

ROYAL HOLLOWAY

University of London

ACADEMIC BOARD

The next meeting of the Academic Board will be held on **Wednesday, 4 June 2014 at 3pm in the Moore Annex Room 34 (MX034)**.

Tea and coffee will be served in the foyer outside the room from 2.30pm onwards.

Members are reminded that the items of business in Part C and Part D are starred. This means that those items will be taken as read, and approved or noted as appropriate, without discussion, unless any are unstarred by members contacting the Secretary by **5pm on Friday, 30 May 2014**.

Those papers not attached will be circulated shortly. Late papers circulated after the deadline for unstarring will be unstarred.

AGENDA

FORMAL BUSINESS

1. MEMBERSHIP

- 1.1 To receive a list of members of the Board. AB/14/23
- 1.2 To note that this will be the last meeting before the current terms of office expire for the following Representative and Elected members:
Professor Anne Varty, Head of Department of English;
Professor Jonathan Powell, Head of Department of Media Arts;
Dr Jon Hughes, Head of School of Modern Languages, Literatures and Cultures;
Professor Brian Cowan, Head of Department of Physics;
Professor John Wann, Head of Department of Psychology;
Professor Clare Bradley, Elected to sit on Academic Board through Council elections.
- 1.3 To note that this will be the last meeting for Ms Laura Gibbs who will be leaving the College to take up the position of Registrar at the School of Oriental and African Studies.
- 1.4 To note that Mr Amarbeer Singh and Mr Jamie Green demit on 31 July 2014, and Miss Sidonie Bertrand-Shelton has been re-elected for a second term. New Students' Union sabbatical officer, Miss Emma Peagam, who will formally take her place on the Board in 2014-15, has been invited to attend as observer. A Postgraduate Student Officer will be elected by students in October, and will be a student member of Academic Board.

2. MINUTES

To confirm the Minutes of the last meeting held on **Wednesday, 5 March 2014 (M 14/001 - M 14/053)**. Attached

3. MATTERS ARISING

To consider any matters arising, not elsewhere on the agenda.

Academic Board Effectiveness Survey

Arising from Min 14/010, to note that consultation on draft revised statutes and standing orders for Academic Board is taking place through focus groups and via the Governance Project website.

Publication of Academic Board Minutes

Arising from Min 14/015, to note that the agendas and minutes of Academic Board meetings are now available on the external College website.

4. ACTIONS TAKEN BY THE CHAIR

To note that no actions have been taken by the Principal, on behalf of the Academic Board.

5. UNSTARRING OF ITEMS

To note the unstarring of any Part C or D items.

6. FORMAL REPORTS

6.1 Principal's Report

To receive a written report from the Principal.

AB/14/24

6.2 Reports from the Deputy Principal and the Vice-Principals

To receive oral and written reports from the Deputy Principal and the Vice-Principals summarising key business undertaken in their areas, which will be reported to Council for information.

AB/14/25
a,b,c,d

6.3 Report from the Council

To receive an oral report from the Academic Board representative on Council on the Council meeting held on 19 March 2014.

To receive the minutes of the Council meetings held on 28 November 2013 and 19 March 2014.

AB/14/26a,b

6.4 Report from Academic Board Executive Committee

To receive the unconfirmed minutes of the meeting held on 19 May 2014 and to note the discussion regarding the enhancement of support and training for student-facing staff in dealing with bereavement and other matters relating to the wellbeing of students.

AB/14/27

PART A: STRATEGY DISCUSSION

7. POSTGRADUATE TAUGHT PORTFOLIO

To consider discussion questions relating to the development of the postgraduate taught provision.

AB/14/28

PART B: MAJOR ITEMS OF BUSINESS

8. SCHOOL OF LAW

To receive a paper on the establishment of a School of Law.

AB/14/29

- 9. STUDENT RECRUITMENT**
- To consider a report on UG and PG applications received to date for admission in 2014. AB/14/30
- 10. DEVELOPMENT OF THE UNDERGRADUATE PORTFLIO**
- To receive a report on initiatives to develop the undergraduate academic portfolio. AB/14/31
- 11. ALTERNATIVE FORMAT THESES**
- To approve an amendment to the Research Degree Regulations to enable an alternative format to the conventional PhD thesis. AB/14/32
- 12. REGULATIONS WORKING GROUP**
- To approve changes to the Undergraduate and Postgraduate Taught Regulations for 2014-15. AB/14/33
- 13. STUDENT ACADEMIC APPEALS AND COMPLAINTS**
- To receive a report on the student academic appeals and complaints in relation to the 2012-13 academic session from the Head of Academic Development. AB/14/34
- 14. CENTRE FOR THE DEVELOPMENT OF ACADEMIC SKILLS (CeDAS)**
- To receive the development plan for the new Centre for the Development of Academic Skills (CeDAS) following the recent restructuring of Royal Holloway International. AB/14/35
- 15. HONORARY DEGREES**
- To consider recommendations for the conferral of Honorary Degrees in 2015, prior to consideration by the Council at its meeting on 25 June 2014. AB/14/36
- 16. PERIODIC DEPARTMENTAL REVIEW**
- To consider the Periodic Departmental Review report, together with the Action Plan following the Periodic Departmental Review of the University of London Institute in Paris (ULIP) held in April 2013. AB/14/37
- 17. DATES OF TERM**
- To approve dates of terms for 2015-16 and consider provisional dates for 2016-17 and 2017-18. AB/14/38

PART C: ITEMS FOR FORMAL APPROVAL

- * **18. PROPOSED CHANGES TO CONSTITUTIONS AND TERMS OF REFERENCE**
- 18.1 To approve the minor amendments to the terms of reference of the Academic Board Executive Committee. AB/14/39
- 18.2 To approve the proposed minor changes to the membership and terms of reference of the Research Degrees Programmes Committee. AB/14/40
- 18.3 To approve the proposed changes to the membership and terms of reference for Learning, Teaching and Quality Committee. AB/14/41

18.4 To approve the proposed amendment to the constitution of the Science Faculty Board to include the Head of Information Security as an ex-officio member. AB/14/42

* **19. PUBLICATION**

19.1 To agree which, if any, items require broad dissemination around the College.

19.2 To confirm the designation of papers as exempt from the Freedom of Information Act requirements.

PART D: ITEMS FOR REPORT

* **20. ANNUAL REVIEW OF UNDERGRADUATE, POSTGRADUATE TAUGHT, AND POSTGRADUATE RESEARCH PROGRAMMES FOR 2012-13**

To note that the Learning, Teaching and Quality Committee considered the reports of the Faculties' scrutiny of the departmental annual review of undergraduate programmes and postgraduate taught programmes for 2012-13 at its meeting on 20 May 2014, and that the Research Degrees Programme Committee considered the reports of the Faculties' scrutiny of the departmental annual review of postgraduate research programmes for 2012-13, at its meeting on 13 May 2014. To receive a summary of the good practice identified. AB/14/43

* **21. FACULTY BOARDS**

To receive combined reports from the meetings of the Faculty Boards held in February and May 2014. AB/14/44a,b

* **22. ACADEMIC PLANNING COMMITTEE**

To receive the minutes of the meetings of the Academic Planning Committee held on 23 January, 4 March and 10 April 2014. AB/14/45a,b,c

* **23. COLLABORATIVE PROVISION COMMITTEE**

To receive the minutes of the meeting of the Collaborative Provision Committee held on 21 January 2014. AB/14/46

* **24. DEPARTMENTAL GRANTS GROUP**

To receive the minutes of the meetings of the Departmental Grants Group held on 12 February 2014. AB/14/47

* **25. RESEARCH COMMITTEE**

To receive the minutes of the meetings of the Research Committee held on 5 March and 23 April 2014. AB/14/48a,b

* **26. LEARNING, TEACHING AND QUALITY COMMITTEE**

To receive the minutes of the meetings of the Learning, Teaching and Quality Committee held on 29 January and 19 March 2014. AB/14/49a,b

* **27. STUDENTS' UNION**

To note the results of the March 2014 election for sabbatical officers. AB/14/50

* **28. CONFERMENT OF HONORARY TITLES**

To note a paper on the conferment of honorary titles. AB/14/51

* **29. DATES OF NEXT MEETINGS**

To note the dates of meetings for the 2014-15 academic year:

Wednesday, 10 December 2014 at 3pm in MX034

Wednesday, 25 March 2015 at 3pm in MX034

Wednesday, 3 June 2015 at 3pm in MX034

*Anna Sendall
Academic Registrar
May 2014*