



Academic Board

11 December 2019

Reconvened on 12 December 2019 for Item 9

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 (12 December)
Catherine Brown	HoF for English
Naomi Goulder	Dean for Academic Affairs and Innovation
Dimitrios Kyriazis	HoF for Law
Susan Green	HoF for Art History
Sonia Jones	Minute Secretary
Lars Kjaer	HoF for History
Marianna Koli	Dean for Education in Business and Economics, HoF for Economics
Rebecca Morrison	Head of Quality Assurance
Maria Payro	Student Representative
Martin Smith	Executive Dean

1.2. Apologies

Diana Bozhilova	HoF for Politics & IR (11 December)
Indrajit Ray	External Representative

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. The Board welcomed Maria Payro as the new student representative.
2. Minutes of the last meeting
 - 2.1. The Minutes of 16 October 2019 were **APPROVED**.
3. Matters arising
 - 3.1. Matters arising were updated.
4. Chair's Actions
 - 4.1. Student Welfare Policy: The minor modification of #7.3 being re-written to direct students to the SAS email account was **NOTED**.
 - 4.2. Student Confidentiality Statement: The modifications to #14.3 to read 'The College is made aware of an under 18 student or a vulnerable adult is being abused or is at risk of abuse' and to #17 to read 'The College is obliged to provide anonymous data to the Higher Education Statistical Agency and the Office for Students as required by conditions of registration' were **NOTED**.
5. Policies
 - 5.1. Support to Study Policy

This was **APPROVED**, the amendments around suspension of students discussed at the last AcB having been incorporated at #35; enhanced guidance around confidentiality having been incorporated at #36 and #37; and Student Wellbeing Team substituting SWC in Appendix A.
 - 5.2. Undergraduate Student Attendance Policy

The escalating monitoring process for Tier 4 visa students had not been workable because the 10 consecutive contact points could be reached within two weeks, giving no time for various meetings to be held and for the students to improve their attendance. The revised process would still have fairly tight turnarounds, but we would review how it worked in practice. Minor modifications were made to #23 and #25.

References to Tier 4 students would also apply to 5.3, for postgraduate students who requested approved absences. In two recent cases, requests were approved subject to the students agreeing to remain engaged in their studies in various ways including via Skype.

BB suggested that their attendance be monitored on a sliding scale with more contact in Year 1, producing attendance reports after the first three weeks of Michaelmas.

ACTION: RB to convene a meeting to discuss the principles of student attendance.

CB asked for further guidance on the membership of the Student Attendance Panel (#25) and it was **AGREED** that this would be amended to say that a member of faculty would 'normally' be included.

Wording of #29 'will not have a negative impact' would be amended because the degree of any impact cannot be known.

The policy was **APPROVED**.

ACTION: RB to brief the Quality Manager about the amendments for #25 and #29 and forward for Chair's Action.

5.3. Postgraduate Student Attendance Policy (Tier 4)

(See item 5.2 on recommendations for students seeking approved absences.)

References to GEP students would be removed.

The policy was **APPROVED**.

5.4. Tier 4 and International Students Admissions

References to the use of 'Programmes' (the College's terminology) vs 'Courses' (the UKVI's terminology) would be explained in the introduction.

#22 would read: 'The latest possible start date for enrolment, which will normally be the end of week 5...'

#60 would read: 'The CAO and HAIR will report to the Executive Dean.'

The policy was **APPROVED**.

5.5. Library Fines Policy

On 13 November, TLEC agreed that the policy be passed to AcB for its consideration. The Board **APPROVED** the policy.

5.6. Declaration of Criminal Convictions Risk Assessment Policy and Procedures for students and prospective students

The policy was amended to reflect changes in staff roles – Admissions Manager and CEO.

Inconsistencies of language were proposed, i.e. 'offer holder' to read 'prospective student'; and 'UK, EC, and Swiss' to be replaced with 'home students'. MS questioned the use of 'prospective student' as it had a wider scope than that required by the policy.

The constituency of the Panel was amended to give greater flexibility, with the Chair appointing members of staff to sit on the Panel rather than naming specific people.

This was **APPROVED**, subject to RM's clarifying the use of 'prospective student'/'offer holder' with the Compliance and Admissions Officer (CAO) and the Quality Manager.

ACTION: RM to clarify the use of the terms 'prospective student'/'offer holder' with the CAO and the QM.

5.7 BB requested that it is made clear on the agenda when only minor changes to an already approved policy are being brought before the Board in order to save reading time. RB agreed to make information about each policy standard, as had been provided for Item 5.6.

6. Annual Faculty Reviews

RB reported that she and the Quality Manager (QM) had sent all HoFs, except Law, comments and suggestions on the draft reviews. Some were accepted and some were regarded as signposts for the development of next year's reviews.

6.1 Art History – the query on results would be removed, as an earlier draft had been included in error.

This was **APPROVED**.

6.2 Economics

This was **APPROVED**.

6.3 English

This was **APPROVED**.

6.4 History

This was **APPROVED**.

6.5 Law

This was **APPROVED**.

6.6 Philosophy

This was **APPROVED**.

6.7 Politics & IR

This was **APPROVED**.

RB and the QM invited suggestions of how the HoFs could be further assisted in writing the reviews, for example, moving annexes to the end of the document, or placing actions throughout the document.

LK mentioned how helpful his short meeting with the QM had been in highlighting what he should look out for in the data and what action should arise from the report. He requested that either such a meeting or a written summary from ML should be standard.

ACTION: RM to ask the QM about standard briefing meetings for HoFs.

There was discussion about the Course Reviews written by Course Leaders (CL). While some thought these were an administrative burden, others

thought it a necessary responsibility of a CL, providing an opportunity for self-reflection. MK thought that the review form could be simplified, for example not requiring CLs to comment on collegial environment. It was suggested that training could also be provided for CLs.

ACTION: RM to ask the QM about simplifying the Course Review Form and providing training for Course Leaders.

7. NCH Diploma

7.1. LAUNCH and second-year entry

MK is reviewing LAUNCH generally and this includes looking at a way for students joining in Year 2 to take part and be credited. There was support for late joiners being credited here as for Enrichments.

ACTION: MK to continue review of LAUNCH and look at how much work would be required to qualify for a recognised Enrichment.

It was **NOTED** that MK is looking at a stackable system of credits for LAUNCH for all students. She will continue to update the Board.

7.2. Diploma Regulations – 2019 entry

This was **NOT APPROVED**. The Board requested more clarity over the proposed one – two assessments for the Core Curriculum.

ACTION: RB to consult Ioannis Votsis, NCH Diploma Coordinator, about the number of assessments for the Core Curriculum.

7.3. NCH Diploma Extenuating Circumstances Policy

The proposed addition of #28.3 'If new evidence comes to light' was **APPROVED**.

8. Office for Students – Report on Access and Participation Plan 2019-20

8.1. Widening Participation Update November 2019

MS reported that the conditions the College had been subject to had been removed. The College would continue to be monitored, as are other institutions, and targets are in place to increase access from lower socio-economic groups from 8% to 20%. It was **NOTED** that this year it had increased to 13%. It was also **NOTED** that there is a lower percentage of these students in London, making the target harder for London institutions to reach.

The Widening Participation Officer's Report was **ACCEPTED**.

9. Apprenticeships

9.1 Introduction

The College is expanding into Apprenticeships, offering training at around Level 6 for those in work who want to upskill, funded by their employers. NU has approved this and will supply resources. KCL, UCL and Imperial are also offering apprenticeships. The move is in line with other developments such as co-ops, Widening Participation and the pathway to

continuous learning. Collaborations with external organisations [redacted – restricted information] are being investigated and the College is recruiting for an Apprenticeships Operations Manager. The College will need to register as an approved training provider and RM will submit the application on 20 December 2019. The first cohort is likely to start in July 2020.

9.2 AQF Staff Recruitment and Development

This was **APPROVED**.

Teaching only contracts would be offered as the default.

9.3 Employer Engagement in Apprenticeships

This was **APPROVED**.

9.4 Employer Complaints Policy

This was **APPROVED**.

9.5 Initial and Ongoing Assessment of English and Maths

This was **APPROVED**.

9.6 Initial Individual Needs Assessment against the Apprenticeship Standards

This was **APPROVED**.

9.7 Safeguarding Policy (Apprenticeships)

This was **APPROVED**.

10. Programme and Course Satisfaction Surveys

RM reported that the response rate to the Course Surveys had increased making the data of more value. The Quality Manager would be circulating the data in due course.

ACTION: RM to confirm that Masters students had been included in the Course Surveys.

11. MA Philosophy

11.1 External Examiner's Report

The excellent report was **NOTED**, including the particular credit to Dr Christoph Schuringa.

ACTION: BB to check whether Prof. Boucher would be happy to be quoted, and to then pass some of his comments to the recruitment team to share with potential applicants.

ACTION: RB to brief SAS about providing prepared recorders and/or video cameras for the recording of live assessments.

11.2 Review Form (Response to External Examiner's Report)

This was **NOTED**.

11.3 Resignation of Prof. David Boucher

This was **NOTED**. A new examiner would need to be nominated and appointed. BB reported that, given appropriate permissions being sought, the undergraduate EE would also be willing to serve as the postgraduate EE.

ACTION: RB and RM to start the process of nomination for a replacement postgraduate Philosophy EE.

12. Research

12.1 Individual Research Allowances

The Research Committee had proposed that faculty can carry over 50% of any unused allowance for one year; and after that, all unused funds be transferred to the Research Committee.

This was **APPROVED** in principle.

ACTION: ACG to take to ExCo for ratification.

BB requested that HoFs encourage their faculty to use their allocated allowances.

13. TDAP update

RM reported that the College's application, having gone through ACDAP, would go before the QAA Board the following day, 12 December.

14. Any other business

There was no other business.