

Academic Committee

Minutes

17 November 2021

14.00 – 15.30

MS Teams

Present Members

Ex-Officio

Professor Geoff Smith
Professor Niamh Downing
Professor Castulus Kolo

Professor Mark Allinson

Professor Lawrence Phillips
Professor Gill Stark
Maryanne Pearce
Carl Teigh
Valerie de Saegher
Jyoti Bird
David Elefteriou
Gerry Greyling
Pam Taylor
Oluwatanyosi Ibiroga Obiaz

Vice-Chancellor & CEO (Chair)
Provost & Deputy Vice-Chancellor
President, Macromedia University & Non-executive Board member
Associate Provost & Head of Academic and Educational Development
Associate Provost
Associate Provost
Head of Registry
Director of Finance
Director of HR
Chief Commercial Officer
Director of Strategic Projects
Director of Academic Services
Head of Student Support
Vice-President of the Student Union – Academic Affairs

Elected Representatives

Amparo Lallana
Professor Zubin Sethna
Ana-Maria Pascal
Oliver Sterland

Elise Goodman

Academic Representative at Director level
Academic Representative at Director level
Academic Representative at Director level
Academic Representative at Assistant Professor / Senior Lecturer level
Representative for Professional Service

In Attendance

Catherine Manning
Jenny Bannocks

Head of Governance
Governance Advisor & Secretary to Committees (Minutes)

Opening Items

1. Welcome from the Chair

The Chair welcomed members to the meeting of the Academic Committee and gave a special welcome to new members Jyoti Bird, Catherine Manning and, in absentia, Stine Kaus (SU President).

2. Apologies for absence

	Apologies were received from Stine Kaus (SUP) and Kyla Watkins (SUVP – Student Experience).
3.	Declarations of Interests No declarations of interest were made.
4.	Minutes of the previous meeting (07 July 2021) The minutes were accepted as a true and accurate record of the meeting on 07 July 2021.
5.	Actions and Matters arising from the previous meeting (07 July 2021) Committee actions were noted as completed or to be discussed on the agenda.
<u>Part A: Items for Discussion and / or Approval</u>	
6.	Chair's Report and Chair's Actions The Committee noted the Chair's Actions taken since the last meeting.
7.	Student Voice Update (paper) The SUVP presented the paper and highlighted the following: <ul style="list-style-type: none"> - Students would appreciate continued, remote access to Adobe Creative Suite. - The library is providing 24-hour access which is appreciated by students. - Both the University and the SU are working to address issues such as students smoking in the quad and encouraging positive student behaviour in class. <p>The Committee noted that this was a brief paper as it was the beginning of the Academic Year. For future meetings, this would be a joint report between the SU and the Associate Provosts.</p>
8.	Changes to Elective Module Choices The Director of Academic Services presented the slide deck, noting that in response to student feedback, improvements had been made to the elective module selection process as follows: <ul style="list-style-type: none"> - Elective module descriptions and more contextualized information provided. - Better filtering of choices according to the students' diet of study. - Improved page navigation and search function. <p>He noted that the project was not yet complete, and further improvements around automating module selection would be rolled out in the new year and for the next academic year 2022/23. The Committee thanked the teams working on this project and noted the item.</p>
9.	Strategic Projects Update The Director of Strategic Projects presented the paper and highlighted the following:

	<ul style="list-style-type: none"> - A number of surveys and workshops have taken place both online and on campus with colleagues, students and alumni. These have seen a high level of engagement and have contributed ideas around areas such as assessment. - Partner Panels are a new initiative that have been set up to test ideas and prototypes. - The Transformation Board has widened its remit to better support risk management by having greater oversight of strategic projects prior to VCET approval. - A wide spanning Communications Strategy has been developed to target all key stakeholders and ensure everyone is updated on the progress of strategic projects. <p>The Committee noted the update.</p>				
10.	<p>Update on Student Recruitment</p> <p>The Chief Commercial Officer presented the deck, highlighting the following:</p> <div style="background-color: black; width: 100%; height: 100px; margin: 10px 0;"></div> <p>The Committee thanked the Chief Commercial Officer for her presentation and noted the update.</p>				
11.	<p>Portfolio Update from VCET</p> <p>The Provost & DVC presented the item, noting that work took place over the Summer 2021 to review how [REDACTED]</p> <p>[REDACTED] These were approved by VCET and are being marketed for September 2022 entry.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Current Title</th><th style="width: 50%;">Final Title</th></tr> </thead> <tbody> <tr> <td style="height: 20px;"></td><td></td></tr> </tbody> </table>	Current Title	Final Title		
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	The Committee noted the paper.	
12.	Student Voice and Representation Statement <p>The Associate Provost and Head of AED presented the paper noting that this brings together existing and new processes on how the student voice is represented at the university.</p> <p>The Chair thanked the AP & Head of AED for the paper and noted that the Student Union President will also now be invited to attend Board of Directors meetings on a regular basis, alongside the established VC and Provost meetings.</p> <p>The Committee approved the paper.</p>	
13.	NSS Survey Update <p>The Associate Provost and Head of AED presented the paper, noting that this was a headline report that had been reviewed by the LTSEC and was now presented here for approval.</p> <p>Members discussed the report and noted the following:</p> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <p>The Committee approved the paper.</p>	
14.	Report to the Board on Research Integrity (2019/20 and 2020/21)	

	<p>The Associate Provost presented the paper and noted that the report details how the university manages research ethics, ensuring that this activity is conducted diligently, efficiently and effectively, in line with the Concordat for Research Integrity.</p> <p>The Committee approved the paper for submission to the Board of Directors.</p>
15.	<p>Extension to Academic Regulations 2021/22</p> <p>The Head of Registry presented the item, noting that in 2020/21 the Committee approved exceptional regulations as a result of the Covid-19 pandemic and the impact it had on students' learning. This paper requests an extension to one of those regulations to allow a fourth attempt at a module, if a student fails the third attempt during the 2021/22 academic year. This is to recognize that there are still restrictions in place and delays in students returning to studies.</p> <p>Members questioned how many students might be affected, and the Head of Registry confirmed that data sheets had been shared with Directors of Content.</p> <p>The Committee approved the extension but noted that prompt communication was needed as students were nearing an assessment period.</p> <p><u>New Action:</u> AC 21/22 1.1 The Head of Registry to discuss how best to communicate the extension to regulations (relating to a 4th attempt at a module) to students, with the Communications team and for this to be actioned as soon as possible.</p>
16.	<p>Academic Committee Annual Summary Report</p> <p>The Chair presented the paper, noting that this showed that the Committee had discharged its responsibilities in the 2020/21 academic year.</p> <p>The Committee approved the paper for submission to the Board of Directors.</p>
Part B: Items for Noting	
17.	<p>Revised Learning, Teaching and Assessment Strategy</p> <p>The Associate Provost and Head of AED presented the item and noted that the strategy had been developed two years ago with the design of the Hallmark Pedagogy and the Graduate attributes. He clarified for colleagues that this work was developed in 2019 and was highly participative with input from staff, students and alumni. However, the application of this work had been delayed by the Covid-19 pandemic. He noted that a set of university-wide learning outcomes had now been developed to determine if students were acquiring the target graduate attributes, but the work groups would now consider how to operationalize this (and the Hallmark Pedagogy) and ensure they are embedded into the curriculum and portfolio. The Provost and DVC noted that work on the Curriculum Model would be presented to an extraordinary meeting of the Academic Committee on the 15th January 2022.</p> <p>The Committee noted the paper.</p>

18.	<p>Updated ToRs of the Academic Committee as approved by the Board on the 6th July 2021</p> <p>The Committee noted the paper.</p>
19.	<p>Sub Committee Meeting Minutes and Annual Reports (papers)</p> <p>19.1. Quality Committee – 03 November 2021 (paper) 19.1.1. Annual Summary Report (paper)</p> <p>19.2. Collaborative Provision Committee – 13 October 2021 (paper) 19.2.1. Annual Summary Report (paper)</p> <p>19.3. Admissions Panel - 11 November 2021 (paper) 19.3.1. Admissions Panel - Annual Summary Report (paper)</p> <p>19.4. Research Committee – 14 October 2021 (paper) 19.4.1. Annual Summary Report (paper)</p> <p>19.5. Learning, Teaching and Student Experience Committee – 20 October 2021 (paper) 19.5.1. Annual Summary Report (paper)</p> <p>A member asked if data were available on student participation in Welcome Week. The Head of Student Services replied it was not possible to automate this yet, although some numbers are available which can be shared. She reported that although numbers had been lower due to Covid-19, students had been enthusiastic and engagement with activities had been positive.</p> <p>The Committee noted the papers.</p>
20.	<p>Conferment Lists for Noting (papers)</p> <p>20.1. 13th August 2021</p> <p>The Committee noted the report.</p>
Closing Items	
21.	<p>Confidentiality</p> <p>Discussions considered commercially sensitive under item 10 would be redacted before minute publication.</p>
22.	<p>Communication from the committee</p> <p>No communications from the committee were noted.</p>
23.	<p>Risk Management Update</p> <p>No additional items of risk were noted.</p>
24.	<p>Any Other Business</p>

	No other items of business were noted.	
25.	Next meeting	
	Meeting Date	Deadline for Papers
	02 nd February 2022	26 th January 2022

Item	Action Required	Staff responsible	Due Date
New Actions:			
AC 21/22 1.1.	The Head of Registry to discuss how best to communicate the extension to regulations (relating to a 4 th attempt at a module) to students, with the Communications team and for this to be actioned as soon as possible.	Head of Registry	ASAP
Closed Actions:			
AC 20/21 – 3.1	The Director of Finance and the SUP to discuss communications of financial support to existing students with the Communications Team, and to investigate if PCR tests will be free of charge for students.		
AC 20/21 – 3.2	The Secretary to ensure that all Academic Policies are published on the University web site and the University intranet.		
AC 20/21 – 3.3	The Secretary to update the terms of reference of the Academic Committee and the Learning, Teaching and Student Experience Committee to show that the Timetabling Policy is within the remit of the latter committee (LTSEC).		
AC 20/21 – 3.4	The Secretary to prepare a Chair's Action for the approval of the Academic Assurance Report, once finalized.		
AC 20/21 – 3.5	The Provost (DVC) and the Associate Provost (HAED) to review and finalise the wording of the Access and Participation Statement and to seek approval from the Academic Committee and the Board of Directors (by Chair's Action if necessary) prior to publication.		