

Academic Committee Minutes

3 July 2024

14:00 – 16:00, MS Teams/H118a

Members Present:

Ex-Officio Members

Professor Geoff Smith
 Professor Fary Cachelin
 Professor Lawrence Phillips
 Professor Maria Charalambous
 Professor Gill Stark
 Steph Talliss-Foster
 Carl Teigh
 Valérie de Saegher
 Faye Urquhart
 Stephanie Murphy
 Abigaile Perrault

Vice-Chancellor & CEO (Chair)
 Provost & Deputy Vice-Chancellor
 Associate Provost, Business, Academic Development & Resources
 Associate Provost, Learning & Teaching
 Associate Provost, Academic, Collaborative & Industry Partnerships
 Head of Registry
 Chief Finance Officer
 Chief People Officer
 Head of Projects
 Head of Student Experience & Wellbeing
 Student Union President

Elected Members

Professor Jo Lusher
 Professor Zubin Sethna
 Professor Simon Carrington
 Julie Wilson

Academic Representative - Director level
 Academic Representative - Director level
 Academic Representative - Director level
 Professional Service Representative

Apologies:

Professor Castulus Kolo
 Samantha Grady
 Dan Lanigan
 Mark Parsonage
 Robert Johnson

Non-Exec Board Director (President, Macromedia University)
 Associate Provost, Student Experience
 Chief Commercial Officer
 Chief Transformation Officer
 Academic Representative – Senior Lecturer

In Attendance:

Clare Kane

Head of Governance (minutes)

Opening Items

1.	<p>Welcome, apologies and declarations of interest</p> <ul style="list-style-type: none"> • New members, Simon Carrington and Julie Wilson were welcomed to the meeting. • Apologies for absence were noted, as set out above.
2.	<p>Minutes of the meeting held on 20 Mach 2024</p> <ol style="list-style-type: none"> a. The minutes of the previous meeting were approved as a correct record. b. Matters arising from the minutes are include in agenda items 4 and 5.
3.	<p>Chair's Update and Chair's Actions / Email Decisions</p> <ol style="list-style-type: none"> a. Committee's Email Decisions: It was noted that the following decisions had been taken via email since the last meeting: <ul style="list-style-type: none"> • Approval of the Collaborative Partner validation reports for events held in the 2023/24 academic year • Validation of Istituto Marangoni London Integrated Foundation Year Courses, MBA Digital Transformation and Leadership

- Validation of Istituto Marangoni Paris MA Jewelry Management and MA Hospitality
- Validation of LMA BA Courses and LMA MA Courses
- Approval of the Collaborative Partnership with LMA.

b. Update from the Chair

The Vice-Chancellor & CEO provided a general update on Regent's performance, highlighting that:

- The University had maintained its strong performance in relation to HESA Graduate Outcomes. The latest results show that 85% of Regent's graduates had Positive Graduate Outcomes (in highly skilled employment or higher-level education) - meeting our 2024 KPI but also 6% above the national average. Additional effort will be required, however, to bolster response rates for future surveys.
- The University's staff engagement survey results are being analyzed and will be shared with colleagues by the end of the week. The CPO gave an interim summary of the results to the committee. This included a response rate of 57%, an overall engagement score of 64, compared to 62 in December 2023. That academic colleagues' engagement has seen the biggest increase with 5 points from 52 to 57 and Professional services' engagement improved from 67 to 68.
- The University's autumn enrolment target is under pressure in a very challenging market. Enrolly data show that deposits from international students to UK universities are down c.45% on the previous year. But Regent's teams are working proactively to keep deposit levels in the positive domain to land our +5% enrolment target.
- On the University's Indefinite Degree Awarding Powers (IDAPs) submission, the OfS has confirmed that their review team has found that Regent's meets all the criteria. Their report would now go to the OfS' Quality Assessment Committee before the decision is finalised – hopefully by early August. The VC & CEO took the opportunity to thank the project team for their huge efforts in delivering on what will be an historic achievement for Regent's.

The Committee **noted** the updates.

Part A: Updates and Discussion Items

4. Academic Progression Criteria and Process

The Associate Provost, Business, Academic Development & Resources presented the proposed criteria and organisation for Academic Progression. The committee noted this had been aligned with the PDR process and agreed the transition period was appropriate.

The Committee approved the criteria and new process, as set out in the report.

5. Learning & Teaching update (verbal)

The Curriculum Model Project:

The Associate Provost, Learning and Teaching reported that the Advance HE re-accreditation was approved with 8 commendations and some conditions, that work was ongoing for a simplified module development programme and that 20 special electives would be launching soon.

Approach to AI at Regent's:

The Associate Provost, Learning and Teaching stated that the team were prioritizing guidelines for staff and students in the use of AI and this will be in place by November 2024.

The committee discussed the progress in tools to detect the use of AI in students work/assessments. The AP, Learning and Teaching stated that the University will continue to participate in the GGE Turnitin trial.

The Committee **noted** the update.

6.	<p>Code of Conduct</p> <p>The Head of Student Experience and Head of Registry presented the proposed Code of Conduct for the University community. A quick overview of the approach to formulating the Code of Conduct was given. It was highlighted that the expectations were shared for the whole community, not students and staff separately. The paper proposes 5 points and cross-references against existing policies, it was noted there are several supporting policies to underpin the code of conduct. The CPO stated that a review and update of supporting policies will be required.</p> <p>The committee discussed the formality of the code's language and if the University's values are as well established as they could be across the student community and that they may need to be made more visible and reaffirmed to students as part of the launch/communication of the code.</p> <p>The committee endorsed the Code of Conduct.</p> <p>Action: Committee members to send any further comments to AP, Student Experience, Head of Registry, Head of Student Experience and Head of Governance asap.</p>
Part B: Reports Submitted via the Quality Committee for Approval / Discussion	
7.	<p>Report from the Quality Committee</p> <p>The Quality Committee Chair (Head of Registry) gave an overview from the report which summarised the business considered by the Quality Committee at its meeting on 12 June 2024.</p> <p>The Committee thanked the Head of Registry for this update.</p>
8.	<p>Terms & Conditions</p> <p>The Head of Registry summarised the amendments to student terms and conditions.</p> <p>The Committee approved the Terms and Conditions.</p> <p>Action: Head of Governance to circulate the tracked version to the Committee for information.</p>
9.	<p>Student Protection Plan</p> <p>The Head of Registry set out the updates to the Student Protection Plan.</p> <p>The Committee noted the updates.</p>
10.	<p>Degree Outcomes Statement</p> <p>The Head of Registry gave a brief overview of the data to be published within the degree outcomes statement. The committee discussed the University's degree classification profile and the external market and employer perception of this as an indicator of degree programme and graduate quality. The committee noted that the results demonstrate that (in accordance with UUK's expectations) the proportion of firsts and upper second-class awards have returned to pre-Covid 19 levels and that this will continue to be closely monitored. The committee acknowledged employers are increasingly focused on skills mix and non-academic experience of graduates.</p> <p>The Committee approved the Degree Outcomes Statement for publication.</p>
11.	<p>Data Manager role within Registry</p> <p>The Head of Registry and Provost & DVC provided the context of the requirement of a data manager role. The Chair noted the increasing value of, and demand for, data insights across multiple parts of the University. A new Head of Data is now in post and will be reaching out across all teams to assess development and training requirements.</p>

	<p>The committee agreed a more strategic and structured approach to data management for the University was required rather than creating specific resource or roles at this time.</p>
12.	<p>Validation Reports The Head of Registry summarised the validation reports approved via Chair's action since the last meeting.</p> <p>The Committee noted the validation reports.</p>
13.	<p>Academic Regulations and Policies 2025/26 (updates for approval):</p> <p>The Head of Registry circulated an overview report highlighting the amendments to the following regulations and policies as part of the papers:</p> <ul style="list-style-type: none"> a. Admissions complaints b. Admissions Policy c. Course and Module Amendment, Suspension and Closure Policy d. European credit transfer system e. Fitness to Study f. Handling sensitive and confidential documents g. Proofreading h. Rescinding credit i. Student complaints j. Student Suspensions k. Academic appeals l. Academic Misconduct m. Assessment Boards n. Course Development and Oversight o. Exceptional Circumstances p. External examiners q. Interruption of studies, transfer, and withdrawal r. Quality assurance monitoring and enhancement s. Re-Admission t. Assessment Boards <p>The Committee approved the amendments to the regulations and policies.</p>
Part C: Items for Information / Endorsement	
14.	<p>Strategic Risk Register The Chief Finance Officer presented the changes to the Strategic Risk Register last updated and reviewed by VCET in May 2024.</p> <p>The Committee noted the update.</p>
15.	<p>Draft Sub Committee Meeting Minutes The Committee received and noted the following minutes:</p> <ul style="list-style-type: none"> a. Collaborative Provision Committee – 29 May 2024 b. Research Committee – 13 June 2024 c. Learning, Teaching and Student Experience Committee – 25 June 2024 d. Quality Committee – 12 June 2024
16.	<p>Collaborative Provision Committee Terms of Reference Update</p> <p>The Provost & DVC presented the minor updates to the CPC terms of reference which included her taking over as Chair from September.</p> <p>The Committee noted the updates.</p>

<p>17.</p>	<p>Annual report on Research Integrity The AP, Business, Academic Development & Resources gave an overview of the annual report on research integrity received by the Research Committee on 13th June 2024.</p> <p>The Committee approved the report.</p> <p>Action: Head of Governance to arrange publication of the report on the University website.</p>
<p>18.</p>	<p>Academic Calendar of meetings 2024/25</p> <p>The committee noted the updated calendar for 2024/25.</p> <p>Action: Head of Governance - Academic Committee to be hybrid format for 2024/25. Action: Head of Governance to circulate to sub committee clerks to action meeting invites.</p>
<p>19.</p>	<p>Academic Committee Appointments The committee noted and endorsed:</p> <ul style="list-style-type: none"> • Elected Academic Staff – Director level – Zubin Sethna reappointment for a second term – July 2024 to June 2027. • Elected Academic Staff – Director level – Jo Lusher new member to be appointed for a first term – July 2024 to June 2027 • Elected Academic Staff – Assistant Professor / Senior Lecturer level – Robert Johnson new member to be appointed for a first term – July 2024 to June 2027 • Elected Professional Services staff – Julie Wilson - new member to be appointed for a first term – July 2024 to June 2027
<p>20.</p>	<p>Communication from the Committee None</p>
<p>21.</p>	<p>Any Other Business None</p>
<p>22.</p>	<p>Next meeting: 4 December 2024</p>