



Academic Board

11 March 2020

MINUTES

1. Attendance and apologies

1.1. Present:

AC Grayling	Master (Chair)
Brian Ball	HoF for Philosophy and Head of Research
Rosalind Barrs	Registrar (Secretary)
Diana Bozhilova	HoF for Politics & IR
Catherine Brown	HoF for English
Dimitrios Kyriazis	HoF for Law
Chris Gallagher	NU Vice Chancellor for Global Learning Opportunities (partly; remotely)
Susan Green	HoF for Art History
Sonia Jones	Minute Secretary
Lars Kjaer	HoF for History
Rebecca Morrison	Head of Quality Assurance
Uta Poiger	NU Dean, CSSH (partly; remotely)
Indrajit Ray	External Representative
Martin Smith	Executive Dean

1.2. Apologies

Naomi Goulder	Dean for Academic Affairs and Innovation
Marianna Koli	Dean for Education in Business and Economics, HoF for Economics
Maria Payro	President NCHSU

1.3. Notice of meeting

1.3.1. Notice of this meeting had been given to all members.

- 1.3.2. No members declared any conflict or potential conflict of interest.
 - 1.3.3. The meeting was quorate.
 - 1.3.4. It was **NOTED** that CG and UP would have ongoing scheduling conflicts for meetings held on Wednesdays.
2. Minutes of the last meeting
 - 2.1. The Minutes of 11 December 2019 were **APPROVED**.
3. Matters arising
 - 3.1. Matters arising were updated.
4. Chair's Actions
 - 4.1. Support to Study Policy
This was **NOTED**
 - 4.2. Postgraduate Student Attendance Policy
This was **NOTED**
 - 4.3. Leave of Absence Authorisation Form
This was **NOTED**
 - 4.4. Tier 4 International Student Admissions Policy
This was **NOTED**
 - 4.5. Declaration of Criminal Convictions Risk Assessment Procedure
This was **NOTED**
 - 4.6. Undergraduate Academic Appeals Policy and Procedures
This was **NOTED**
 - 4.7. Undergraduate Academic Misconduct Policy
This was **NOTED**
 - 4.8. Undergraduate Extenuating Circumstances Policy
This was **NOTED**
 - 4.9. Undergraduate Assessment Policy Annex 1 Assessment Regulations
This was **NOTED**
5. TDAP
 - 5.1. The very welcome confirmation of the news that the College has been awarded TDAPs was **NOTED**. The excellent report is published on the QAA website.

RM had written to Year 1 and 2 students offering them the opportunity to transfer to NCH degrees. They must respond individually and in writing. Most are choosing to do so. Year 3 and Masters students, and also alumni, might be offered honorary degrees.

MS reported that he had been in touch with our UKVI officer about our Tier 4 students, and that a new Visa & Immigration Compliance Manager would be starting on 16 March and who would be instructed to make these students' transfers a priority.

ACTION: RM to advise HoFs which programmes have Tier 4 students on them.

New programme proposals would be going to ExCo today, 11 March, and then to the NCHNL Board on 2 April.

6. Academic Quality Framework, Policies and Guidance

6.1 Writing References for Students

This was **NOT APPROVED**.

Comments included:

- It should be clarified that this is just a guideline.
- The legal disclaimer can be removed.
- Clarity is needed over whether, and for how long, references can be kept under GDPR. Some students ask that references are written while they are still at College and well known to the faculty for use at a later date
- #24 to be deleted.

ACTION: DB to send suggested redrafting to RM.

ACTION: RM to check on GDPR requirements.

6.2 AQF4 Programme and Course Approval and Modification (revision; including Degree Apprenticeships)

This was **APPROVED SUBJECT TO CHAIR'S ACTIONS**. ACG would work with RM to determine what must be kept for compliance purposes and where there can be flexibility and some streamlining.

RM stated that the document, as brought to the Board, is compliant and matches the OfS framework and the UK Quality Code. The Board thanked her for all the work that had gone into producing it.

Comments included:

- Page 3. #4.3 Second sentence: 'This may be instigated by student employer or External Examiner feedback, or changes to sector or Professional, Statutory and Professional Body (PSRB) requirements.' BB suggested that faculty input should also be a possible factor to instigate modifications.
- Page 6. #4.9 Paragraph starting 'In addition... amend to 'it would/should be advisable' (not a requirement), though DK pointed out that some of the bullets here are already sufficiently vague so that he would always be able to select them.
- Page 15. Quality and Standards of the Programme 'balanced skills development' should be 'appropriately balanced' and 'balance of academic' should be 'appropriate balance'.

- #4.11 Timescales: Faculty felt they were too long, though MS took the opposite view from a recruitment point of view. Perhaps two different process were needed, and faculty must understand the different timeline for recruitment.
- Page 7 #4.12 'Demonstrate or create demand and demonstrate financial viability'. Bullet point 3 should be exigent. Others felt market demand is not for academics to determine and that Marketing should do this.
- Page 16 Programme Structure. To change to: 'The programme is appropriately balanced in terms of subject specialism and skills(s) development.
- Page 18 Table, entry for noon – flexibility needed 'to include *all* staff'.
- Programme proposers: There is a need for flexibility depending on whether expertise is available in-house or there is a need to look externally, such as for Data Science.

6.3 External Panel Member Policy

This was **APPROVED**.

7. Graduate Outcomes Survey Report 2020

The very positive report showed that 91.86% of NCH graduates are in full-time employment or postgraduate studies. The average is 78 – 83%.

VB intends to gather data from postgraduate students to add to this in future.

The report was **NOTED**.

8. Senior Management Team contingency plan for Covid-19

This was **NOTED**.

The situation is fast moving and will be discussed by ExCo today (11 March). Plans for remote teaching via Zoom are in progress. Swansea University is happy for assessments to take place remotely and Solent's decision on this is awaited. Visitors to College will be asked to fill in a form, currently awaiting approval by NU, asking about their recent travel and any symptoms they might have. NU are observing recommendations from the US Centre for Disease Control and are discouraging travel and large gatherings that do not allow for a safe space between people.

Concern was expressed about planned events such as brunches for offer holders. BB had cancelled a research event on 1 and 2 May. It was decided that Collections would be held via Zoom, and that Collegium would move to an e-Collegium. The Board looked forward to ongoing updates from the Senior Management Team.

9. Research

9.1 REF 2028

The benefits and disadvantages of being part of REF were discussed.

ACTION: BB to arrange a meeting for HoFs to discuss, though guidance from ExCo and the NCHNL Board would also be welcomed.

9.2 Open Access Publishing

BB reported that Open Access Publishing would be discussed at the next Research Committee meeting and that the provision of internal research grants was welcomed.

9.3 Research Grants

BB reported that applications for the second round of internal research grants were being viewed and that decisions would be made by Easter.

9.4 Research Leave

Applications for leave from the following members of faculty had been approved, with some subject to satisfactory arrangements being made for smoothing running over the summer:

Diana Bozhilova (Politics & IR)

Stephen Dnes (Law)

Charlotte Grant (English)

Edmund Neill (History)

Daniel Swift (English)

10. Apprenticeships

This item was **DEFERRED**.

11. Dissemination of Interim NSS Response Rates

This item was **DEFERRED**.

12. Programme Satisfaction Survey

This item was **DEFERRED**.

13. Advertising of Visiting Professors

This item was **DEFERRED**.

14. Any other business

There was no other business.