

# Academic Board

7th July 2023

## Minutes

### 1 Welcome and Apologies

#### 1.1 Present

Scott Wildman (SW)	Dean (Chair)
Rebecca Harrison (RH)	Academic Registrar (Secretary)
Naomi Goulder (NG)	Dean for Academic Development and Innovation
Brian Ball (BB)	Head of Faculty of Philosophy and Head of Research
Diana Bozhilova (DB)	Head of Faculty of Politics and IR
Marianna Koli (MK)	Head of Faculty of Economics
Edmund Neill (EN)	Head of Faculty of History
Bex Morrison (BM)	Associate Vice President for Academic Services and Student Engagement, Registrar.
Kasim Randeree (KR)	Associate Dean of Faculty Affairs
Alison Statham (AS)	Associate Dean of Teaching and Learning
Carolyn Barker (CBa)	Associate Dean for Research and Knowledge Exchange
Sarah McAdam (SMA)	External Board Member
James Heard (JH)	Students' Union President
Sandy Morrissey (SM)	Executive Assistant Academic (Minute Secretary)

#### 1.2 Apologies

Stephen Dnes (SD)	Head of Faculty of Law
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Peter Maber (PM) Head of Faculty of English

### 1.3 In Attendance

Catherine Brown (CBR) Director of the Graduate Research School

Yu-Chun Pan (YCP) Academic Programme Director - Business and Partnership  
Development & Apprenticeships

Sam Waterman (SW) Assistant Professor, English

Michele Longhurst (ML) Head of Quality Assurance

### 1.4 Welcome

The Chair welcomed the members.

## 2. Minutes of the Last Meeting

The Chair asked if everyone had access to the minutes and if there were any comments.

DB had provided some suggested corrections prior to the meeting and these proposed changes were shown in the draft minutes.

The minutes with the corrections were **APPROVED**.

## 3. Matter Arising

The matters arising were reviewed and all actions were updated.

## 4. Chairs Actions

The documents approved by the Chair's action since the last meeting are as follows:

- **Approved** - AQF 7 Part D - Addition to enabling pathway electives
- **Approved** - AQF 7 Part B - Deletion of paragraph 42, retained in error at the last update
- **Approved** – Creative Writing External Examiner

- **Approved-** Change of minimum points required for offer to IB students for clearing. The Chair emailed Board members for their views about this matter in advance of the approval.

#### 4.1 Chairs Update

- The Chair discussed planning for the upcoming Open Day. He requested that everyone work together with Marketing and to treat Open Days as a whole University endeavour. The Chair wished to thank NG for her work on the presentation for the Open Day.
- The Chair highlighted that there had been some issues during the recent assessment period and that a culture of continuous improvement was needed to ensure problems were fully resolved for the future.

The Chair deferred to JH who advised the Board that the SU is undertaking some research on assessment and has conducted a student survey. The SU is working on a report that will be shared with SW in BM once completed.

- The Chair expressed the need for all staff to work hard on clearing this year with a view to recruiting to targets.

## 5. Research

The chair requested that item 10 on the agenda be brought forward. The Chair also asked that in the future the Research update is a written rather than a verbal report.

### 5.1 REF

CBa updates the Board on the (REF) Research Excellence Framework which is a UK government audit of research at higher education institutions. It informs the distribution of 2 billion pounds in research funding, as well as enabling institutions to unlock eligibility to apply for grants.

The REF is undergoing changes. Consultation on the REF revisions are ongoing with the final rules for the REF to be published in 2024.

CBa advised the Board that she will be giving a presentation to update all faculty on REF 2028 in the coming week.

5.2 Tier 1

CBa updated the Board on the current progress of Tier 1 proposals.

The University has the lead for projects and is involved in a fourth project.

5.3 Research Awards

CBa updated the Board on the current awards this year.

13 applications have been made this year.

The Chair commented on the need to ensure that individuals are on teaching and research contracts when applying for Research Grants.

5.4 PhD's

CBa updated the Board on the number of PhD students who will be starting at the University and the progress being made on recruitment to research degrees.

**6. Academic Governance**

6.1 Annual Faculty Review Updated

AS updated the board on the written report reviewed at the last meeting. An action plan has now been added. The next step is to create KPIs and to monitor progress.

6.2 AQF 1 Welcome and Introduction

BM advised the Board that the AQF 1 had been amended to reflect double degrees and was revised to make it more student friendly and to reflect regulatory changes.

The revisions to AQF1 were **APPROVED**

6.3 AQF 2 Overview of Teaching and Learning

BM updated the Board on the AQF 2 changes identifying the modification to the chapter.

DB informed the Board that she had some comments on the changes and will share them with BM.

The Chair asked that BM consider the feedback from DB and to consider further revisions.

This paper was **Referred** for further work, to be resubmitted to next meeting of the Board for reconsideration.

#### 6.4 AQF 3 Assurance and Enhancement of Academic Quality

BM highlighted to the Board the proposed changes to AQF 3, these reflect the University's new academic structure.

This paper was **Approved**.

#### 6.5 AQF 4 Programme and Course Approval and Modification

BM updated the Board on the proposed AQF 4 changes identifying the modifications to the chapter to reflect changes to roles, naming conventions and adjustments to the proposal process to involve Marketing at an earlier stage.

This paper was **Approved**.

#### 6.6 AQF 5 Annual Monitoring and Reporting

BM requested that ML updated the Board on the changes to AQF 5 Annual Monitoring and Reporting, as she led the work on this. ML talked the Board through the proposed new monitoring structure and reports.

BB asked how programmes that straddle faculties would be managed.

SW advised that all programmes would have a home faculty and that faculty would have responsibility for the monitoring and reporting.

SMA suggested to the Board that there be a mechanism to ensure that courses which are shared across programmes are considered in the context of each programme.

ML agreed that it would be important to identify how a shared course supported the different programmes. She would consider how best to ensure that this was picked up within monitoring.

This paper was **Referred** for further work, to be resubmitted to next meeting of the Board for reconsideration.

#### 6.7 AQF 6 Periodic Review

BM screen shared the text of AQF 6 Periodic Review. She highlighted the changes to the Board. BM suggested a change to attendance with representatives from academic services attending.

SMA advised that at her University representatives from all functions attend.

SW suggested that there be involvement from each area represented on the Senior Management Team.

The Board was supportive of SWs suggestion

This paper was **Approved** with the addition of representatives.

#### 6.8 AQF 7 Part B Admissions and Registration

BM highlighted to the Board the proposed change to reflect a minimum of 10 students for a course to run,

The Chair wished to clarify that this rule would not apply to required courses or directed study courses.

NG agreed that required and directed courses should be able to run with lower numbers.

EN recommended that the text be amended to say that courses normally require a minimum of 10 students in order to permit some flexibility.

The Board indicated support for this suggestion.

This paper was **Approved** with the amendment.

#### 6.9 AQF 7 Part C Assessment Regulations

AQF 7 Part C was discussed at the previous Board. BM advised that the paper had been updated to reflect the discussions at the previous meeting but that there continues to be areas that require development.

This paper was **Referred** for further work, to be resubmitted to next meeting of the Board for reconsideration.

6.10 AQF 8 Student Recruitment and Admissions

BM presented the paper to the Board and advised that the proposed amendments were reflective of naming conventions and structural changes.

This paper was **Approved**.

6.11 AQF 9 Student Guidance and Learner Support

BM presented the paper and advised the Board that the proposed amendments reflected the new academic and staff structures.

This paper was **Approved**.

6.12 AQF 10 Student Voice

BM asked that ML present this paper to the Board. There had been a group which had reviewed AQF 10 and the Student Voice Strategy.

ML outlined the changes within the AQF document. And highlighted the key aspects of the Student Voice Strategy and Working Group proposal.

SMA asked if the University participated in PTES.

ML said that the University did not currently use PTES.

The Chair suggested that it would be beneficial for the University to consider joining PTES given the intention to substantially grow the postgraduate taught provision.

**ACTION:** BM to consider practicalities of the University joining PTES.

The Chair asked that the opportunities for participation in student voice activities be actively promoted to students and in particular using the on-campus advertising screens

**ACTION:** RH to work with Head of Quality Assurance to create promotional materials for student voice

This paper was **Referred** for further work, to be resubmitted to next meeting of the Board for reconsideration.

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6.13 AQF 11 External Examining and End Point Assessment.

BM advised that AQF 11 has been to a previous Board in regards to the addition of End Point Assessment. Further amendments have been made but in light of challenges with recent PABs BM advised that additional work was needed to this AQF.

This paper was **Referred** for further work, to be resubmitted to the next meeting of the Board for reconsideration.

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6.14 AQF 12 Assessment Boards

BM presented this paper but advised that issues with student engagement were highlighted at the recent Assessment Boards and the concerns this raised about the actions available to the Board,

The Board discussed the possible changes to Board powers to better enable them to address students with profiles reflecting poor engagement when they arose.

SMA advised the Board of the current procedure within her own institution.

The Chair summarises that the University would always seek to act in the best interest of students and the Assessment Boards needed sufficient flexibility to tailor outcomes to a variety of situations .

This paper was **Referred** for further work, to be resubmitted to the next meeting of the Board for reconsideration.

6.15 AQF 13 Staff Recruitment and Development

BM advised that this chapter had been considerably out of date and the proposed changes would bring it up to date.

EM asked about the requirement for faculty to complete a teaching qualification to pass probation.

BB asked for further clarity on when staff would qualify for research leave.

This paper was **Referred** for further work, to be resubmitted to next meeting of the Board for reconsideration.



6.16 Terms of Reference Progression Award Boards

BM shared and explained membership to the Board. In light of discussions earlier in the meeting she advised that the membership would now need review.

This paper was **Referred** for further work, to be resubmitted to the next meeting of the Board for reconsideration.

6.17 Terms of Reference Fair Access and Participation Strategy Group

AS explained the main changes on the document to the Board. The membership has been revised to reflect new structures and role titles.

This paper was **Approved**

6.18 Recognition of NU(US) credits towards NU London degrees

NG shared screen and explained the suggested approach to address where students had undertaken NU (US) credits beyond the semester at level 5 already accounted for in the new degree classification calculations

The Board discussed the proposal. A number of issues with the practicalities of the proposal were raised.

This paper was **Referred** for further work, to be resubmitted to the next meeting of the Board for reconsideration.

6.19 External Examiner Nominations

6.19.1 BSc (Hons) Digital and Technology Solutions and BSc (Hons) Data Science.

Nomination was **Approved**

6.19.2 BSc (Hons) Project Management with Digital Technologies

Nomination was **Approved**

6.19.3 Architecture and Design courses

Nomination was **Approved**

6.19.4 LLB (Hons) Law

Nomination was **Approved**

## 6.20 External Panel Members Appointments

5.20.1 Appointment for MSc Global Investment Banking

5.20.2 Appointment for LADES4147 Design Perspectives

5.20.3 Appointment for the LADES4140 Fundamental Architectural Representation; LADES4141 Buildings and Cities: A Global History; LADES4139 Fundamental Architectural Design

5.20.4 Appointment for LLANG4146 French Connections: French and Francophone Cultures in London

5.20.5 Appointment for LBIOL4144 Integrated Anatomy and Physiology I

5.20.6 Appointment for LPHEA4145 Comparative Healthcare Systems

All appointments were **Noted**

## 7 Policies, Procedures and Strategies

### 7.1 Extenuating Circumstances Policy

RH explained the changes to the Board

SMA asked the Board what evidence is needed for certification on bereavement. RH advised on current practice.

RH advised the Board that late feedback had been received which raised concerns about the clarity around the length of extensions where this might fall before the student was informed of the outcome.

The Chair asked that the BizDev team be asked to review the policy to ensure it will work for apprenticeships.

This paper was **Referred** for further work, to be resubmitted to next meeting of the Board for reconsideration.

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### 7.2 Change in Circumstances Policy

RH highlighted to the Board that currently there is only Guidance in place for key change in circumstances processes such as withdrawal and change of programme. It was felt that it was important for there to be policies in place for these key processes. Therefore this document has been updated to be a policy document.

The paper was **Approved**

### 7.3 Add/Drop Policy

RH presented this policy which memorialises current practice into a policy. She highlighted that having this policy in place would ensure that both mobility and double degree students were treated consistently.

The policy was **Approved**

### 7.4 Marking, Moderation and Feedback Policy

BM explained the main changes on the paper to the Board.

DB raised concerns that some aspects of the marking guidance were not practical .

KR advised that he believed further work was required on the related forms.

This paper was **Referred** for further work, to be resubmitted to the next meeting of the Board for reconsideration.

### 7.5 Admissions Policy

The Admissions Policy was presented to the Board by AS.

The Board did not have any questions or comments.

The policy was **Approved**

### 7.6 AI Strategy Policy

The Chair proposed that due to the short time remaining for this Board meeting and the importance of this policy that it be held to the next Board meeting to enable fuller discussion.

The Board agreed with this proposal to delay consideration.

This item **Referred** to the next Board

### 7.7 Academic Engagement Policy

BM explained the changes to the policy which were to update in line with changes to structures and naming conventions.

The Board had no questions or comments.

This policy was **Approved**

#### 7.7.1 Academic Engagement Policy Addendum

NM explained the addendum to the Board.

The Board had no questions or comments.

This policy addendum was **Approved**

#### 7.8 Complaints Procedure for Employers

BM presented the paper.

The Board had no questions or comments.

This policy was **Approved**

#### 7.9 English Qualification Equivalencies

BM explained the changes to the Board.

DB raised a question about the scores listed and why the same score was listed for different qualifications. She asked if the minimum scores could be double checked for accuracy.

BM replied that she was not an expert in this area, but she believed the scores were appropriate but that this could be double checked.

This policy was **Approved** on condition that the scores listed be verified as accurate.

### 8 Programme Approvals

#### 8.1 Programme approval MSc Global Investment Banking

RH brought to the Boards attention the Pannel Report and Outcome response.

The programme approval was **Endorsed**

## 8.2 MSc Artificial Intelligence and Software Engineering

MSc Artificial Intelligence and Ethics

MSc Artificial Intelligence and Data Engineering;

MSc Artificial Intelligence and Technology Leadership

RH presented the Panel Report for this bundle of programmes. These programmes are an evolution of programmes currently delivered by the University.

These programmes were **Endorsed**

## 9. Course Approvals

### 9.1 LENG4142 Global Writer's Studio

This course was **Endorsed**.

### 9.2 LPHEA4145 Comparative Healthcare Systems

This course was **Endorsed**.

### 9.3 LADES4143 Design Perspectives

This course was **Endorsed**.

### 9.4 LBIOL4144 Integrated Anatomy and Physiology I

This course was **Endorsed**.

### 9.5 LLANG4146 French Connections: French and Francophone Cultures in London

This course was **Endorsed**.

### 9.6 LADES4141 Buildings and Cities A Global History; LADES4139 Fundamental Architectural Design; LADES4140 Fundamental Architectural Representation

These courses were **Endorsed**.

## 10. Course Modifications

### 10.1 LLANG4112 Intermediate Spanish Language and Hispanic Cultures I

This modification was **Endorsed**.

### 10.2 LMATH4118 Mathematical Methods II

This modification was **Endorsed**.

10.3 LPINT4233 International Relations in Practice

This modification was **Endorsed**.

10.4 LMATH4201 Calculus for Business

This modification was **Endorsed**.

**11. Meeting Dates for 2023/2024**

RH presented proposed dates for the meetings of the Board in the next academic year.

SMA asked if the times for the Board meetings could be communicated as soon as possible to aid everyone's planning.

The Chair advised that with the new faculty structure the Terms of Reference for the Board would need to be revised to reflect role changes. This would be brought to the next Board for consideration.

The meeting dates were **Approved**.

**12 Any Other Business**

The Chair noted the time and the remaining papers to be considered. He also reminded the Board of the number of papers already referred for further consideration.

The Chair recommended that a further extraordinary Board be held later in the month to allow the Board to consider all of the outstanding papers.

The Board was supportive of this suggestion.

All papers submitted as AOB are **Referred** to the next meeting of the Board

The Chair closed the meeting of the Board.