



Academic Board

17 September 2019

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) [from 11.30]
Diana Bozhilova	HoF for Politics & IR
Catherine Brown	HoF for English
Dimitrios Kyriazis	HoF for Law
Naomi Goulder	Dean for Academic Affairs and Innovation [from 11.15]
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
Indrajit Ray	External Representative [from 11.15]
Martin Smith	Executive Dean

1.2. Apologies:

There were no apologies.

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 Susan Green.

2. Minutes of the last meeting
 - 2.1. The Minutes of 12 June 2019 were **APPROVED**.
3. Matters arising
 - 3.1. Matters arising were **updated**.
4. Chair's Actions
 - 4.1. Review of UG and PG External Examiner Handbook. This was **NOTED**.
 - 4.2. Review of Committee Handbook. This was **NOTED**.
 - 4.3. Acceptable use Policy for Students (IT). This was **NOTED**.
 - 4.4. Undergraduate Student Attendance Policy. This was **NOTED** and it was clarified that GEP students have their own registers.
 - 4.5. Admissions Complaints Policy and Procedure. This was **NOTED**.
 - 4.6. Admissions Feedback Policy. This was **NOTED**.
 - 4.7. Students Under 18 Policy. This was **NOTED**.
 - 4.8. Tier 4 and International Student Admissions. This was **NOTED**.
 - 4.9. Student Disability Policy. This was **NOTED**.
 - 4.10. Equality, Diversion and Inclusion Policy. This was **NOTED**.
 - 4.11. Staff Training and Development Strategy. This was **NOTED**.
 - 4.12. Timetabling Policy (no changes required –as amendments were made in April). This was **NOTED**.
 - 4.13. It was **NOTED** that the Research Assistant role had also been approved by Chair's action.
5. External Examiners
 - 5.1. Nomination for Law External Examiner, Dr Mihail Danov, was **APPROVED**. DK gave an overview of Dr Danov's suitability for the role.
ACTION: RM to send nomination papers for Law EE to Solent University.
 - 5.2. Undergraduate External Examiner Reports and Responses
 - 5.2.1 Art History
 - 5.2.2 Economics
 - 5.2.3 English
 - 5.2.4 History
 - 5.2.5 Law
 - 5.2.6 Philosophy
 - 5.2.7 Politics & International Relations

It was **NOTED** that the Report for Philosophy was missing and had been chased. All other Reports were **NOTED**, and the Responses were **APPROVED**.

IR suggested that a minuted phone call might suffice where External Examiners fail to submit their report due to end-of-term fatigue.

6. Head of Faculty Representative for Solent Programme Management Group

It was **DECIDED** that CB would take on this role.

7. Update on Access and Participation Plan 2019-20

MS reported that the Plan for 2020–25 had been submitted on schedule in mid-July and had been approved on 19 August. This plan will provide more meaningful information than the plan for 2019–20 because data will have been captured from the start of the recruitment process. Most institutions have ongoing conditions and it is likely that the College will have these. Students from lower socio-economic groups are the College's target and specifically access, or matriculation into the College. These students do well as NCH students with progression through the College and success in careers. The target is to more than double the number of students in this category from 8% to 20%.

8. Research

- 8.1. Research Strategy 2019-2024

This was **APPROVED**. BB thanked RM for her assistance. The strategy encompasses many exciting possibilities for the College going forward.

CB asked about the Academic Blog and whether it was understood throughout College that, on the website, Ottoline Online was stated as being the official NCH academic blog. There seemed to be confusion over the postings of the proceedings of the Ottoline Club, academic blogs, and the working paper series. It was suggested that a faculty member should curate content alongside a member of the Marketing team. ACG proposed that Sebastian Ille be asked to have oversight of the situation and to seek clarity of structure.

ACTION: BB to ask Sebastian Ille to be the faculty curator of academic blogs and papers on the NCH website.

ACTION: BB to ask the Director of Marketing with which member of her team Sebastian should work.

It was **NOTED** that the College should also link with NU here.

ACTION: NG to send BB a contact at NU for him to pass to Sebastian Ille.

- 8.2. Carbon offsetting faculty air travel at NCH

There was strong support for this proposal which was **APPROVED**. The Board thanked Mike Peacey for his work on this. LK suggested that there should be a similar policy across the College, to offset professional staff travel in addition. ACG informed the meeting that

the Executive Committee had agreed a policy in principle and would be taking it to the NCHNL Board. ACG would propose to the NCHCL Board that offsetting would be paid by the College and not from research allowances. LK seconded this, and BB said that might encourage faculty to offset their personal travel, if not already doing so.

ACTION: ACG to advise the NCHNL Board accordingly about Academic Board's approval of the offsetting of faculty air travel, and propose how this could be covered.

Carbon offsetting would be kept under review with new strategies adopted to keep pace with developments.

9. Annual Admissions Review

9.1. Entry requirements

This was **APPROVED**.

The greater flexibility allows for the standard entry requirements of AAB to be retained but achieved over a wider range of qualifications, such as the EPQ, and over average IB scores, not only final ones. It will also allow the College to take into consideration the achievements of candidates in the socio-economic groups the College wishes to attract for the Access and Participation Plan, who have not had the benefits of, for example, attending a private school.

It was **NOTED** that entry requirements can be found on the website.

ACTION: MS to meet MK to discuss her impressions of the GEP students.

9.2. Undergraduate Interviews - Internal Interview Policy

This was **NOT APPROVED**. There was considered discussion around the merits or otherwise of asking candidates to complete an interview task or activity before or at the beginning of an interview (or meeting) in order to aid discussion; but there was no consensus about the nature of the activity, the logistics, and the impact on candidates (particularly those from widening participation groups), etc.

ACTION: MS to revisit Undergraduate Interview tasks with the Admissions Manager and bring this matter back to the next meeting.

ACTION: MS to consider additional training for Faculty Admissions Officers.

9.3 MS reported that our application for finance for US students via FAFSA is ongoing; and he reported that the Executive Committee had approved fees for domestic and non-domestic students in line with current legislation.

10. Redacted – restricted information.

11. Policies

11.1. Admissions Policy

This was **NOT APPROVED**, pending a decision on interviews [see 9.2] and will come back to Academic Board at the next meeting on 16 October.

11.2. Postgraduate Attendance Requirements (general)

For students, other than those on Tier 4 visas, there would be no formal policy but Directors of Graduate Studies would monitor attendance, primarily as an indicator of any welfare issues.

11.3. Postgraduate Student Attendance Policy (Tier 4)

#13 to #20 were **APPROVED**.

ACTION: RM to brief the Quality Manager about the completion of the policy.

12. Any other business

12.1. It was **NOTED** that the OfS require evidence of decision-making processes to be published on the College website. The College would publish minutes from Academic Board and the NCHNL Board on the Governance page of the Academic Handbook to comply with this requirement. These might be redacted for commercial purposes. The Minutes of the Academic Board of 17 September 2019 would be the first to be published.

ACTION: ACG to advise all faculty about the publication of AcB and NCHNL Minutes at Collegium on 25 September.

12.2. CB asked whether there was a catalogue of books owned by the College which would be useful for copyright purposes when planning course materials.

ACTION: RM to ask HROM to circulate the existing catalogue and have an updated version prepared over Christmas 2019.

12.3. BB asked for the Board's view on allowing Rebecca McCabe, Lecturer in Professional Education, to survey first-year LAUNCH students as part of her PhD research.

This was **APPROVED**, pending the agreement of the appropriate Research Ethics Committee(s).

12.4. ACG advised that The Mess would now be known as The Willow and would be used exclusively for student welfare meetings. The Courtyard Room would now be the LAUNCH/Careers Team office. In addition to the Russell Room, which has a dual function as a working room and common room, faculty may use the Faculty Room at 44 Russell Square as a quiet workroom. The desktop PCs from the Courtyard Room will be moved to the Russell Room.

ACTION: ACG to advise faculty of Willow and Courtyard room developments at Collegium on 25 September.

12.5. DB informed the Board that Politics & IR were including the GEP students in their subject social event on Thursday 19 September.

13. Date of next meeting

16 October 2019