



## Academic Board

### 13 October 2020

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#### 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
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 [until Item 6.6]
Indrajit Ray	External Representative [Item 6.2 – 6.6]
Martin Smith	Executive Dean [until item 6.6]
Alice Schneider	HoF for Law
Scott Wildman	Director of Apprenticeships [from Item 6.6]
In attendance:	
Carlos Yeung	Student Life Coordinator [Item 11.1]

ACG welcomed AG and NG in their additional roles as Vice-Chairs, which had been approved by NCHNL Board.

1.2. Apologies

Chris Gallagher

Vice Chancellor for Global Learning Opportunities, NU

Uta Poiger

Dean of College of Social Sciences and Humanities, NU

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.

2. Minutes of the last meeting

2.1. The Minutes of 10 September 2020 were **APPROVED**.

2.2. The Minutes of 16 September 2020, Extraordinary Meeting, were **APPROVED**.

3. Matters arising

3.1. Matters arising were updated.

4. Chair's Actions

4.1 Bullying and Harassment Policy

Minor changes had been the addition of Apprenticeship Learners and the VLE.

4.2 AQF11 External Examining

Changes were to those of titles of assessment boards, immigration status, and updates due to Brexit.

4.3 SIMD

SIMD is the Scottish version of Index Multiple Deprivation. IMD applies in England and Wales within our contextualised offer criteria. We presently have few students from Scotland due to the free status of Scottish nationals [redacted – restricted information]. Given that IMD and SIMD are essentially the same, SIMD is to be included as a measure when considering a contextual offer.

4.4 Acceptable User Policy

There were minor changes and modification to student's own device due to Covid-19.

4.5 Library Fines Policy

Minor changes were the updating of roles.

5. Terms of Reference of subcommittees of Academic Board

5.1. Academic Governance AY 2020/21

BB asked for clarification over reporting in principle and reporting in practice, and thereafter thought that there was a mismatch with

Heads of Faculty being members of 'Faculty' and members of 'Academic Board'.

**ACTION: RM to revise the chart to account for HoFs.**

DB questioned whether the Contingency Planning Working Group should have terms of reference. ACG said that it was a temporary committee during Covid-19 while the delivery of the hybrid teaching model was necessary. DB and LK recognised that it was crucial to have a range of non-faculty members so that budgetary decisions, for example, could be made, but it was thought that one HoF representative was not sufficient to represent all Faculties and possible subject-specific needs. In addition, more faculty involvement would have positive benefits. RM raised the concern that the group could become too large and pointed out that the Academic Planning and Digital Learning sub-groups were focusing on academic matters. ACG and AG said that the work of the CPWG had evolved, as the hybrid model was being delivered, and the weekly meetings were not having to consider many academic matters. However, it was still thought that it would be beneficial for HoFs to be members of the group.

**ACTION: ACG to take the matter of HoFs being members of the CPWG forward for consideration.**

5.2. Apprenticeship Management Board

The ToR were **APPROVED**, but still more work might be needed to be in line with Ofsted requirements.

5.3. Apprenticeship Programme Committee

The draft ToR were **NOTED** because more work was required.

5.4. Collegium

The additions to the Membership of the Dean for Academic Development and Innovation and the Dean of Faculties were **APPROVED**.

5.5. Diversity and Equality Steering Group

The ToR were **NOTED**, as this group reports to ExCo. Leighan Renaud had left College and her place had been taken by Brian Butler, but names would not be included in the published version.

5.6. Faculty

The removal of #13 re: Inter-faculty subcommittees and 'Reports from Inter-faculty subcommittee(s)' was **APPROVED**.

5.7. Fair Access and Participation Strategy Group

The additions to the Membership of the Widening Participation Officer (Secretary) and the Assistant Registrar; the removal of (Deputy Chair), Academic Services Coordinator, Recruitment and Admissions Adviser, Careers Adviser, and Executive Assistant and Event Coordinator (Secretary); and the amendment to 'Frequency' from

'Termly' to 'At least twice a term' were **APPROVED**.

5.8 Diploma Team

The ToR were **APPROVED** subject to a replacement for the Dean of Careers.

**ACTION: MK to advise on a replacement for the Dean of Careers on the ToR.**

5.9 Policy and Compliance Committee

The addition to the Membership of the Visa and Immigration (Compliance) Manager; the removal of the Executive Assistant and Event Coordinator (Secretary), Academic Operations Officer and (Deputy) Prevent Officer, and the Head of Admissions; the changes of Chief Operating Officer (Chair) to Chief Executive Officer (Chair), and Academic Representative (one) to Faculty Representative (one); and the addition of 'Reports to Executive Committee were **APPROVED**.

5.10 Prevent Duty Review Group

The addition to membership of the Mental Health Adviser; changes of 'Prevent Lead (Chair)' to 'Prevent Officer (Chair)', 'Prevent Deputy Lead (Secretary)' to 'Prevent Deputy Officer (Secretary)', 'Student Wellbeing Coordinator' to 'A member of the Student Wellbeing Team', and 'NCHSU Welfare and Diversity Officer' to 'NCHSU Welfare and Diversity Officer(s)' were **APPROVED**.

5.11 Research Committee

The ToR were **APPROVED**.

5.12 Student-Staff Liaison Committee

The addition of 'Assistant Registrar (Secretary)' and the removal of 'Academic Services Coordinator (Secretary)' were **APPROVED**.

5.13 Teaching, Learning and Enhancement Committee

The changes of 'Head of Quality Assurance (Secretary)' to 'Head of Quality Assurance', and 'Quality Manager' to 'Quality Manager (Secretary)' were **APPROVED**.

6. Academic Quality Framework, Policies and Guidance

6.1. RPL and Credit Transfer Policy

The Policy was **APPROVED**.

6.2. Writing References for Students Guidelines

DB reported that she had undertaken research on this, and that it needs to be recognised that many matters need to be considered, including those of a legal nature, hence a lengthy guidance is required. She said that #8 is too colloquial and asked whether it needs to be maintained; asked whether this should be guidance or a

policy; and pointed out that training sessions would need to be provided to faculty.

AG suggested a summary be provided so that faculty are alerted to Data Protection matters and their duty of care.

BB suggested a template for reference letters, which would also include a disclaimer.

**ACTION: DB to circulate her notes to AcB for further consideration.**

**ACTION: ACG to make arrangements for a final version to be reviewed by solicitors.**

**ACTION: RM to advise Quality Team to draft a reference letter template.**

6.3. Timetabling Policy

The revisions to the policy were **APPROVED**. It was noted that Wednesday afternoons are now available for teaching, at least while Covid-19 measures are in place.

6.4. Admissions Policy

The addition of the new #20, around the requirement of documents to be in English, was **APPROVED**.

6.5. NCH Diploma Regulations

The Regulations were **APPROVED** on the understanding that Chair's Action would need to be taken once a few outstanding questions had been answered.

6.6. Mitigate the Risk of Student Non-engagement and Assessment Failure Policy and Procedure

NG spoke to the key parts of the policy. RM said that the policy had taken into consideration the OIA's Covid-19 guidance. MK asked for clarification of the procedure for peer observations. AG said that faculty would soon receive an email about these, but there would be no material differences.

Extensive discussion ensued encompassing the feasibility and consistency of the implementation of the procedure, which NG noted.

**ACTION: NG to consider points raised and to circulate any revisions to HoFs and RM.**

7. BA (Hons) Philosophy and Cognitive Science: Outcome Report

7.1. AcB was impressed by the report and thought that it was an exciting degree. NG congratulated BB who had been the academic lead.

The programme was **APPROVED**.

8. Assessment

8.1. Interim Graduation Results 2020

[Redacted – restricted information]

AcB would soon need to decide how examinations would be conducted in Trinity 2021 so that students and staff would be able to plan accordingly.

**ACTION: ACG to consider timeline for decision about arrangements for examinations in Trinity 2021.**

8.2. Third sitting

Five students would be resitting during the week beginning 26 October. Their results would be released on 26 November.

8.3. Economics External Examiner Cover

The appointed External Examiner would be on Leave from late December 2020 to early May 2021. The Faculty would require the use of another Examiner for eight examination papers (= 25% of all Economics assessments for 2020/21), and it had identified for this purpose an economist who had already been approved as an External for a validation event for Northeastern's MA Bridge programmes.

The proposal and the arrangement to use the same External for two time-limited tasks in the current academic year only, was

**APPROVED.**

8.4. Nomination for the Appointment of External Examiner for Psychology

The nomination of Dr Simon L.H. Evans, School of Psychology, University of Surrey, was **APPROVED.**

8.5. Nomination for the Appointment of External Examiner for DTSP and DS

The nomination of Dr Anna Jordanous, School of Computing, University of Kent, was **APPROVED.**

9. Apprenticeships: Update on WhiteHat Apprenticeships Partnership

9.1. [Redacted – restricted information]

10. Visiting Professors

10.1. ACG explained that suggestions submitted by Politics & IR were being considered alongside those from other Faculties, but it was complicated and due consideration was being given to the best way to increase diversity, as well as budgetary matters. Unfortunately, he was not able to give a clear timeline on the consideration of nominees, but he would continue to work on this with AG.

11. AOB

11.1. Graduation

Carlos Yueng's schedule had been previously circulated.

BB asked whether postgraduate students completing the MA Philosophy could be included. This was **AGREED.**

DB thanked CY for the comprehensive schedule and the thought that had gone into it. She enquired about the logistics for gowns. CY explained that Ede and Ravenscroft can supply them in the UK on prepaid return. He is waiting to hear about international students because it is more complicated. Students will wear smart attire otherwise. DB asked about gowns for the HoFs. CY said they could wear their own gowns, or he would ask them to check the Ede and Ravenscroft spreadsheet used on previous occasions for gowns to be sent to their homes. ACG asked that planning for next summer's face-to-face super graduation include full gowning for all.

11.2. PPE/PPH Programme Director

BB explained that the panel of the approval event for PPE and PPH had recommended that it would be advisable to review the governance of PPE/PPH programmes. In particular, the panel strongly recommended that the role of PPE/PPH Programme Director be introduced, and annual programme review and strategy meetings be held, attended by representatives of all Faculties.

The introduction of Programme Director (to replace the current role of Coordinator) was **APPROVED** in principle. Precise responsibilities would be approved by Chair's Action.

**ACTION: BB to work with PPE/PPH Coordinator to draft a job description for the role of Programme Director.**

11.3. Preparation for teaching in Hilary

NG spoke to her email, which she had circulated to HoFs that day, of a draft email for all faculty. The teaching material needs for Hilary term are to be the same as for Michaelmas, but the deadlines for upload of these materials should be relaxed in certain ways relative to this term to take account of different faculty working patterns and circumstances. LK said that it was an important document and we needed longer to consider it. It was decided that this message would be circulated in a few days.

12. Date of next meeting

Monday 7 December 14.00 – 16.00.