional Studies held in December 2017.

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23. Academic Board Executive Committee

The Board received the minutes of the meeting of the Academic Board Executive Committee held on 30 April 2018.

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24. Academic Planning Committee

The Board received the minutes of the meetings of the Academic Planning Committee held on 7 March and 18 April 2018.

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25. Collaborative Provisions Committee

The Board noted that the minutes of the meeting of the Collaborative Provisions Committee held on 17 May 2018 are not yet available. M18/108

26. Departmental Grants Group

The Board received the minutes of the meeting of the Departmental Grants Group held on 10 April 2018. M18/109

27. Research Committee

The Board received the minutes of the meetings of the Research Committee held on 28 September, 29 November 2017 and 22 January 2018. M18/110

28. Teaching, Learning and Strategy Committee

The Board received the minutes of the meetings of the Teaching, Learning and Strategy Committee held on 17 January and 21 March 2018. M18/111

Quality Assurance and Standards Committee

The Board received the minutes of the meeting of the Quality Assurance and Standards Committee held on 27 February 2018. M18/112

29. Date of the Next Meeting

The Board noted that the next meeting would be held on Wednesday 24 October 2018 at 3pm. Venue TBC. M18/113