



## Academic Board

24 September 2021

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### MINUTES

1. Attendance and apologies

1.1. Present:

|                 |   |
|-----------------|---|
| Andrew Ginger   | Dean of Faculties (Chair)   |
| Brian Ball      | HoF for Philosophy and Head of Research                               |
| Rosalind Barrs  | Registrar (Secretary)   |
| Diana Bozhilova | HoF for Politics & IR   |
| Chris Gallagher | Vice Chancellor for Global Learning Opportunities, NU                 |
| Naomi Goulder   | Dean for Academic Development & Innovation                            |
| Lars Kjaer      | HoF for History   |
| Marianna Koli   | Dean for Education in Business and Economics and HoF for Economics    |
| Peter Maber     | Acting HoF for English  |
| Bex Morrison    | Director of Academic Services   |
| Alice Schneider | HoF for Law   |
| Scott Wildman   | Assistant Vice President for Digital Innovation & Enterprise Learning |

1.2. Apologies

|                 |   |
|-----------------|---|
| Catherine Brown | HoF for English [On leave]                            |
| Mollie Charge   | Head of Admissions                                    |
| Phi Mackness    | President NCHSU                                       |
| 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 meetings

2.1. The Minutes of 21 June 2021 were **APPROVED**.

2.2. The Minutes of 30 June 2021 (Extraordinary) were **APPROVED**.

3. Matters arising

3.1. Matters arising were updated.

4. Shape of Academic Year from 22/23: next steps

Academic Board was asked to discuss the framework of measures to ensure that existing assessment regimes for students registered at the College before academic year 2022 were honoured, while still enabling the College to align substantially with the NU semester-based academic calendar from 2022/2023, and to protect wellbeing and research.

DB asked for advance warning of the deadlines for developing 15-credit courses for 2022 entry. NG said that Academic Board had already agreed the direction for 2022 entry (to semesterise from 2022 and to introduce 15-credit courses from 2023), but in the next month or so a communication would be going out about this, with a recognition that time is needed for the development work.

LK was concerned about the number of iterations that seem to be required. NG agreed to minimise the number of iterations and said that the exact details and principles of this would be included in the communication.

Concerns were raised around the workloads for faculty and professional staff with two assessment strategies and two term/semester systems. AG said that we need to work through this because continuing students had fed back that they wish to keep the summer examination period. He also said that we need to go back to the students to discuss how the academic year is going to work and how it will fit with the semester system.

**ACTION: AG to engage the NCHSU immediately to hear their thoughts about a solution.**

**ACTION: BM and RB, with the Head of Quality Assurance, to look at how two assessment strategies can be implemented within the academic year.**

**ACTION: RB to add Shape of the Academic Year from 2022/23 as a standing item to the Academic Board agenda until measures have been agreed.**

5. Academic Quality Framework

5.1 AQF2 Overview of Teaching and Learning (revised)

BM explained that the revision did not include any substantial changes, it was a general update to reflect current teaching practices and titles. This chapter was **APPROVED**.

5.2 AQF3 Assurance and Enhancement of Academic Assurance and Standards

BM said that we do not have a separate Assessment Strategy. This chapter was **APPROVED**.

**ACTION: NG to work on an Assessment Strategy.**

6. Policies and Procedures

6.1 Review and revision of policies and procedures

NG said that there had been a review over the summer of many of our policies. She thanked all those who had been involved, including Catherine Brown. NG had made comments on all the policies under review, and some policies required additional changes as colleagues engage with them. BM said that we have current policies in place and they have been in operation, so revised ones can be introduced as and when the reviews have been finalised. Where a separate policy has been required for mobility students, these have been approved if operational policies and not academic.

6.2 Writing References for Students (new form)

DB queried the purpose of the form because many institutions have their own templates which they ask faculty to complete when students are applying to them. BM said that legal council had been taken and other HEPs use such forms, which are easier to complete. AG advised that the NCH form can be used in cases where the institution/company requesting a reference does not supply their own template.

6.3 Support to Study Policy (revised)

Changes were mainly changes to titles. Final review to be undertaken.

6.4 Undergraduate Student Attendance Policy (revised)

Final review to be undertaken.

6.5 Extenuating Circumstances Policy (revised)

Final review to be undertaken.

6.6 Student Disability Policy (revised)

Final review to be undertaken.

6.7 Timetabling Policy (revised)

AG raised a number of matters which were discussed and would need to be considered during the final review.

6.8 Complaints Procedure for Students

BM explained that this was a revision of the 'Student Complaints Policy and Procedures' and had been heavily revised in the light of the EDI report. Support for the alleged 'victim' was not sufficient in the previous procedures. The Early Resolution stage replaces the informal stage. Complaints Case Officers (CCO) are to be assigned to cases. DB asked how CCOs would be organised. BM explained that there would be a pool of officers across the board and would become skilled in investigation/mediation. Job descriptors would be drawn up and training given so that the system becomes more formalised. CG asked whether BM had been in touch with the Title IX Officer at NU, but recognising that there are different jurisdictions. BM said that she had been in contact to see what NU resources would be available.

This procedure was **APPROVED**.

#### 6.9 Marking, Moderation and Feedback Policy

NG suggested that the blanket requirement for double marking of oral assessments is replaced with a more nuanced approach, such that all oral assessments should be recorded (at least audio), for moderation; and only assessments that are at Levels 6 or 7, and worth more than 25%, should be doubled marked. There was strong support for this approach.

### 7. Review Point for Research Policies

#### 7.1 Overview

In August 2021, Chair's action was used to issue a renewed Policy on Human Subjects and Ethical Research, aligned as closely as possible to NU policies while being rooted in our commitment to the relevant UK framework. The policy was accompanied by actions issued under the policy. These steps were taken to support the increased amount of funded research activity with ethical implications. The policy and actions were issued on the explicit understanding that they would return to Academic Board for consideration at the earliest opportunity.

##### 7.1.1 Annual Report on Research Integrity

The report was **NOTED**. This needs to be published on the NCH website.

**ACTION: BM to liaise with the Director of Marketing and BB to find an immediate website page.**

BB said that the current research pages need development if we are to apply for RDAP. LK said that the pages where faculty can talk about and promote their research need enhancing.

##### 7.1.2 Human Subjects and Ethical Research Policy

The policy was **APPROVED** with the deletion of '...except that research conducted or assigned as part of their

coursework is governed by the policies and procedures for students'; and for it to be made clear that 'students in their classes should not be subjects of their research'.

#### 7.1.3 Research Conduct Actions under policies

AG asked who the Designated Officer should be. BB suggested that, until the review of governance has been completed, the Dean of Faculties, or nominee, would be an acceptable interim solution.

AG said that research misconduct would not fall under a disciplinary-only policy and a separate policy needs to be drafted. GuildHE could provide an external perspective. He suggested that BB heads a small task force to work on this. BB said that he would consult AG and NG about the workload implications.

**ACTION: BB to form a small task force to develop a research misconduct policy, after consulting AG and NG.**

### 8. Programme/Course Approvals and Modifications

#### 8.1 BA (Hons) Art History Programme Specification

[Redacted – restricted information]

#### 8.2 NCHNUCS435M Fundamentals of Computer Science

This course was **APPROVED**.

#### 8.3 BSc (Hons) Bioscience with Digital Technologies

Following the amendment to the policy under 7.1.2, Condition 1: The ethics processes of the programme to be approved through the College-level ethics processes, could now be met. This programme was **APPROVED**. SW commented that apprenticeships would also be covered by their companies' own ethics research policies and procedures.

### 9. Quality Assurance

#### 9.1 Learner Voice (Terms of Reference)

The Terms of Reference were **APPROVED**.

#### 9.2 Mobility Student Representatives (Terms of Reference)

MK said that the business and marketing courses are taught differently from the economics courses, and faculty come from different disciplines. She asked whether there could be a division such as 'Economics' and 'Business and Marketing', identifying the subjects to prevent confusion and to help staff morale.

**ACTION: HoFs to feed back to BM about how they understand the distribution of subjects.**

BB said that it was great to have more representatives (Computer Science, Psychology, etc.), but it can be a practical issue about how

they feed back in a time-limited meeting. BM explained that the mobility representatives have meetings separate from the faculty and SSLC meetings. These would be chaired by Michael Peplar, Academic Director of Mobility Programs, and he would feed back to HoFs. DB asked how mobility students who are integrated into an NCH course would be represented. BM would follow up about this offline. CG asked whether Michael Peplar would also be feeding back to NU. BM confirmed this.

These Terms of References were **APPROVED**, subject to any changes of discipline groupings.

### 9.3 Participation Assessment Brief (mobility)

NG explained that participation was necessary for some of the mobility courses. The learning outcomes and marking criteria would still be central to the course. The brief will be reflected upon following the first cohort's completion.

LK said that, prior to the board, it had been good to discuss how to assess participation and further discussion would help when we change the three-year degree programmes.

**ACTION: NG to i) lead on review of the participation brief and ii) include discussion of participation in curriculum development.**

## 10. Admissions

### 10.1 Review of English Language Requirements

The proposed changes in grades were **APPROVED**. AG suggested that we consider how to support students with their academic English.

**ACTION: NG to bring proposals for supporting students' academic English to a future Academic Board.**

## 11. Any other business

There was no other business.

## 12. Chair's Actions were **NOTED**.

12.1 Human Subject Research Policy was APPROVED (Andrew Ginger)

12.2 Subject External Examiner - EDGE External Examiner nominations were APPROVED (Naomi Goulder)

Dr Alexander Brownlee, University of Stirling

Professor Tom Crick, Swansea University

Dr Paul Dean, University of Teeside

Therese Lawlor-Wright, Staffordshire University

12.3 Art History External Examiner nomination was APPROVED (Naomi Goulder)

Dr Mark Rawlinson, University of Nottingham

12.4 Recognised Prior Learning (Naomi Goulder)

Removal of three paragraphs:

NCH ID Card

44. A student's College ID card must be handed in to the Central Office when they withdraw from the College where it will be deactivated.

Senate House Library

45. Senate House Library cards will be deactivated as soon as a student's withdrawal/transfer to another institution is confirmed. A student must return all books on loans from the library and pay any fines that are due.

Student Oyster Card

46. A student who has a student discount Oyster Card and subsequently withdraws/transfers to another institution will no longer have access to the discounted rates. Transport for London (TFL) will be informed, and the card will be made invalid.

#### 12.5 Mobility Course Assessment (Naomi Goulder)

NCHNUAH431M Architecture in London: Building a Metropolis

Feedback - Summative Assessment description changed to reflect assessment types being delivered

Change examination length from 2 hours to 1.5 hours

NCHNUAH432M Deconstructing the Canon: Social Histories of European Art

Feedback - Summative Assessment description changed to reflect assessment types being delivered

Change examination length from 2 hours to 1.5 hours

NCHNUEC441M Principles of Microeconomics (mobility)

Feedback - Summative Assessment description changed to reflect assessment types being delivered

NCHNUEN439M Cultures of London

Change of Oral Assessment length - Changes from 10 minutes to 25 minutes

NCHNUCS435M Fundamentals of Computer Science

Change of examination length - From 3 hours to 1.5 hours

Feedback - Summative Assessment description changed to reflect assessment types being delivered

NCHNUPH436M Introduction to Technology and Human Values

Feedback - Summative Assessment description changed to reflect assessment types being delivered

NCHNUPH446M Foundations of Psychology

Feedback - Summative Assessment description changed to reflect assessment types being delivered

NCHNUPIR445M International Relations: Theory and Practice (mobility)

Change of examination length - From 2 hours to 1.5 hours

12.6 BSc (Hons) Project Management and Digital Transformation Degree Apprenticeship (Naomi Goulder)

Conditions 1 to 3 from the CAE Report had been met

12.7 MSc Digital and Technology Solutions (Naomi Goulder)

Conditions 1 to 5 from the CAE Report had been met.

13. Deans' updates

13.1 Dean for Academic Development and Innovation

It was **NOTED** that the Teaching and Learning Strategy needs to be reviewed and updated.

13.2 Dean of Faculties

There was no new business.

14. Dates of next meetings

RB reported that she, Rupinder Bancil (Executive Assistant to the Academic Dean) and Sebastian Knight (Quality Manager) were working on dates for the academic year.