



New College
of the Humanities

Academic Board 21 June 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
Naomi Goulder	Dean for Academic Development & Innovation
Susan Green	HoF for Art History
Sebastian Ille	Delegate for Head of Faculty for Economics
Lars Kjaer	HoF for History
Peter Maber	Delegate for Head of Faculty for English
Phi Mackness	President NCHSU
David Mitchell	Delegate for Head of Faculty for Philosophy
Uta Poiger	Dean of College of Social Sciences and Humanities, NU
Indrajit Ray	External Representative
Alice Schneider	HoF for Law

1.2. Apologies

Brian Ball	HoF for Philosophy and Head of Research [On research leave]
Catherine Brown	HoF for English
Chris Gallagher	Vice Chancellor for Global Learning Opportunities, NU

Marianna Koli	Dean for Education in Business and Economics, HoF for Economics
Bex Morrison	Director of Academic Services
Scott Wildman	Assistant Vice President for Digital Innovation & Enterprise Learning

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 18 May 2021 were **APPROVED**.

3. Matters arising

3.1. Matters arising were updated.

4. Processes

4.1 Protocols of Business under Aegis of Academic Board

The background for this item of business which AG had provided was **NOTED**:

NCHNL has established overall formal academic leadership of the College through the remits of the Dean of Faculties and the Dean for Academic Innovation & Development. The former chairs the Academic Board (AcB), and the latter is vice-chair, both with authority for chair's action. The protocols of business of AcB must necessarily be consistent with this structure and with the existence of these roles.

In the ordinary course of business, it is reasonably to be expected that, normally, measures under the remit of the Deans (or of their delegates where appropriate), would come to AcB with their sponsorship (or the sponsorship of their delegates where appropriate). (The *reductio ad absurdum* is that, if this were not so, the roles of the Deans in respect of AcB would not normally be being exercised by the Deans.)

As is natural, AcB introduced a large number of policies and procedures prior to the establishment of the new academic leadership structure. Necessarily, in formal terms, these policies and procedures need to be consistent with the new structure. To date, checks and updating have focused on urgent areas such as membership and chairing of committees and similar.

It was also **NOTED** that the protocol would be: Normally, matters under the remit of the Dean of Faculties and the Dean for Academic Innovation & Development (or where appropriate their delegates) would come to AcB with their sponsorship (or where appropriate that

of their delegates). In instances where this is not so, this will be noted clearly.

In the light of the academic leadership structure now in place, ownership of policies would be consistent with the remits of the new structure, including remits by delegation. Where applicable, AcB would be updated on ownership of policy by October 2021.

4.2 Membership of Committees under Aegis of Academic Board

This item was **DEFERRED**.

4.3 Rationalization of Approval Processes and Assessment Boards

This item was **DEFERRED**.

5. Shape of the Academic Year from 2022/2023

5.1 Alignment for Programmes with College of Professional Studies 2021/2022 onwards

5.1.1 The following proposals were **APPROVED**:

During 2021/22, the College would operate and advertise the College of Professional Studies (CPS) in Northeastern University calendar for NECHE-accredited CPS programmes only.

From 2022/23, the College would operate and advertise the CPS calendar for CPS programmes alongside the shared NU calendar as implemented in London.

5.1.2 It was **NOTED** that the Dean of Faculties and Dean for Academic Innovation & Development had agreed with CPS that the UK public holidays would be respected.

5.2 Clearing and Week 0

It was **NOTED** that Martin Smith had reported that it may be the case for some time to come (possibly years) there is no decision on the post qualification admission review.

5.3 Course delivery and course assessment, including options for the teach out of existing courses for continuing students

This item was **DEFERRED**.

5.4 Exploring opportunities for students' internships

MK's report was **NOTED**: Vaibhav Rustagi (Director for Careers, Alumni and Employer Partnerships) had reported that it is a difficult market – internships and other opportunities are down by 50% from this time last year. Many students were opting for volunteering, unpaid opportunities, and postgraduate study as a result. VR estimated that the market for paid work was unlikely to recover before the summer of 2022. The NCH Careers team had intensified their efforts to prepare students for interviews and secure mentors, as well as identifying relevant careers events and networking opportunities. However, it was not clear whether these

efforts would bear fruit this year if the jobs simply were not there, so the team was also trying to set up things that would support students in next year's application cycles.

5.5 Timeline of communication of information to prospective students

This item was pending the outcome of Item 5.6.

5.6 Student Voice: Consultation

PM reported that the student consultation would end on 25 June 2021, but a report was already in draft. AcB would be updated soon.

6. Education Strategy

6.1 Update

This item was **DEFERRED**.

6.2 Next steps

This item was **DEFERRED**.

7. Assessment

7.1 Assessment Briefs: timeline for peer review and approval of Assessment Briefs for 2021/2022

This would, in future, be included with Item 6.

7.2 Art History External Examiner from 1.9.2021

The nominee had not provided all the necessary information. This would become Chair's action.

7.3 LLB ILS Senior Status Classification

The proposed calculation would be re-circulated for approval, or it would be approved by Chair's action.

ACTION: RB to re-circulate proposed calculation or seek approval by Chair's action.

7.4 Assessment Regulations for Taught Awards: Postgraduate classification

The proposal that the postgraduate classification be amended from September 2021 (for students registered from September 2021) to i) The best 60 credits weighted at 3, with the next best 60 credits weighted at 2, and the remaining 60 credits weighted at 1; ii) An overall average mark greater than or equal to 59.5% to be required for a Merit; and iii) An overall average mark greater than or equal to 69.5% to be required for a Distinction was **APPROVED**.

7.5 Award External Examiner

The nomination of Langes Supramaniam, Cardiff Metropolitan University, was **APPROVED**.

8. Academic Quality Framework, Policies and Procedures

8.1 Support and Reasonable Adjustments for Disabled Students

AcB **NOTED** the paper which summarised the action to date. NG reported that it has been decided under the Recording and Absence Policy that the recording of the seminars would not be necessary now. AG, NG and BM would be liaising to take forward actions outstanding. If Chair's action could not be taken for any matter, it would come back to AcB.

ACTION: BM to liaise with AG and NG to take forward actions outstanding.

- 8.2 Recognition of Prior Learning and Credit Transfer Policy (revision to include work related learning)

The revised policy was **APPROVED**.

9. Programme/Course Approvals and Modifications.

- 9.1 MSc Computer Science (Software Development)

This item was **DEFERRED**.

- 9.2 NCHNUHI440 Britain and the World: Interaction and Empire – CAE Outcome Report - conditions met

This course was **APPROVED** subject to a late penalty policy being approved.

- 9.3 NCHNUPH446 Foundations of Psychology – CAE Outcome Report - conditions met

This course was **APPROVED** subject to a late penalty policy being approved.

- 9.4 NCHNUEC444 Calculus for Business - CAE Outcome Report - conditions met

This course was **APPROVED** subject to a late penalty policy being approved.

- 9.5 NCHNUEC441 Principles of Microeconomics (mobility) - CAE Outcome Report - conditions met

This course was **APPROVED** subject to a late penalty policy being approved.

- 9.6 NCHNUEC442 International Business and Global Social Responsibility - CAE Outcome Report - conditions met

This course was **APPROVED** subject to a late penalty policy being approved.

- 9.7 NCHNUEC443 Introduction to Marketing - CAE Outcome Report - conditions met

This course was **APPROVED** subject to a late penalty policy being approved.

- 9.8 NCHNUPIR445 International Relations: Theory and Practice (mobility) - CAE Outcome Report - conditions met

This course was **APPROVED** subject to a late penalty policy and a participation policy being approved.

- 9.9 NCHNUAH431 Architecture in London: Building a Global Metropolis - CAE Outcome Report - conditions met

This course was **APPROVED** subject to a late penalty policy and a participation policy being approved.

- 9.10 NCHNUAH432 Deconstructing the Canon: Social Histories of European Art - CAE Outcome Report - conditions met

This course was **APPROVED** subject to a late penalty policy and a participation policy being approved.

- 9.11 NCHNUEN437 First Year Writing Studio - CAE Outcome Report - conditions met

This course was **APPROVED** subject to a late penalty policy and a participation policy being approved.

- 9.12 NCHNUEN438 British Drama and the London Stage - CAE Outcome Report - conditions met.

This course was **APPROVED** subject to a late penalty policy and a participation policy being approved.

- 9.13 Modern Art and Architecture: 1850 to Present

This item was **DEFERRED**.

- 9.14 NG said that the late penalty policy and participation policy were part of the broader planning for mobility programmes. LK thought this required a principled discussion. NG said that she would seek wider input before any proposals came back to AcB.

10. Any other business

There was no other business.

11. Chair's Actions

11.1 Terms of Reference

Apprenticeship Management Board (name change to Work-Related Learning Management Board)

Amendments to 'Membership'

Change:

'Director of Operations' to 'Operations and Quality Assurance Manager (~~Apprenticeships and Workforce Development~~)'

'Director of Apprenticeships and Workforce Planning' to 'Assistant Vice President for Digital Innovation & Enterprise Learning'

'Financial Controller' to 'Director of Finance'

'Business Development Manager' to 'Head of Business Development'

'Assistant Programmes Manager' to 'Assistant Programmes Manager and Learning Technologist'

Add:

'Learner and Student Representatives'

'Finance and Assistant Operations Manager'

'Head of Student Support and Development'

11.2 Terms of Reference

Course Assessment Board

Amendments to 'Membership':

Add:

One Head of Faculty (Chair)

'Assistant Registrar (Assessment)(Secretary)'

Quorum: Meetings will be quorate when the Chair and 50% of the membership are present.

11.3 Terms of Reference

Prevent Duty Review Group

Prevent Officer, Head of Student Support and Development (Chair)

Project Manager, EDGE (Secretary) interim

At least one of the two academic Deans or their nominee

Assistant Vice President for Digital Innovation and Enterprise Learning

Business Relations Manager, EDGE

Facilities Coordinator

Faculty Representative from the H&S Committee

Head of Quality Assurance

Mental Health Adviser

NCHSU Welfare Officer

Registrar

11.4 Appointment of Award External Examiner

Chris McIntyre from 1 June 2021 for four years.

11.5 Assessment Regulations for Taught Awards

The following amendments were approved to address discrepancies between AQF7 Part C 7.53.2 and the Regulations:

Assessment Regulations

#15. 'Course marks will not be rounded up or down' to be deleted.

#16. 'Course marks will be rounded, when two or more assessment elements are aggregated, in accordance with the College's convention on rounding (see AQF7 Academic Regulations for Taught Awards)' to replace #18.

11.6 AQF11 External Examining

Revisions to #11.11.3, #11.11.4, #11.11.5 and #11.11.6 were changes to titles, for example, 'Master' to 'Dean of Faculties'.

11.7 AQF12 Assessment Boards

#12.2.3 viii 'two' corrected to 'one' decimal place.

#12.3.1 ii to remove 'Change the results of any student on the basis of appeal or complaint.'

#12.4.3 remove 'in rank order by candidate number'; and 'review all students with particular focus on borderline students' (Regulations are clear about classifications.)

#12.9 remove reference to complaints and leave as appeals only.

12. Assessment: MA Philosophy External Examiner's Report 2019/20 - Dissertation

It was **NOTED** that Brian Ball, Head of Faculty of Philosophy, had responded to the report: The Faculty is pleased to see that no issues were raised by the External Examiner in relation to the MA Dissertations, and that the Faculty was commended on the feedback it provided, and the fact that it makes use of a viva.

13. Governance

13.1 Report from Contingency Planning Group

It was **NOTED** that i) vaccination would be coordinated nationally for students' 2nd dose as it is expected that most will have had their first before returning to university, and ii) communication with students over the summer would be the weekly email on updates and changes, and the continuance of the CruNCH.

13.2 Report from Academic Contingency Planning Group

The group had moved to meeting by exception, in recognition of the fact that non-contingency planning is properly done through non-contingency processes and committees.

14. Deans' updates

AG asked whether updates from the Dean for Academic Development and Innovation and the of Dean of Faculties were still necessary. It was **DECIDED** that these would remain standing items in case there were any updates not covered by agenda items.

15. Work related learning

15.1 Update on Multiverse Apprenticeships Partnership

[Redacted- Restricted information]

15.2 Update on EDGE activity, including apprenticeship provision

[Redacted Restricted information]

The following apprenticeships were currently in the College approval process:

- Project Manager (3-year, undergraduate B2B programme, underpinned by a BSc [Hons] in Project Management and Digital Transformation)
 - *EDGE currently addressing comments raised during the panel review.*
- Laboratory Scientist (3-year, undergraduate programme, underpinned by a BSc [Hons] in Biological Science & Digital Technologies).
- Digital & Technology Solutions Specialist (18 months, postgraduate programme, underpinned by an MSc in Advanced Digital & Technology Solutions).
 - *EDGE currently addressing comments raised during the panel review.*

EDGE (London) was currently developing programmes for its recently won contracts (for summer 2021):

- Pre-apprenticeship digital skills bootcamp (for National Health Service)
- Digital & employability skills bootcamps (for Department for Education)

There had not been a Work-related Learning Programmes Committee (WRLPC) or Work-related Learning Management Board (WRLMB) meeting since the last Academic Board.

The next cohort of degree apprentices would start on 6 July 2021.

16. OIA Annual Statement 2020

The 2020 Statement was **NOTED**.

17. Graduation 2021

It was **NOTED** that, as at 9 June, Carlos Yueng had reported: only 50% of students had responded to the College's survey to indicate whether they would consider attending a graduation event, which is far too low for the College to make an informed decision. There are many uncertainties and graduation is subject to change, following government guidelines.

ExCo had met on 16 June and had agreed to wait until it is known what restrictions, if any, might be in place after 19 July.

18. Date of next meeting

18 August 2021 provisionally