



Academic Board

18 May 2021

MINUTES

1. Attendance and apologies

1.1. Present:

Andrew Ginger	Dean of Faculties (Chair)
Rosalind Barrs	Registrar (Secretary)
Diana Bozhilova	HoF for Politics & IR
Catherine Brown	HoF for English
Chris Gallagher	Vice Chancellor for Global Learning Opportunities, NU
Naomi Goulder	Dean for Academic Development & Innovation
Susan Green	HoF for Art History
Lars Kjaer	HoF for History
Phi Mackness	President NCHSU
Bex Morrison	Director of Academic Services
Indrajit Ray	External Representative
Alice Schneider	HoF for Law
Mollie Charge	Head of Admissions (in attendance)
Scott Wildman	Director of Apprenticeships

1.2. Apologies

Brian Ball	HoF for Philosophy and Head of Research [On research leave]
Marianna Koli	Dean for Education in Business and Economics, HoF for Economics
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 15 March 2021 were **APPROVED**.
 - 2.2. The Minutes of the Extraordinary Meeting of 25 March 2021 were **APPROVED**.
3. Matters arising
 - 3.1. Matters arising were updated.
4. Consultation on academic matters relevant to the career programme
 - 4.1. Consultation on academic matters relevant to the career programme
ACTION: BM to map against the regulatory framework and annual quality cycle.
ACTION: AG to ask HR to check over.
ACTION: AG to work with HoFs and HR to establish procedures for the eligibility for research leave.
5. Admissions and Recruitment
 - 5.1. Clearing AG and MC spoke to the paper around Clearing which was expected to be fast-moving and competitive this year.
[Redacted – restricted information.]
 - 5.2. English language grades
 - 5.2.1. After considering the research on Russell Group requirements conducted by the Admissions Team, Academic Board **APPROVED** the proposal that the requirements for the MSc Computer Science programme would be: IELTS (Academic) with a grade of 6.5 overall, with a minimum of 6.0 in all four components (Listening, Reading, Speaking, and Writing).
 - 5.2.2. [Redacted – restricted information.]
6. 2021 Graduates: Third sitting in Michaelmas 2021
Academic Board **AGREED** that a third sitting around week 6 in Michaelmas ('the next available opportunity') would be offered to 2020/21 Level 6 students who had not been awarded sufficient credit after the July second-sitting Progression and Award Board so that they would have an opportunity to graduate this calendar year. This would be a no detriment COVID-19 measure.
ACTION: RB to inform HoFs of assessment briefs and examination papers required for a third sitting as soon as the July PAB has sat,

and to give timelines for internal peer review, External Examiner review, and Faculty scrutiny.

7. LAUNCH: Enrichment

This item was **DEFERRED** and would feed into the review under the principles agreed at the Extraordinary Meeting held on 25 March.

8. Governance: Terms of Reference

8.1. Learner Voice

SW explained that this was the equivalent of the Student:Staff Liaison Committee. The Terms of Reference were APPROVED, with the removal of 'Finance and Assistant Operations Manager (Secretary)'.

8.2. Work Related Learning Programmes Committee

The Terms of Reference were APPROVED, with the removal of 'Finance and Assistant Operations Manager', but it was NOTED that this would come back to Academic Board in Michaelmas to see how the Committee is working.

8.3. Prevent Duty Review Group

It was **AGREED** that 'at least one of the two Academic Deans or their nominee' and the 'Registrar' would be added to the membership; the Assistant Vice President for Digital Innovation & Enterprise Learning' would remain on the committee and would not be replaced by the 'Operations and Quality Manager'; and the Head of Quality Assurance would be retained for a period. 'A member of the Student Wellbeing Team' would not be required because the Head of Student Development would serve as 'Prevent Officer'. The post of 'Secretary' was vacant.

ACTION: RB to convene a meeting of the PDRG as soon as possible.

Once the PDRG had met, AG would approve final Terms of Reference by Chair's Action.

8.4. Collegium

The proposed change of 'Master (Chair)' to 'Dean of Faculties (Chair)' was **APPROVED**.

9. Academic Quality Framework, Policies and Procedures

Support and Reasonable Adjustments for Disabled Students

Academic Board considered the papers presented by Rebecca Harrison, Head of Student Support and Development (SSD).

9.1. Recommendation 1: Adoption of use of Learning Support Plans for all students from 2021/22 academic year. This was **AGREED** in principle, subject to other relevant recommendations being agreed.

9.2. Recommendation 2: Publication on Canvas of an outline for each taught session and slides at least 24 hours in advance. **ACTION:** NG to consider under her work on pedagogy.

9.3. Recommendation 4: Recording [redacted – sensitive information]. This work would be considered within the drafting of the Recording Policy. CB reported that a meeting would be held on 25 May.

9.4. Recommendation 5: Automatic assessment extension [redacted – restricted information] part of Learning Support Plans for students with a learning difficulty.

ACTION: NG and BM to consider automatic [redacted – restricted information] extensions within work on the academic calendar.

9.5. Recommendation 7: Equitable marking for students with disabilities. **ACTION: NG to consider equitable marking and learning outcomes.**

9.6. Recommendation 8: Explore with Northeastern USA whether any specialist software, equipment and services would be appropriate to share with students in London.

ACTION: BM to convene meeting with NU colleague(s) and Rebecca Harrison to discuss specialist resources.

9.7. Recommendation 9: Budget of £5000 within SSD to be used to pay for specialist individual support for international students with disabilities.

ACTION: BM to review the SSD budget and to follow up with ExCo if required.

9.8. This matter will come back to Academic Board. Those with actions arising are asked to complete them in time for the June Board.

ACTION: AG to consult with BM, CG, NG and SW over the phrasing of protected characteristics to be used on associated documentation.

10. Any other business

There was no other business.

11. Chair's Actions

11.1. Student Complaints Policy

AG had approved replacing 'Master' with 'Dean of Faculties', and replacing 'Student Wellbeing Team' with 'Student Support and Development'.

12. Quality Assurance: Graduate Outcomes Survey Results

The results were **NOTED**.

13. Governance

13.1. Report from Contingency Planning Group

BM's report was NOTED:

- Students' communications will be continuing twice a week due to the volume of content required for circulating.
- 19BS reopened 12 April - small numbers of students are using the space, and for Lateral Flow Testing on Tuesday and Thursdays for students and staff.
- A survey was sent out to students regarding booking space in 19BS to take their online exams. Response was low.
- Students have been sent the form to complete to book a space at 19BS to take exams (space will be available for study but priority will be given to students wanting to take exams). Guidance has been published to the students.
- Chapters Kings Cross accommodation - the College has a number of rooms available, and the Housing Officer and Head of Student Support and Development are working together for students who are 'sofa surfing' or have problems with their current accommodation facilities.
- Hilary 2020, 51 student support appointments were provided as compared to 214 for Hilary 2021, an increase of over 300%. Student Support and Development staff are working hard to support the students. Full report would be available on request.
- Economic examinations were confirmed with the Head of Faculty.
- Reasonable adjustments have been finalised and communications have gone out to individual students.
- Canvas – there was no access to Canvas over the weekend of 24 - 25 April. There had been an issue with the licence for certain internet platforms (such as Chrome) to gain access to Canvas, which meant that students did not have access to learning resources, including on-line libraries, lecture recordings etc., or access to upload their summative assessments. Approximately 40 summative assessments were due to be submitted on Monday 26 April. Submission deadlines were put back 48 hours to make up for the 48 hours of lost access to Canvas and to provide more time for the problem to be fixed. English 48-hour Take-home exams were also put back so that students did not have overlap for the English exam and the submission deadline. Thanks to staff who worked over that weekend, and thanks to RB for picking up the Canvas problem from student emails over the weekend. Moving forward: there will be a review of the submission deadline (i.e. not on a Monday) and the

scheduling of submission deadlines for next academic year. Director of Resourcing and Operations is working with Pioneer to troubleshoot any potential problems during the exam period - i.e., to check whether any other licences are due, scheduled maintenance, etc.

13.2. Report from Academic Contingency Planning Group

NG's report was **NOTED**:

- Helped coordinate the provision of dedicated College-wide exam guidance and revision sessions.
- Reviewed expectations for materials on Canvas sites from the last week of term (to support students in the lead up to the final assessments and exams); ensured with Heads of Faculties that all lecture slides were uploaded to Canvas sites by the end of term.
- Discussed contingency scenarios related to taking exams on-site / online and emergency evacuation / wi-fi problems and ECs - agreed to follow the same broad principles that would apply in non-pandemic circumstances.
- Identified the need for, and helped with the drafting of, miscellaneous student reminders and updates (e.g., about Faculty Zoom common rooms; English as an Additional Language support; use of the building in Trinity).
- All agenda items with notes are available [here](#).

14. Deans' updates

14.1. Dean for Academic Development and Innovation

- Mobility programmes 2021-22
[Redacted – restricted information.]
- NCH programmes
[Redacted – restricted information.]

14.2. Dean of Faculties

The Dean of Faculties **DEFERRED** his report until the June Board due to pressures of business.

15. Work related learning

15.1. Update on Multiverse Apprenticeships Partnership

- SW reported that, as of 23 April: On the 26 March 2021, eight apprentices enrolled on the Digital & Technology Solutions Professional (DTSP) integrated degree apprenticeship programme, validated by NCH. All eight learners were subject to Recognition of Prior Learning (RPL) and entered the programme at Stage 2 (Level 5). The RPL cases were initially vetted by SW (the NCH

nominee), then formally approved RB (NCH Registrar).
[Redacted – restricted information.]

- At the recent NCH/MV governance board, all CABs and PABs, to be chaired by the NCH nominee, have now been agreed/scheduled for the duration of the programme, and the Admissions timeline has been agreed for the next cohort in July 2021.
- In summary, with the first cohort onboard, the partnership is now transitioning from 'project initiation' led by Hannah Sullivan-Guckian (Project Manager) to 'business as usual' headed by Lauren Baldock (EDGE Operations and QA Manager). Weekly meetings continue between Multiverse Managers and the NCH nominee.

15.2. Update on EDGE activity, including apprenticeship provision

As of 14 May 2021 (n=27 learners; all degree apprentices)

EDGE (London) currently offers the following apprenticeships:

- Digital & Technology Solutions Professional [3-year, undergraduate programme, underpinned by a BSc (Hons) in Digital & Technology Solutions].
- Data Scientist [3-year, undergraduate programme, underpinned by a BSc (Hons) in Data Science].

[Redacted – restricted information.]

In addition, EDGE (London) has recently won contracts to develop (for summer 2021):

- Pre-apprenticeship digital skills bootcamp (for National Health Service)
- [Redacted – restricted information.]
- The second Work-related Learning Programmes Committee (WRLPC) met on the 21 April 2021 – agenda [here](#), minutes [here](#), associated documents [here](#). Information from the WRLPC was fed into the Work-related Learning Management Board (WRLMB) that took place on the 10 May 2021 – agenda [here](#), minutes [here](#), documents [here](#). WRLMB reports to Academic Board (AcB).

In summary, at WRLMB there were discussions around a small number of failed KPIs (identified at the WRLPC), and the content of the draft Risk Register and Quality Improvement Plan. It was agreed that an extraordinary WRLPB should be held in 1-month to work through the finalised risk register (to be informed by the KPIs discussed in the meeting). No serious concerns were raised, and in the contrary the structure and organisation of this new activity for NCH was commended.

16. Programme: change of title

It was **NOTED** that the actions for the name change from 'MSc Applied Artificial Intelligence and Data Science (DA)' to 'MSc Artificial Intelligence and Data Science' had been completed, and the programme was signed off and the Programme Specification had been published on 26 April 2021.

17. NCH Diploma Team Meeting

The paper was **NOTED**, but this matter had been referred to the curriculum reform work under NG (DAID). The item would need to be brought back as a new item either on its own or as part of the wider curriculum proposals.

18. Graduation 2021

It was **NOTED** that Carlos Yeung, Student Life-Coordinator, had informed all staff on 19 April that the College hoped to deliver an in-person graduation ceremony event in Bedford Square Gardens for the 2020 and 2021 graduands. Staff had been asked to hold the dates of Saturday 14 August 2021 and Sunday 15 August 2021. Plans surrounding graduation are subject to change, and at this stage, students have been advised not to secure any travel and accommodation. The next update on graduation plans was expected to be circulated by 24 May 2021.

19. Date of next meeting

Monday 21 June 2021