

Academic Committee

Minutes

30 March 2022

14.00 – 15.30

MS Teams

Present Members

Ex-Officio

Professor Geoff Smith
Professor Niamh Downing
Professor Mark Allinson

Professor Lawrence Phillips
Professor Gill Stark
Carl Teigh
Valerie de Saegher
Gerry Greyling
Pam Taylor
Stine Kaus Ostergaard

Vice-Chancellor & CEO (Chair)
Provost & Deputy Vice-Chancellor
Associate Provost & Head of Academic and Educational
Development
Associate Provost
Associate Provost
Director of Finance
Director of HR
Director of Academic Services
Head of Student Support
President of the Student Union

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 all members to the meeting.

2. Apologies for absence

Apologies were received from Tanyo Oluwatanyosi Ibirogba Obiazi, Maxine Huybrekx, Maryanne Pearce, David Elefteriou, Professor Zubin Sethna, Oliver Sterland, Jyoti Bird and Professor Castulus Kolo.

3. Declarations of Interests

No declarations of interest were made.

4.	<p>Minutes of the Previous meeting on the 02nd February 2022</p> <p>The minutes were agreed as an accurate record of the meeting on the 02nd February 2022.</p>
5.	<p>Actions and Matters arising from the previous meetings (paper)</p> <p>The Committee noted that all actions were closed.</p>
Part A: Items for Discussion and / or Approval	
6.	<p>Chair's Report (verbal update)</p> <p>The Chair reported on the following:</p> <p>Impact of the Russian Invasion of Ukraine on Regent's</p> <ul style="list-style-type: none"> - The University has been proactive in supporting students affected by the war, through frontline academic staff, Student Support, the Student Union, the Finance team and our International SOS partnership. - There are currently 43 Russian students and 17 Ukrainian students on campus – so far, the impact on learning has been limited, however student requests to return to Ukraine will be considered, and where necessary students will be supported to continue their studies remotely. - The University's associated charity, ICET, has agreed to consider cases for bursaries (for living costs) for those students affected and these will be provided where possible. <p>The Chair recognized that events are causing anxiety across the student body, and thanked colleagues for their continued support.</p> <p>Government Announcements and Consultations</p> <p>The government has concluded its review of post 18 education and funding. The chair highlighted the following:</p> <ul style="list-style-type: none"> - On Student Finance in England: for students starting in 2023/24, the annual salary threshold at which student loans are repaid will be lowered to £25,000. The repayment term will also be extended from 30 to 40 years. The changes do not have a significant impact on Regent's students or graduates. - Tuition fees will be frozen for a further 2 years at £9250 – again this does not directly impact on Regent's. - The Government has launched two further consultations: <ul style="list-style-type: none"> o To establish whether caps should be set on the number of students entering into higher education, and whether minimum eligibility requirements should be set for students to access student finance. o The lifelong loan entitlement which, which will come into effect in 2025 and how this will be implemented. - These consultations signal the continuing policy focus on value for money for the taxpayer and improved outcomes for students. This is linked to the recently closed OfS consultations which proposed sanctions for universities if: <ul style="list-style-type: none"> o less than 80% of students studying full time for their first degree continue past their first year

	<ul style="list-style-type: none"> ○ less than 75% of students complete their degree ○ Fewer than 60% of graduates go on to work in 'graduate jobs'. <p>The Chair noted that the University's KPIs were fully aligned to these metrics.</p> <p>UUK Code of Practice on Fair Admissions</p> <p>Regent's has signed up to the newly published code which is co-owned by the sector and Guild HE, and applies to the admission of UK undergraduate students. The code is a public commitment to fairness and transparency in the admissions system and to prioritize applicant's interests.</p> <p>Farewell to colleagues</p> <p>The Chair noted that this would be the last Academic Committee meeting for Professor Mark Allinson and Gerry Greyling, and the Committee extended the University's thanks and best wishes to both colleagues.</p> <p>The Committee noted the update.</p>
7.	<p>Student Voice Update</p> <p>The Associate Provost (HAED) and the Student Union President noted that all items raised had been discussed and actioned at a local level and there were no further updates for the Academic Committee at this time.</p> <p>The Committee noted the update.</p>
8.	<p>2022 Portfolio Update from VCET</p> <p>The DVC noted that updates to the portfolio for 2023 would be presented to the next meeting of the Academic Committee.</p> <p>She noted that discussions around the 2022 portfolio were ongoing and would be finalized in the coming weeks and reported back to the Committee at its next meeting.</p>
9.	<p>Performance Management Process 2022</p> <p>The Director of HR presented the paper and noted the following:</p> <ul style="list-style-type: none"> - The new process has been launched as part of the Continuous Improvement project, reviewing those previously utilised. - The aim is for good performance management to be based on regular, frank and supportive meetings and good communication. - The new process will be implemented in June 2022, when managers will be asked to formalize objectives with their direct reports. These should be aligned with the 'Regent's Way' which was launched in February 2022. - Online workshops have been scheduled to explain the new process to colleagues, and training for managers will be made available shortly.

	<ul style="list-style-type: none"> - Training will also be organized for Directors of People to focus on developing educators throughout the PGCHE. <p>The Director of HR also informed the Committee that the University has 6 places available on the Aurora programme, and a call for applications has been sent out to staff.</p> <p>The Committee commended and noted the paper.</p>
<p>10.</p>	<p>Consolidated Annual Monitoring Report for Academic Year 2020/21</p> <p>The Associate Provost (GS) presented the paper noting that this closed the Annual Monitoring cycle for the 2020/21 year. She highlighted the following:</p> <ul style="list-style-type: none"> • The AMR process had been reviewed and simplified for this cycle with a focus on reporting by exception (inline with the sector). • Training had been provided to academic colleagues on completing the AMRs in the new templates. • The AMRs were now stored in a folder on Onedrive as 'live' documents, along with External Examiner Reports and the University's responses to these. • Colleagues are now working on redacting these documents so that they can be uploaded to Blackboard and shared with students. Student guidance on understanding the AMRs will also be uploaded, and there will be a standing item at each Student Voice Meeting for discussion and comments on these. • There will be a debrief in the coming weeks to consider any changes to the AMR process for the next cycle. <p>A member noted that an AMR summary report had been presented to the LTSEC meeting and requested that this also be uploaded into the shared OneDrive Annual Monitoring Folder for Directors to access. The Associate Provost (GS) agreed.</p> <p><u>New Action: AC.21/22 3.1. The Associate Provost (GS) to ensure that the AMR Summary Reports presented to the LTSEC at its last meeting are also uploaded into the shared OneDrive Annual Monitoring folder for Directors to access.</u></p> <p>The Committee thanked the Associate Provost and approved the report.</p>
<p>11.</p>	<p>NSS Response Rates Update</p> <p>The Associate Provost (HAED) presented a slide showing the latest response rate figures for the National Student Survey 2022. He highlighted the following:</p> <ul style="list-style-type: none"> • As of the 28th March 2022, the University still needed to secure 6 interviews to meet its publication threshold. Notification from Ipsos MORI, who are running the survey, had been received the morning of the meeting to confirm that Regent's had now met the overall institutional threshold. • Response rates are lower than the previous year – with more students on-line in 2021, they seem to have been easier to reach. • Colleagues have made tremendous efforts over the last few weeks to remind students to complete the survey.

	<ul style="list-style-type: none"> There is still some way to go to meeting the thresholds for BA Global Management and Liberal Studies. However there are still 4 weeks to go, so these may yet be achieved. <p>A member noted that early responders tend to be more highly engaged with their studies, and it was important to receive feedback from a range of students. She questioned if there was any intelligence on the reasons for a drop in the response rates.</p> <p>The Associate Provost (HAED) noted that efforts had been made to reach all eligible students, however reaching non responders and those less engaged is increasingly difficult and some may have been withdrawn. It is also very difficult to tell how their reasons for not responding.</p> <p>The Committee thanked the Associate Provost (HAED) and noted the paper.</p>
12.	<p>Amendment to Committee Memberships and Terms of Reference</p> <p>12.1. Collaborative Provision Committee Membership</p> <p>12.2. Academic Committee Terms of Reference</p> <p>The Chair presented the paper noting that these were minor amendments to membership and terms of reference. A member highlighted that the standing orders should also be amended to reflect the agreement at the last meeting that Committees will 'usually meet 3 times per year' instead of 4. The Secretary agreed to make the amendment.</p> <p><u>New Action:</u> AC. 21/22 3.2. The Secretary to update the Academic Committee standing orders to reflect the agreement that there will usually be 3 meetings per year instead of 4.</p> <p>The Committee approved the changes.</p>
13.	<p>Risk Register</p> <p>The Head of Governance presented the paper noting that this had been reviewed by the Audit and Risk Committee and the Board of Directors. She highlighted that there were 11 key risks and these are reviewed on a quarterly basis, and that where emerging risks occur, colleagues should inform both herself and the risk owner.</p> <p>The Committee discussed and noted the paper.</p>
Part B: Items for Noting	
14.	<p>Chair's Action: Quoracy Rule</p> <p>The Committee noted the chairs action.</p>
15.	<p>Sub Committee Meeting Minutes</p> <p>15.1. Collaborative Provision Committee – 09th February 2022</p> <p>15.2. Learning, Teaching and Student Experience Committee – 22nd February 2022</p> <p>15.3. Research Committee – 23rd February 2022</p> <p>15.4. Learning, Teaching and Student Experience Committee – 02nd March 2022</p>

	15.5. Quality Committee – 09th March 2022	
	The Committee noted the minutes.	
Closing Items		
16.	Confidentiality	
	No items of confidentiality were noted.	
17.	Communication from the committee	
	No communications from the committee were noted.	
18.	Risk Management Update	
	No additional items of risk were noted.	
19.	Any Other Business	
	No other items of business were noted.	
20.	Next meeting	
	Meeting Date	Deadline for Papers
	06 th July 2022	22 nd June 2022

Item	Action Required	Staff responsible	Due Date
New Actions:			
AC.21/22 3.1.	The Associate Provost (GS) to ensure that the AMR Summary Reports presented to the LTSEC at its last meeting are also made available to students via Blackboard.	Associate Provost (GS)	ASAP
AC 21/22 3.2.	The Secretary to update the Academic Committee standing orders to reflect the agreement that there will usually be 3 meetings per year instead of 4.	Secretary	ASAP
Closed 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

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