

Academic Committee

Minutes

02 February 2022

14.00 – 14.30

MS Teams

Present Members

Ex-Officio

Professor Geoff Smith
Professor Niamh Downing
Professor Castulus Kolo

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

Vice-Chancellor & CEO (Chair)
Provost & Deputy Vice-Chancellor
President, Macromedia University & Non-executive Board member
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
Ana-Maria Pascal
Elise Goodman

Academic Representative at Director level
Academic Representative at Director 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.

2. Apologies for absence

Apologies were received from Prof Mark Allinson, Pam Taylor, Oliver Sterland, Prof Zubin Sethna, Oluwatanyosi Ibirogba Obiaz and Kyla Watkins (SUVP – Student Experience).

3. Declarations of Interests

No declarations of interest were made.

4.	<p>Minutes of the previous meeting 4.1. 17th November 2021 (paper) 4.2. 20th January 2022 (paper)</p> <p>A minor amendment to the minutes of the 20th January 2022 was recorded to refer to Global Leadership Electives (rather than Global Perspectives). With this correction, the minutes were accepted as a true and accurate record of the meetings.</p>
5.	<p>Actions and Matters arising from the previous meetings.</p> <p>Committee actions were noted as completed.</p>
Part A: Items for Discussion and / or Approval	
6.	<p>Chair's Report</p> <p>The Chair extended his thanks to all those colleagues involved in welcoming new students to January intake. He acknowledged the continuing, global challenges of Covid-19 pandemic and the additional flexibility being afforded to those students unable to travel to London at this point.</p> <p>The Chair updated the Committee on an OfS consultation on three sets of proposals for the regulation of quality and standards in English higher education, including setting minimum student outcomes, changes to the Teaching Excellence Framework and how the underpinning evidence for both is constructed, presented and interpreted.</p> <p>The proposals include 'numerical thresholds' that the OfS would expect each university to meet. Whilst Regent's would meet the thresholds being proposed, the Chair noted that our Strategic Plan already commits us to continued improvements in student and graduate outcomes.</p> <p>The Chair noted that the OfS proposals are currently out for consultation and that the University would be responding in the next few weeks.</p> <p>The Committee noted the update.</p>
7.	<p>Student Voice Update (paper)</p> <p>No updates were reported for this meeting.</p>
8.	<p>Portfolio Update from VCET</p> <p>The Provost & DVC noted that there were no further changes to the portfolio to report since the last meeting of the Academic Committee. There would, however, be some updates for the next meeting to report on decisions relating to the 2023-24 portfolio.</p>
9.	<p>Draft Academic Assurance Report prior to submission to the Board of Trustees</p> <p>The Head of Registry presented the paper noting that this provided details of quality assurance processes relating to the 2020-21 academic year, to confirm to the Board that the University is meeting its statutory regulatory requirements and academic standards.</p>

	<p>The Committee approved the paper for submission to the Board of Directors.</p>
10.	<p>Draft Academic Committee Calendar 2022/23</p> <p>The Secretary presented the paper noting the following:</p> <ul style="list-style-type: none"> • Academic Committee dates had been set for a 3-year rolling calendar (up to 2024-25). • The proposal that the committee calendar is reduced from 4 cycles of meetings to 3. Business arising between meetings can be reviewed and approved via circulation and Chair's Actions. Extraordinary meetings can still be organized as and when required. <p>It was suggested that the Learning, Teaching and Student Experience Meeting take place <i>before</i> the Quality Committee in the meeting cycle; this would allow for discussion of the Annual Monitoring Reports (at the LTSEC) prior to their sign off at the Quality Committee.</p> <p>The Committee approved the proposal.</p> <p><u>New Action:</u> AC.21/22 2.1. The Secretary to amend the Academic Committee Calendar to schedule the LTSEC meetings prior to the Quality Committee meetings in the meeting cycle.</p>
11.	<p>Amendment to the Admissions Panel Terms of Reference for approval</p> <p>The Chair presented the paper, noting that amendments had been made to the membership of the Admissions Panel following changes to staffing.</p> <p>The Committee approved the paper.</p>
12.	<p>Risk Register</p> <p>The Head of Governance presented the paper noting that this had been reworked into a register that focused on the headline University risks. Local risk registers would also be held by individual teams to focus on their own areas.</p> <p>She informed members that this had been presented to VCET and the Audit and Risk Committee and reflected the position at the first quarter of the year. She noted that the register is still a work in progress and invited feedback and suggestions from the Committee.</p> <p>The Committee thanked the Head of Governance and noted the paper.</p>
Part B: Items for Noting	
13.	<p>Sub Committee Meeting Minutes (papers)</p> <p>13.1. Research Committee – 25 November 2021 (paper)</p>

	<p>13.2. Quality Committee – 01 December 2021 (paper)</p> <p>13.3. Learning, Teaching and Student Experience Committee – 08 December 2021 (paper)</p> <p>13.4. Admissions Panel – 19 January 2022 (paper)</p> <p>The Provost and DVC reported on the committees as follows:</p> <ul style="list-style-type: none"> • The Admissions Panel has reviewed and discussed papers on the following: <ul style="list-style-type: none"> ○ [REDACTED] • The LTSEC has approved the [REDACTED] • The Research Committee has overseen the Research Review and [REDACTED] and a revised approach to research ethics is due to come to this Committee shortly. <p>The Director of Academic Services reported on the Quality Committee as follows:</p> <ul style="list-style-type: none"> • The Quality Committee has reviewed and discussed papers on the following: <ul style="list-style-type: none"> ○ External Examiner processes and appointments ○ Programme accreditations ○ New Curriculum Content. <p>The Committee noted the papers.</p>
<p>14.</p>	<p>Conferment Lists for Noting (papers)</p> <p>20.1. 13th January 2022</p> <p>The Committee noted the report.</p>
<p><u>Closing Items</u></p>	
<p>15.</p>	<p>Confidentiality</p> <p>No items of confidentiality were noted.</p>
<p>16.</p>	<p>Communication from the committee</p> <p>No communications from the committee were noted.</p>
<p>17.</p>	<p>Risk Management Update</p> <p>No additional items of risk were noted.</p>
<p>18.</p>	<p>Any Other Business</p> <p>No other items of business were noted.</p>

19.	Next meeting	
	Meeting Date 30 th March 2022	Deadline for Papers 23 rd March 2022

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Item	Action Required	Staff responsible	Due Date
New Actions:			
AC 21/22 2.1.	The Secretary to amend the Academic Committee Calendar to schedule the LTSEC meetings prior to the Quality Committee meetings in the meeting cycle.	Secretary	ASAP
Closed Actions:			
AC 21/22 1.1.	The Head of Registry to discuss how best to communicate [REDACTED], with the Communications team and for this to be actioned as soon as possible.	Head of Registry	ASAP

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