



Minutes of the meeting held on 31 May 2017

Present: Professor P Layzell (Chair), Dr Jurgen Adam, Professor G Agyemang, Professor S Ansari, Professor T Armstrong, Ms N Barrett, Professor J Champion, Dr A Chevalier, Professor R Deem, Ms Z Edwards, Professor J Fiadeiro, Dr L Goddard, Professor M Gold, Professor S Halperin, Dr F Keating, Professor R Kemp, Mr S Kendrick, Dr C Kremmydas, Professor K Mayes, Professor R Meek, Dr D Morrill, Dr J Murdoch, Professor H Nicholson, Professor K Normington, Professor B O'Keefe, Professor G Pieri, Professor B Rankov, Dr H Rui, Professor E Schafer, Ms S Simon, Professor P Teixeira-Dias, Mr J Tuck, Dr D Watling, Professor K Willis, Dr S Wolthusen

In Attendance: Dr D Ashton, Professor D Gilbert

Secretary: Mrs A Sendall

Observers: Miss C Cartwright, Ms J Roberts, Mr D German, Ms E Wilkinson

Apologies: Ms E Ancelin, Professor J Bennett, Professor J Brown, Professor P Hogg, Professor D Howard, Professor J John, Professor D Matthey, Professor E McGirr, Professor K Rastle, Professor C Rees, Dr Y Zheng

1. Welcome and Apologies

The Chair welcomed members to the meeting and noted the apologies which had been received. It was noted that this was the last meeting for Professor James Bennett, Professor Rosie Meek and Professor Elaine McGirr in their roles as Head of Department. This was the last meeting for Professor Justin Champion in his role as the representative of the Department of History which will be represented by the new Head of Department from the next academic year. 17/41

The Chair noted that it was also the last meeting for Professor Liz Schafer as an elected member of staff on Council as well as Professor Michael Gold, Professor Juliet John and Dr Christos Kremmydas who were directly elected to Academic Board. 17/42

The Chair welcomed Professor Frank Keating to the meeting in his role as the new Head of Department for Social Work. 17/43

2. Minutes

The Minutes of the meeting held on **Wednesday 15 March 2017** (M17/01-M17/40) were approved. 17/44

3. Matters Arising

There were no matters arising. 17/45

4. Actions Taken by the Chair	
There had been no actions taken by the Chair since the last meeting.	17/46
5. Unstarring Of Items	
Item 16.1 was unstarred for discussion.	17/47
6. Formal Reports	
6.1 <u>Principal's Report</u>	
Academic Board received the Principal's Report.	17/48
6.2 <u>Reports from the Senior Management Team</u>	
The Deputy Principal advised the Board that the Packhorse was now open and that the building work for the George Eliot halls of residence was running on schedule. The initiative to develop teaching from additional space located in Central London was ongoing and it was hoped to identify rooms which would be more prominent and easy to find than the first ones considered.	17/49
The Chief Operating Officer reported that the work to complete the Founder's Square in front of the Emily Wilding Davidson building was on track to be completed in time for use during graduation this summer. The College was due to take possession of the building on 21 August, with it formally being handed over on 25 August.	17/50
6.3 <u>Report from the Students' Union President</u>	
The President gave her thanks to the College for the support received in the work on the Packhorse which was open and doing well. The Students' Union had recently held a debate on the General Election attended by the local candidates which was filmed by both BBC and Sky News. Two new Trustees were due to be appointed shortly, one of whom was Professor Jane Broadbent, who had previously been Senior Vice-Principal at Royal Holloway.	17/51
6.4 <u>Report from the Council</u>	
Academic Board received the minutes of the Council meetings held on 22 February 2017.	17/52
A member of the academic staff elected to Council advised the Board that Council had discussed much of the contents of the agenda for this meeting but additionally there had been papers on the financial strategy, the changes to the Professional Services and a presentation from the Director of Commercial Services.	17/53
7. Academic Governance	
7.1 The Board received a proposal to dissolve the Learning, Teaching and Quality Committee and replace it with two new committees being the Teaching and Learning Strategy Committee and the Quality Assurance and Standards Committee.	17/54
The new committees will enable a more strategic approach to the delivery and enhancement of teaching and learning, whilst maintaining oversight of the College's quality assurance framework.	17/55

	Academic Board discussed the membership of the committees, and whether there was sufficient representation from academics who were engaged in teaching on a daily basis. It was noted that consideration had been given to ensuring a broad range of academic voices were present at the committees and that it was important for deputies to attend if members were unavailable.	17/56
	The Quality Assurance and Standards Committee will support the Council committee which has been established to ensure Council can provide the assurance required by HEFCE on academic quality and standards.	17/57
	The Board approved the dissolution of the Learning, Teaching and Quality Committee and the creation of the Teaching and Learning Strategy Committee and the Quality Assurance and Standards Committee.	17/58
7.2	The Board received a proposal to transfer the Department of Social Work from the Faculty of Arts and Social Sciences to the Faculty of Management, Economics and Law where it would be aligned with the School of Law and the Centre of Criminology and Sociology.	17/59
	It was noted that the transfer would enable the Department to develop a new undergraduate degree programme and improve their participation in the REF.	17/60
	Academic Board approved the proposal.	17/61
7.3	The Board received a proposal to create a School of Politics, International Relations and Philosophy.	17/62
	The Board noted that in recognition of the growth in the number of Philosophy students, and the multiple disciplines being taught within the umbrella department, it was appropriate to create a School of Politics, International Relations and Philosophy.	17/63
	Academic Board approved the proposal.	17/64
7.4	The Board received proposed changes to the Intellectual Property Policy.	17/65
	The Board discussed concerns about how the draft policy would apply to academics on temporary contracts and to students, whether it was enforceable and whether it would be applied retrospectively.	17/66
	Academic Board recommended the changes to the policy in principle but did not approve the policy as it had been presented to them.	17/67
8.	Student First	
8.1	The Board received a draft policy on applications for extensions for taught programmes of study.	17/68
	The Board discussed whether the minimum extension period should be 24 hours or 48 hours and whether a request for the minimum extension period should be supported by evidence. The Board further discussed whether the extension periods of 5 and 10 days should be working days or calendar days.	17/69
	The Board further discussed whether the same extension periods would also apply to part-time students and those off-campus.	17/70

	The Board agreed that the minimum extension period should be 48 hours with evidence supplied and that extensions should refer to working days rather than calendar days. It was noted that this may advantage those students who requested extensions to deadlines in the latter part of the week but the need for consistency of extension periods was considered a greater concern.	17/71
	Academic Board approved the policy.	17/72
8.2	The Board received the draft policy on attendance monitoring and associated guidance.	17/73
	The Board discussed the roll-out of the attendance monitoring system and how it would apply to seminars, followed by lectures. The Board discussed whether there would be a back-up system available, if the technology failed to work, and it was confirmed that paper sign-in sheets would be available in that instance.	17/74
	Academic Board approved the policy.	17/75
8.3	The Board received proposed changes to the Personal Tutor system.	17/76
	The Board discussed the use of the Student Dashboard system which Personal Tutors would use and the materials available from the Centre for the Development of Academic Skills which would inform and support Tutors.	17/77
	The Board discussed the difficulty of requiring students in their second and third year of study to attend Personal Tutor sessions, and how this system would work for postgraduate taught students.	17/78
	Academic Board approved the changes to the Personal Tutor system.	17/79
9.	Student Academic Appeals And Complaints	
	The Board received a report on the student academic appeals and complaints in relation to the 2015-16 academic session.	17/80
	It was noted that there had been an increase in the number of appeals which had been upheld and that 13 of the 15 cases has arisen through procedural errors. It was noted that additional briefings by Registry staff would be repeated on regulatory procedures for academic departments. The number of complaints remained static and primarily focused on dissertation or thesis supervision. The Dean of the Doctoral School was leading on the development of further guidance on managing research degree student expectations.	17/81
10.	Professional Services Structure	
	The Board received a presentation from the Chief Operating Officer on the new Professional Services structure. The creation of the Directorates of Academic Services, and of Governance & Legal Services was highlighted. The consultation about the changes to the Directorate of Marketing and Communications were underway.	17/82
11.	College Strategy Update	
	The Principal provided an oral update on the College Strategy and confirmed that work was ongoing in a number of areas including branding, raising our profile, refreshing the website, employability, preparation for the REF, improving our presence at Senate House and considering our investment priorities.	17/83

12. Draft Annual Academic Quality Assessment Report	
The Board received the draft Annual Academic Quality Assessment Report which is signed by Council at their November meeting.	17/84
The Vice Principal (Quality & Standards) advised the Board about the committee governance for this report and that this was intended to keep Council more informed about the academic work of the College. The four main sections of the report were briefly discussed and written comments were invited.	17/85
13. Charitable Scheme	
The Board noted the update on the progress of the Charitable Scheme.	17/86
14. Membership	
The Board approved the membership of Academic Board for 2017-18 and recommended it to Council for final approval.	17/87
15. Honorary Titles	
The Board noted the honorary titles which had been awarded and those which would be in place for the coming academic year. The Principal encouraged members and their departments to make use of the honorary title system.	17/88
16. Proposed Changes To Constitutions And Terms Of Reference	
16.1 The Board approved the changes to the Terms of Reference of the Research Committee.	17/89
16.2 The Board approved the changes to the Terms of Reference of the College Board of Examiners Executive Committee	17/90
17. Nominations For Panels	
The Board approved the nominations for the Statute 9 panels.	17/91
18. Standing Orders	
The Board noted the amendments made to the Standing Orders.	17/92
19. Publication	
The Board agreed that no items required broad dissemination around the College.	17/93
20. Faculty Boards	
The Board received the combined report from the meetings of the Faculty Boards held in May 2017.	17/94
21. Periodic Departmental Reviews	
21.1 The Board received the report and action plan from the Periodic Departmental Review of the Department of Music from November 2016	17/95

21.2	The Board received the updated action plan from the Periodic Departmental Review of the Department of Social Work from April 2016	17/96
21.3	The Board received the updated action plan from the Periodic Departmental Review of the Department of Drama, Theatre and Dance from February 2016	17/97
22. Annual Reviews		
22.1	The Board received the Faculty scrutiny reports of the Annual Review of Undergraduate programmes for 2015-16.	17/98
22.2	The Board received the Faculty scrutiny reports of the Annual Review of Postgraduate Taught and Postgraduate Research programmes for 2015-16.	17/99
23. Academic Planning Committee		
	The Board received the minutes of the meetings of the Academic Planning Committee held on 7 March and 10 April 2017	17/100
24. Research Committee		
	The Board received the minutes of the meetings of the Research Committee held on 30 January and 23 March 2017	17/101
25. Departmental Grants Group		
	The Board received the minutes of the meeting of the Departmental Grants Group held on 21 February 2017	17/102
26. Learning, Teaching And Quality Committee		
	The Board received the minutes of the meetings of the Learning, Teaching and Quality Committee held on 24 November 2016 and 25 January 2017	17/103
27. Date of the Next Meeting		
	The Board noted that the next meeting would be held on Wednesday 11 October at 2pm.	17/104