

ROYAL HOLLOWAY
University of London

ACADEMIC BOARD

The next meeting of the Academic Board will be held on **Thursday, 9 December 2010 at 3pm in the Management Seminar Room (MX 001)**.

Members are reminded that the items of business in Part B 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 **midday on Wednesday, 8 December 2010**.

Those papers not attached will be circulated shortly.

AGENDA

FORMAL BUSINESS

1. MEMBERSHIP

- 1.1 To receive a list of members of the Board. AB/10/37
- 1.2 To elect one member of the Academic Board to sit on the College Council as specified by the Council Membership (C) (i)
- (c) *Elected members*
- (i) four members of the academic staff of the College of whom –
- one shall be elected by the members of the Academic Board from among the members of the Academic Board who are members of the academic teaching staff;

2. MINUTES

To confirm the Minutes of the last meeting held on **Thursday, 3 June 2010** (M 10/047 - M 10/106). Attached

3. MATTERS ARISING FROM THE MINUTES

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

4. ACTIONS TAKEN BY THE CHAIR

- 4.1 To note that the Principal, on behalf of the Academic Board, agreed by Chair's Action to permit Professor Felix Driver to extend his term of office and attend the Council meeting on 13 October 2010 with an election to take place at the next Academic Board to select Professor Driver's successor.
- 4.2 To note that the Principal, on behalf of the Academic Board, established a Regulations Working Group to start work immediately. The membership and Terms of Reference for the group are presented for approval under item 16.

- 4.3 To note that the Principal, on behalf of the Academic Board, approved paper AB/10/38 outlining the attendance monitoring and reporting requirements for our Highly Trusted Sponsor status with the United Kingdom Border Agency. AB/10/38

5. UNSTARRING OF ITEMS

To note the unstarring of any Part B items.

6. FORMAL REPORTS

6.1 Principal's Report

To receive an oral report from the Principal.

6.2 Report from the Council

To receive the reports from the Council meetings held on 31 March 2010 and 23 June 2010. AB/10/39a
AB/10/39b

PART A: MAJOR ITEMS OF BUSINESS

7. STUDENT RECRUITMENT

- 7.1 To consider a report on the provisional student numbers for 2010-11. AB/10/40

- 7.2 To consider a report on UG and PG applications received to date for admission in 2011. AB/10/41

- 7.3 To approve the entry requirements for 2012/13. AB/10/42

8. INSTITUTIONAL AUDIT

To receive a briefing paper from the Deputy Principal on the Institutional Audit. AB/10/43

9. STUDENT EXPERIENCE GROUPS

To receive a paper from the Deputy Principal on Student Experience Groups. AB/10/44

10. NATIONAL STUDENT SURVEY

- 10.1 To receive a paper from the Deputy Principal on Response to the 2010 National Student Survey. AB/10/45

- 10.2 To receive an oral report from the Deputy Principal on plans for the 2011 National Student Survey.

11. LEARNING AND TEACHING STRATEGY

To approve the College's Learning and Teaching Strategy. AB/10/46

12. PROPOSED CHANGES TO TERMS OF REFERENCES AND MEMBERSHIPS

- 12.1 To approve the proposed changes to the Terms of References of the Academic Development Committee and the Learning, Teaching and Quality Committee AB/10/47
- 12.2 To approve the proposed changes to the Arts Faculty Board's Constitution to reflect the change of departmental name from 'Classics' to 'Classics and Philosophy'. AB/10/48

13. PROGRESS REPORTS & REVIEW

- 13.1 To consider the Periodic Departmental Review report, together with the Action Plan following the Biological Sciences Periodic Departmental Review (October 2009). AB/10/49a,b
- 13.2 To consider the Periodic Departmental Review report, together with the Action Plan following the Health and Social Care Periodic Departmental Review Follow Up (January 2010). AB/10/50a,b
- 13.3 To consider the Periodic Departmental Review report, together with the Action Plan following the School of Modern Languages, Literatures and Cultures Periodic Departmental Review (November 2009). AB/10/51a,b
- 13.4 To consider the Periodic Departmental Review report, together with the Action Plan following the Media Arts Periodic Departmental Review (March 2010). AB/10/52a,b
- 13.5 To consider the Periodic Departmental Review report, together with the Action Plan following the Drama Periodic Departmental Review (May 2010). AB/10/53a,b

14. STUDENT AND ACADEMIC SERVICES REVIEW

- To receive an update on progress in the Student and Academic Services Review (SASR). AB/10/54

15. DATES OF TERMS

- To approve dates of terms for 2012-13 and consider provisional dates for 2013-14 and 2014-15. AB/10/55

16. REGULATIONS REVIEW WORKING GROUP

- To approve the Terms of Reference and membership of the Regulations Review Working Group, and the report from the meeting of the Regulations Review Working Group held on 10 November 2010. AB/10/56

17. REGULATIONS

- To consider a report on the suspension of regulations in 2009/10. AB/10/57

PART B: ITEMS FOR REPORT OR FORMAL APPROVAL

*** 18. ACADEMIC DEVELOPMENT COMMITTEE**

To receive reports from the meetings of the Academic Development Committee held on 3 March, 27 April, 28 September and 26 October 2010. AB/10/58a
AB/10/58b
AB/10/58c
AB/10/58d

*** 19. FACULTY BOARDS**

To receive a combined report from the meetings of the Faculty Boards held in November 2010. AB/10/59

*** 20. DEPARTMENTAL GRANTS**

To receive the minutes of the meeting of the Departmental Grants Group held on 12 May and 13 October 2010. AB/10/60a
AB/10/60b

*** 21. INFORMATION SERVICES ADVISORY GROUP**

To receive the minutes of the meeting of the Information Services Advisory Group (ISAG) held on 13 July 2010, and to note that the meeting for this term has been delayed to later into December so the minutes will not be available until the next Academic Board meeting. AB/10/61

*** 22. RESEARCH**

To receive the reports from the meetings of the Research Committee held on 31 March, 24 June, 15 September and 13 October 2010. AB/10/62

*** 23. LEARNING, TEACHING & QUALITY COMMITTEE**

To receive the report from the meetings of the Learning, Teaching & Quality Committee held on 6 July, 19 October and 18 November 2010. AB/10/63

*** 24. ACADEMIC AWARDS GROUP**

To receive a report of the awards and prizes awarded during 2010. AB/10/64

*** 25. CONFERMENT OF TITLES**

To receive the list of the conferment of titles for 2009/10. AB/10/65

*** 26. HONORARY TITLES**

*** 26.1 To approve the proposals to confer the Honorary Titles of Visiting Professors on:**

Dr Trevor Burchette, from the Department of Earth Sciences; AB/10/66a
Dr David Grimshaw, from the Department of Geography; AB/10/66b
Professor Richard C Laughlin, from the School of Management. AB/10/66c

- * 26.2 To note a paper on the conferral of honorary titles and the award of titles to Royal Holloway staff. AB/10/67
- * **27. QUALITY ASSURANCE AGENCY FOR HIGHER EDUCATION**
To receive a copy of the latest edition (Issue 33, July 2010) of the *Higher Quality* newsletter. This will be the last edition of *Higher Quality* that QAA will be producing. AB/10/68
- * **28. PUBLICATION**
- * 28.1 To agree which, if any, items require broad dissemination around the College.
- * 28.2 To confirm the designation of papers as exempt from the Freedom of Information Act requirements.
- * **29. DATE OF NEXT MEETING:** Wednesday, 16 February 2011 at 3pm in MX001

Dr P.A. McGeevor
Academic Registrar
24 November 2010