



## Academic Board

15 March 2021

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### MINUTES

1. Academic Board Terms of Reference

It was **NOTED** that AG, as Dean of Faculties, would now be Chair of Academic Board. [The Terms of Reference are the remit of the NCHNL Board.]

2. Attendance and apologies

2.1. Present:

Andrew Ginger	Dean of Faculties (Chair)
Brian Ball	HoF for Philosophy and Head of Research
Rosalind Barrs	Registrar (Secretary)
Justus Becher	Secretary NCHSU (in attendance)
Diana Bozhilova	HoF for Politics & IR
Catherine Brown	HoF for English
Chris Gallagher	Vice Chancellor for Global Learning Opportunities, NU [13.00 -14.00]
Naomi Goulder	Dean for Academic Development & Innovation
Susan Green	HoF for Art History
Lars Kjaer	HoF for History
Phi Mackness	President NCHSU [from 14.30]
Bex Morrison	Director of Academic Services
Indrajit Ray	External Representative
Martin Smith	Executive Dean
Alice Schneider	HoF for Law
Scott Wildman	Director of Apprenticeships

2.2. Apologies

Marianna Koli

Dean for Education in Business and Economics, HoF for Economics

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.

3. Minutes of the last meeting

3.1. The Minutes of 26 January 2021 were **APPROVED**.

3.2. The Minutes of the Extraordinary Meeting of 15 February 2021 were **APPROVED**.

4. Matters arising

4.1. Matters arising were updated.

5. Chair's Actions

5.1. English Language Equivalences

The revisions recommended by the Head of Admissions and International Recruitment had been approved by the Chair.

6. Academic Quality Framework, Policies, Strategies and Guidance

6.1. RPL and Credit Transfer Policy

The proposed revisions were APPROVED, but the Head of Quality Assurance was still working on the clauses for Apprenticeships which would be subsequently approved by Chair's action.

6.2. LLB ILS Senior Status

One condition of the Approval Event Outcome Report had been that Stephen Dnes, as Programme Proposer, and the Registrar resolve the variance to academic regulation AQF7 #7.61: classification. They had met and had suggested a calculation. RB shared a spreadsheet to show how this would work in practice, which also gave an example with different weightings.

**ACTION: AG, NG and Alice Schneider to meet to discuss the calculations and report discussion to AcB .**

6.3. Ethics Policy

The plan was to have a temporary arrangement to convene a small group comprising the Deans and the Head of Research (and perhaps others) in the event that a review of the ethics of some particular research project was needed.

As part of AG's work on how to implement the research strategy, a more permanent solution would be put in place. This would be an agenda item for a summer Academic Board.

6.4. Student Academic Engagement Policy

The policy was **APPROVED** in principle, but BM wished to raise some queries over terminology with the Visa & Immigration Compliance Manager. Any subsequent revisions would either return to Academic Board for approval or Chair's action would be taken.

6.5. Assessment Regulations for Taught Awards: Postgraduate classification

6.5.1. It was **AGREED** that 'including the dissertation stage' would be removed from #71.1 and #72.1.

6.5.2. It was **AGREED** that a borderline zone of 68.5% would be introduced as no detriment support for 2020/21.

6.5.3. The differences between the NCH regulations and the old and new Swansea regulations were discussed. It was **DECIDED** that this would be considered again at a June meeting of Academic Board and that any amendments would be introduced for the start of the 2021/22 academic year and not mid-term 2020/21.

6.6. Assessment Regulations for Taught Awards: Undergraduate classification

It was **NOTED** that, for 2020/21, there would be three classification calculators, and if these calculators generated different classifications for a given student, that student would automatically be awarded the best classification of the three:

A. Standard NCH Regulations: best 90 credits at Level 4, weighted at 1; best 90 credits at Level 5, weighted at 3; and all 120 Level 6 credits, weighted at 5.

B. Former Solent Regulations: best 100 credits at Level 6 weighted at 70% plus the next best 100 credits at Level 6 and 5 weighted at 30%.

C. 1% borderline: for example, if final weighted mark is 68.5% or higher and at least 50% of the Level 6 course marks are at least 70%, the student will be awarded a First [i.e., marks between 68.5% and 69.4%].

7. Assessment

7.1. Examinations 2021 Work on the Exam Guide for the Trinity exams in Canvas was ongoing.

7.2. No detriment principles  
See Minutes 6.5.2 and 6.6 C.

7.3. Flagged course definition

The following was **APPROVED**:

- At first sitting – 25% or more did not submit.
- At second sitting – Mean of the overall course mark below 55% or above 68% and/or 25% of the cohort fail the course.

7.4. NU/NCH Grade Equivalencies

This item was DEFERRED.

7.5. Release of Assessment Briefs

TLEC's discussion of the time period between the release of assessment briefs and submission deadlines was considered. Academic Board considered minimum times; the start of the academic year or the start of the term in which a course is taught; late start of newly hired faculty; constraints around External Examiners; pedagogical reasons for a set period; and requirements of students with disabilities.

AG suggested that NG take the lead to undertake a feasibility study of the earliest release and the pitfalls.

**ACTION: NG to take the lead through the HoFs meeting of a feasibility study; to liaise with BM and RB; and to bring back to an AcB meeting in June.**

**ACTION: LK to consider moving NCHHI406 to a later week.**

7.6. Nomination of External Examiner of BSc Business and Digital Transformation

The nomination of Prof. Tom Crick, School of Education, Swansea University, was APPROVED.

7.7. Disability Cover Sheet

AG said that we need to see the proposal from the HoFs' group and the recommendations from the Head of Student Support and Development before anything can be circulated to Academic Board and appropriate Chair's action taken.

8. Quality Assurance

8.1. Student Satisfaction Report It was **NOTED** that the results are good, but even though a lot of measures have been put in place, we are still quite behind the sector for learning resources. CB asked whether anything could be shared about resources for the new building, such as hard copies of books. AG responded that there are weight issues with books, but we should know more next month. PM said that JB had been holding meetings with student reps and the feedback had been given to NG. The feedback on resources has not been too negative, given the pandemic.

AG thought that some deeper drilling of the data could be carried out in the autumn.

8.2. Course and Programme Satisfaction Surveys

It was **NOTED** that Course Surveys results would go directly to the Course Leader and the Quality Team, and they would then be shared with the HoF. The Programme Satisfaction Survey results would go straight to the HoF and the Quality Team.

8.3. NSS

BM reported that the prize-winner would be emailed by Ipsos Mori. The response rate was three percent down on this time last year, which was good given that we are not on site. BM thanked Faculties for promoting the survey, which will close on 30 April. [Redacted – restricted information.]

9. Research

9.1. Unspent Research Allowances

On behalf of the Research Committee, BB had asked for an update on the proposal that faculty can carry over 50% of any unused allowance for one year; and after that, all unused funds to be transferred to the Research Committee. AG reported that budgets at the end of a financial are either spent or not spent, and there is no further action after that. BB thought that the Research Committee had made credible detailed suggestions, so ways would have to be found of incentivising and encouraging research collaboration.

10. Governance

10.1. Report from Contingency Planning Group BM reported that the Mental Health Adviser had been contracted for an additional day per week to help meet the increased student demand. [Redacted – restricted information] applications had been received for the Covid-19 Hardship Fund, and the fund would be divided between the [redacted – restricted information] students if no further applications were received and approved before 31 March. The bi-weekly internal communications with the students had been favourably received but it was thought that they would be reduced to once a week. College has met the requirements of the OfS in its communications for accommodation providers. Consumer protection would be going to the April NCHNL Board. It seemed likely that central government would not be expecting students on non-practical programmes to be returning on-site for the remainder of the academic year.

10.2. Report from Academic Contingency Planning Group

10.2.1. Online exam and no detriment package

ACPG had considered key details in order to inform recommendations to Academic Board; and it had considered communication strategies.

10.2.2. Supporting student engagement and achievement, including peer engagement.

ACPG had identified actions and questions (for discussion and implementation via the HoFs group and other channels).

10.2.3. Zoom chat function ACPG had considered the advantages and disadvantages of this function. Following research findings that other universities were not disabling private chat between participants and further discussions by the group, the Master had emailed students encouraging friendly communications. Private chat would not be disabled at this stage but would be kept under review.

10.2.4. Subject socials

ACPG had considered the advantages and disadvantages of this function. Following research findings that other universities were not disabling private chat between participants and further discussions by the group, the Master had emailed students encouraging friendly communications. Private chat would not be disabled at this stage but would be kept under review.

10.3. Terms of Reference

The proposed amendments to TLEC, the Apprenticeship Management Board, the Course Assessment Board, the Progression and Award Board, the Policy and Compliance Committee, the Student:Staff Liaison Committee, and Collegium were largely due to change of personnel and titles. The amendments were **APPROVED**, subject to further title amendments being approved by Chair's action.

**ACTION: Ask QT to circulate revised ToRs to AcB, and then obtain approval by Chair's Action**

11. Apprenticeships

11.1. Update on Multiverse Apprenticeships Partnership

SW reported that Multiverse's launch would take place the week commencing 22 March 2021.

11.2. Update on other matters

SW said that a more formal report would be presented in future, following the Work-Related Management Board on 10 May.

12. Deans' Updates

12.1. Dean for Academic Development and Innovation

12.1.1. Summer schools

NG reported that these were being planned for Law; Culture, Crisis, and the City; and Sustainability, Technology, and the Future.

12.1.2. NCH degrees 2021-22

Programmes would be offered as usual (pandemic permitting), for reasons of CMA, but there would be scope for students to attend any 1:1 tutorial online if they wished to do so.

12.1.3. Mobility programmes 2021-22

The following student numbers were expected: [Redacted – restricted information]

12.1.4. [Redacted – restricted information]

12.1.5. NCH-NU integration

The latest development is an NCH-NU 'articulation agreement' to support programme integration – a framework for the cross-listing of courses and offering various kinds of dual degrees.

[Redacted – restricted information]

12.2. Dean of Faculties

AG reported that he was working on the faculty career trajectories, and that the NU SVP in Boston would be liaising on the finalization of the implementation of the research strategy. He would update Collegium of ongoing changes.

13. Programme/Course Approvals and Modifications

13.1. BSc (Hons) Digital and Technology Solutions (Data Analytics) Outcome Report (Multiverse)

The programme was **APPROVED**.

13.2. BSc (Hons) Data Science and Digital Technologies (online) Outcome Report The programme was **APPROVED**, subject to BM signing off the necessary reformatting.

13.3. MSc Applied AI and Data Science (Degree Apprenticeship) Outcome Report All conditions had been met and so this programme was **APPROVED**.

13.4. BSc (Hons) Applied Digital and Technology Solutions (Service Now) and BSc (Hons) Applied Digital and Technology Solutions (AWS)

The programmes were **APPROVED** subject to Chair's action being taken for Conditions 2, 3 and 5 which were outstanding.

13.5. Politics & IR: Courses – NCHPIR6110 Green Political Thought and NCHPIR6111 Sustainable Development

The courses were **APPROVED**. It was **NOTED** that there would be a wider discussion across Faculties about courses with themes of political thought and sustainable development.

**ACTION: BM to write brief proposal for clarifying courses with same/similar names to be taken at different levels.**

13.6. AG noted that there are a lot of programmes with similar areas and said that it would be useful to take stock of what programmes we have and to understand the distinctions before the next Academic Board Meeting in May.

**ACTION: NG to convene meeting with BB, BM, RB and SW to take stock of programme offerings with similar areas before AcB in May.**

14. NCH Diploma Team Meeting

MK had produced a report, but this item was **DEFERRED**.

15. Registers for attendance monitoring

BM reminded HoFs that all faculty needed to complete their registers.

16. AOB

16.1. External Examiners

SW reported that he was struggling to find External Examiners because of the fees available. This would be considered by ExCo and reported back to Academic Board.

16.2. Prizegiving 2021

RB asked Academic Board whether it wished Prizegiving at the end of Trinity term to be organised as a virtual event, or for prizes to be announced by email, as had happened in 2020. It was AGREED that prizegiving would be via emails.

PM reported that NCHSU has been using wonder.me for student-led social meetings because students could go between breakout rooms easily. College could consider using this rather than Zoom for events.

16.3. Graduation 2021

RB asked Academic Board for feedback on the idea of holding an in-person event in 19 Bedford Square Gardens in August/September. After a brief discussion, Academic Board expressed its preference for early September.

17. Date of next meeting

17.1. Tuesday 11 May 2021 14.00 – 16.00 was the only scheduled meeting in the College calendar.

**ACTION: RB to arrange a short meeting within two weeks to discuss the term dates for 2022/23.**

**ACTION: RB to arrange a meeting for June.**