

ACADEMIC BOARD

AGENDA

For the meeting on **Wednesday 31 May 2017 at 3pm** in the Management Seminar Room (MX 001)



Refreshments will be available outside the Management Seminar Room (MX 001)

Members are reminded that the items of business in Parts C and Part D 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 **5pm on Friday, 26 May 2017**.

Those papers not attached will be circulated shortly. Late papers circulated after the deadline for unstarred will be unstarred.

FORMAL BUSINESS

1. WELCOME AND APOLOGIES

2. MINUTES

To confirm the Minutes of the meeting held on **Wednesday 15 March 2017** (M17/01-M17/40)

Attached

3. MATTERS ARISING

No matters arising.

4. ACTIONS TAKEN BY THE CHAIR

No actions have been taken since the last meeting.

5. UNSTARRING OF ITEMS

To note the unstarred of any Part C or D items.

6. FORMAL REPORTS

6.1 Principal's Report

To receive a written report from the Principal.

AB/17/19

6.2 Reports from the Senior Management Team

To receive oral reports from members of the Senior Management Team summarising key business undertaken in their areas.

6.3 Report from the Students' Union President

To receive an oral report from the Students' Union President.

6.4 Report from the Council

To receive an oral report from the Academic Board representative on Council on the Council meeting held on 10 May 2017.

To receive the minutes of the Council meetings held on 22 February 2017.

AB/17/20

PART B: MAJOR ITEMS OF BUSINESS

7. ACADEMIC GOVERNANCE

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| 7.1 | To consider changes to the existing academic committee structure | AB/17/21 |
| 7.2 | To consider a proposal to transfer the Department of Social Work between Faculties | AB/17/22 |
| 7.3 | To consider a proposal to create a School of Politics, International Relations and Philosophy | AB/17/23 |
| 7.4 | To consider changes to the Intellectual Property Policy | AB/17/24 |

8. STUDENT FIRST

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| 8.1 | To approve the extensions policy | AB/17/25 |
| 8.2 | To approve the attendance monitoring policy and associated guidance | AB/17/26 |
| 8.3 | To approve the changes to the Personal Tutor system | AB/17/26a |

9. STUDENT ACADEMIC APPEALS AND COMPLAINTS

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| | To receive a report on the student academic appeals and complaints in relation to the 2015-16 academic session. | AB/17/27 |
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10. PROFESSIONAL SERVICES STRUCTURE

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| | To receive an update on the structure of the Professional Services | AB/17/28 |
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11. COLLEGE STRATEGY UPDATE

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| | To receive an oral update on the College Strategy | |
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12. DRAFT ANNUAL ACADEMIC QUALITY ASSESSMENT REPORT

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| | To consider the draft report for presentation to Council | AB/17/29 |
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13. CHARITABLE SCHEME

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| | To receive an update on the progress of the Charitable Scheme | AB/17/30 |
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14. MEMBERSHIP

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| | To consider the membership of Academic Board for 2017-18 | AB/17/31 |
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15. HONORARY TITLES

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| | To note the honorary titles awarded throughout 2016-17, and those in place for 2017-18. | AB/17/32 |
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PART C: ITEMS FOR FORMAL APPROVAL

*** 16. PROPOSED CHANGES TO CONSTITUTIONS AND TERMS OF REFERENCE**

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| 16.1 | To approve the changes to the Terms of Reference of the Research Committee | AB/17/33 |
| 16.2 | To approve the changes to the Terms of Reference of the College Board of Examiners Executive Committee | AB/17/34 |

*** 17. NOMINATIONS FOR PANELS**

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| | To approve nominations for the Statute 9 Panels | AB/17/35 |
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- * **18. STANDING ORDERS**
To note amendments made to the Standing Orders AB/17/36
- * **19. PUBLICATION**
 - 19.1 To agree which, if any, items require broad dissemination around the College.
 - 19.2 To confirm the designation of papers as exempt from the Freedom of Information Act requirements.

PART D: ITEMS FOR REPORT

- * **20. FACULTY BOARDS**
To receive a combined report from the meetings of the Faculty Boards held in May 2017. AB/17/37
- * **21. PERIODIC DEPARTMENTAL REVIEWS**
 - 21.1 To receive the report and action plan from the Periodic Departmental Review of the Department of Music from November 2016 AB/17/38
 - 21.2 To receive the updated action plan from the Periodic Departmental Review of the Department of Social Work from April 2016 AB/17/39
 - 21.3 To receive the updated action plan from the Periodic Departmental Review of the Department of Drama, Theatre and Dance from February 2016 AB/17/40
- * **22. ANNUAL REVIEWS**
 - 22.1 To receive the Faculty scrutiny reports of the Annual Review of Undergraduate programmes for 2015-16. AB/17/41
 - 22.2 To receive the Faculty scrutiny reports of the Annual Review of Postgraduate Taught and Postgraduate Research programmes for 2015-16. AB/17/42
- * **23. ACADEMIC PLANNING COMMITTEE**
To receive the minutes of the meetings of the Academic Planning Committee held on 7 March and 10 April 2017 AB/17/43
a&b
- * **24. RESEARCH COMMITTEE**
To receive the minutes of the meetings of the Research Committee held on 30 January and 23 March 2017 AB/17/44
a&b
- 25. DEPARTMENTAL GRANTS GROUP**
To receive the minutes of the meeting of the Departmental Grants Group held on 21 February 2017 AB/17/45
- * **26. LEARNING, TEACHING AND QUALITY COMMITTEE**
To receive the minutes of the meetings of the Learning, Teaching and Quality Committee held on 24 November 2016 and 25 January 2017 AB/17/46
a&b
- * **27. DATE OF THE NEXT MEETING:**
Wednesday 11 October 2017 at 3pm. Venue TBC.