



Academic Board

10 September 2020

MINUTES

1. Academic Board Terms of Reference
 - 1.1 The following changes were **APPROVED**:
 - Wording to #3 and #7.
 - #15 =removal of 'the College Boards Liaison Committee or'
 - Dean of Academic Affairs and Innovation to Dean of Academic Development and Innovation
 - Dean of Faculties added
 - Director of Apprenticeships added
 - Executive Assistant and Events Coordinator (Minute Secretary) removed
 - Director of Careers, Apprenticeships and Employer Engagement removed
 - Reports to be received from the Apprenticeship Management Board; Fair Access and Participation Strategy Group; Policy and Compliance Committee; Progression and Award Board
 - Reports from Destinations Committee; College Boards Liaison Committee; Policy and Compliance Committee (academic)
 - 1.2 ACG proposed that the Dean of Academic Development and Innovation and the Dean of Faculties be appointed Vice-Chairs. This was **AGREED**.
 - 1.3 LK raised a query about Academic Board's central role and its relationship with the Contingency Planning Working Group. It was **AGREED** that this would be an item of discussion at a future Academic Board.

ACTION: RB to arrange future agenda item to review the Contingence Working Group's role, governance, and AcB.
 - 1.4 BB queried the removal of reports from the Destinations Committee. ACG and MS reported that the Director of Careers would be invited to submit an annual report.
2. Attendance and apologies

2.1. New members were welcomed. 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
Andrew Ginger	Dean of Faculties
Naomi Goulder	Dean for Academic Development & Innovation
Susan Green	HoF for Art History
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	President NCHSU
Indrajit Ray	External Representative
Martin Smith	Executive Dean
Alice Schneider	HoF for Law
Scott Wildman	Director of Apprenticeships

2.2. Apologies

Chris Gallagher	Vice Chancellor for Global Learning Opportunities, NU
Uta Poiger	Dean of College of Social Sciences and Humanities, NU

2.3. Notice of meeting

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

2.3.2. No members declared any conflict or potential conflict of interest.

2.3.3. The meeting was quorate.

2.4 IR was thanked for having kindly agreed to serve for one more year.

3. Minutes of the last meeting

3.1. The Minutes of 24 June 2020 were **APPROVED**.

4. Matters arising

4.1. Matters arising were updated.

5. Chair's Actions

5.1 Term Dates 2022-23

The visa team had required these dates in order to issue CASs for incoming students. Dates for 2023-24 and 2024-25 would be considered at a future meeting.

5.2 Changes post programme approvals

Actions are being tracked by the Quality Team, and any changes to programmes/courses are being reviewed and approved by the Chair of the event and the Quality Team member responsible for the subject.

6. Admissions

6.1. Update on Admissions 2020/21

MS reported that we had admitted 145 new students: 129 UG and 16 PG, our largest intake yet. [Redacted – restricted information]
[Subsequent to the meeting, 152 students had been recruited: 132 UG and 20 PG. Of whom, 97 were from UK/Ireland, 52 from Europe, 3 were international.]

[Redacted – restricted information]

Academic Board congratulated the Marketing and Admissions Team and the Apprenticeship Team on their hard work and successful recruitment.

6.2. Annual Admissions Report

Proposed changes to our entry requirements for the Croatian Drzavna Matura, the Irish Leaving Certificate, the Maltese Matriculation Certificate, and the Polish Matura were **APPROVED**.

It was **NOTED** that the A-Level Maths equivalents for alternative qualifications for Economics major applicants would be published on the website for the first time.

MK reported that the Economics Faculty had had new ideas about Maths to make it more attractive to applicants.

ACTION: MK to discuss Maths requirements with MS.

ACTION: DB to send MS advice on entry requirements for Bulgaria.

6.3. Widening Participation: Contextual Admissions

MS spoke to the proposed revisions to the categories of POLAR and/or IMD; Low performing schools; Care leavers; Disability; and Eligibility for Free School Meals (FMS) or Pupil Premium. The revisions were **APPROVED**.

ACTION: RM to investigate the policy status of the document submitted to Academic Board.

6.4. English Qualification Equivalencies

As the College now has 'track record' status for UKVI purposes, we do not have to ask for a SELT (Secure English Language Test) anymore, but we can also accept further tests such as TOEFL for visa

students. The amended English language entry requirements were **APPROVED**, subject to MS checking the IB equivalencies.

ACTION: MS to check IB equivalencies.

7. Academic Quality Framework, Policies and Guidance

7.1. AQF4 Programme and Course Approval Modification

A section has been added for the approval of single courses or programmes that are Northeastern validated.

ACG commended RM on all her work on the many AQF documents.

Revisions to AQF4 were **APPROVED**.

7.2. AQF7 Academic Regulations for Taught Awards

7.2.1. RM reported that there had been a number of changes to this chapter since its last approval at Academic Board in June 2019. She had provided a summary of the significant changes. In addition, there had been changes to formatting changes, and the updating of terminology, etc.

7.2.2. RM proposed the disaggregation of Parts A. to D. for publication in the online Academic Handbook, to make the chapter more user friendly for students and staff. This was **APPROVED**.

7.2.3. The revisions to #7.2.1, #7.71. and 7.9 in Part A. were **APPROVED**.

7.2.4. Part C. The following revisions were **APPROVED**:

- #7.31.4 Assessment Framework and workload
- #7.35 Word length and Format of Assignments
- #7.53.1, the revisions to the Common Assessment Marking Scheme (UG) had followed from post consultation with faculty and the HoFs group.
- #7.55 Penalties for late submission were agreed, and in addition it was agreed that students who have been granted Extenuating Circumstances have access to the late submission penalty procedure if they do not meet the extended deadline approved under the EC.
- #7.61.4 Master's Taught Awards – Pre-/co-requisites would be implemented in courses that were required to be passed by students in order to progress to the Dissertation course.

ACTION: Programme Directors/HoFs to revise Course Descriptors.

- #7.65.3 Marking of oral assessments

- Annex A Coding Assignment and Participation added to assessment methods.

7.2.5. **ACTION: Under #7.43, ACG to raise the matter of alumni as research assistants where appropriate.**

7.2.6. The Assessment Regulations were **DEFERRED**.

7.3. AQF7 Academic Regulations for Apprenticeships

The Regulations were **APPROVED**.

7.4. AQF15 Collaborative Provision

AQF15 was **APPROVED**.

7.5. Academic Misconduct Policy

7.5.1. The policy was **APPROVED** subject to:

ACTION: CB to send comments on #19 and #22 to RB.

ACTION: RB to draft explanation of 'collusion'.

The following were **AGREED**:

- #2 to *The College's approach is developmental rather than punitive to read The College wishes its approach to be developmental rather than punitive*
- the severity of penalty attributed to a case of proven contract cheating to be the same as for that of obtaining an unauthorised copy of an examination paper.
- the new penalty (ii).

7.5.2. There was discussion around the need for more or enhanced training for students to understand what constitutes academic misconduct, particularly that of plagiarism.

ACTION: RB to consider provision of training for students on AM, particularly plagiarism.

7.6. Academic Appeals Policy and Procedures

This policy was **APPROVED**.

7.7. Student Code of Conduct and Disciplinary Procedures

This item was **DEFERRED**.

7.8. Student Complaints Policy and Procedures

This item was **DEFERRED**.

7.9. Extenuating Circumstances Policy

7.9.1. It was **AGREED** that there would be standing panel members from each Faculty (excluding Heads of Faculty) so that panels could be convened more easily, as well as

having consistency of considerations and acquired knowledge. However, it was noted that the work allocation model might need to take account of such roles.

7.9.2. It was **AGREED** that the Covid-19 contingency measures around the non-requirement of evidence would continue for Michaelmas term, at least.

7.9.3. The policy was APPROVED.

ACTION: RB to add discussion of disrupted teaching provision as an agenda item.

7.10. Marking, Moderation and Feedback Policy

7.10.1. #10 to be deleted.

7.10.2. Double marking: #11 It was noted that external assessors could be recruited. It was also noted that double marking might have an impact on workloads.

ACTION: HoFs to report to AG any significant workload implications arising from double marking.

7.10.3. #27 - #30 CB and NG raised the matter of learning outcomes needing to be met by all students and that standards are non-negotiable.

ACTION: RM to do undertake some more research and report back at the next meeting.

7.11. Student Charter

Academic Board was being consulted on the College's commitments. Its feedback would be taken into consideration, and a final Student Charter would come back to Academic Board in December 2020 for approval.

The Charter was thought to be a very complete document, a clear statement of joint intent.

8. Undergraduate External Examiners Reports 2019/20

8.1. Art History

The report was still awaited. The Solent External Examiner Officer is chasing the report.

8.2. Economics

The report was **NOTED**.

8.3. English

The report was **NOTED**.

8.4. History

The report was **NOTED**.

8.5. Law

The report was still awaited. The Solent External Examiner Officer is chasing the report.

8.6. Philosophy

BB was pleased that Prof. Sandis had offered to consult on any discussion regarding the future assessment of NCH414 Logic: Formal and Philosophical, and it was noteworthy that a small Faculty can cover the ground that departments twice the size struggle with.

8.7. Politics and International Relations

The report was **NOTED**.

8.8. ACG said that so many commendatory comments were so pleasing to see.

9. MSc Computer Science (AI and Software Development)

RM reported that the external panel member, Dr Tom Crick, had been excited by the 60-credit project across the year and the interdisciplinary aspect of the programme. He offered to support the College with other projects.

The programme was **APPROVED**.

10. WhiteHat – Due Diligence Collaborative Partnership

SW, as the partnership sponsor, presented the due diligence documentation to support WhiteHat becoming a Validated Institution of NCH. He reported the following: Scott Wildman (Director of Apprenticeships) and Rebecca Morrison (Head of QA) independently assessed the first iteration of documentation provided (submitted 10 August 2020; Due Diligence document, plus 15 supplementary documents and a file containing information on the proposed Teaching Team). Further information was sought around i) the existing WhiteHat QA Cycle and ii) staff recruitment and development policies. Supplementary information was provided on 4 September.

After careful consideration of the information provided, including the results of WhiteHat's Ofsted's Monitoring Visit (for the provision of apprenticeships), and that WhiteHat's programme is subject to NCH's Academic Quality Framework, it was recommended that this partnership be approved by Academic Board and subsequently NCHNL Board.

If approved by NCHNL Board, the next stages would be i) appoint NCH Liaison Officer to oversee/implement NCH's Academic Quality Framework, ii) WhiteHat to begin the programme/course approval process including setting the learner eligibility criteria [aligned to ESFA funding rules], and iii) a MoA generated and signed.

ACG strongly supported the recommendation and confirmed that the documentation should now be sent to NCHNL Board for final approval. Academic Board **AGREED**.

11. Contingency Planning Working Group Update

- 11.1. CB reported that faculty had been working to weekly deadlines in September, and she asked whether checks across faculties were still expected. AG said that cross checks would be too burdensome now and it would be down to HoFs for Faculty checks.
- 11.2. Faculty were going into College to test out equipment. She recommended that members of the same Faculty attend the same slot.
- 11.3. Students would be asked not to face each other for group work. Peter Maber is drafting a document to describe how teaching is going to work, with students and staff attending in person and remotely.
- 11.4. BB asked how much longer the CPWP would be in operation and when would we be returning to normal governance. ACG said that the group would work for as long as needed. CB said that faculty would probably soon be asked to prepare online teaching for Hilary. While the CPWP is largely operational, LK said that there was still a case for discussing how it had worked and reviewing the decisions taken. DB was also supportive of CPWG work and/or at minimum oversight to return to Academic Board now that it is clear the pandemic is with us to stay for the longer term and contingency planning has become one of a matter of course. ACG responded that this was noted.

12. Graduation 2020

It was **AGREED** that this would be held on Saturday 12 December from 13.00 -14.00 and it would be a virtual event. Carlos Yueng and Elizabeth O'Connell were planning to make films using generated content. Ede and Ravenscroft would be sending graduates their gowns and mortarboards to wear. There would be live speeches by ACG and a cohort-nominated graduate.

ACTION: All to send RB any ideas of how to make this an exciting event.

13. AOB

[Redacted – restricted information.]

14. Date of next meeting

An Extraordinary Meeting would need to be held the week beginning 14 September.