

Academic Board

17 March 2021



Actions

Ref	Action	Lead	Due Date
21/05	Add item on Personal Tutoring to June Academic Board meeting agenda	JHE/CM	June 2021
21/51	Notify Assistant Secretary to Council that the Academic Board have approved a proposal to create a new Department of Health Studies	CM	April 2021
21/63	Reflect on the following questions, as part of the development of the Education Strategy, and contact the Senior Vice Principal (Education) with any comments – What has been the most innovative or exciting or effective use of technology in teaching and learning this year that we'd like to develop further? What would we do to enhance our on-campus education next year to encourage students to make the best use of face to face teaching opportunities?	All	
21/67	Add item on Response to OfS compliance exercise to June Academic Board meeting agenda	JHE/CM	June 2021
20/166	Add agenda item for the March 2021 Academic Board meeting for an update on Personal Tutor system and Wellbeing	JHE	March 2021
20/187	Submit Paper 20/86, adoption of the IHRA anti-semitism definition with the additional select committee caveats to Council for final approval	JHE/JK	February 2021
20/188	Ensure the Intellectual Property Policy is updated with clarification that discretion can be used in applying the thresholds for IP revenue share and amend any incorrect references the upper threshold, which should be set at £75,000.	KN	January 2021
20/190	Sign up to the QAA Academic Integrity Charter	DG	January 2021
20/193	Submit any comments on the AB Annual Report 2019-20 to the Secretary by the end of the first week in January 2021. Ask the Chair to confirm the Annual Report and submit to Council	All JHE	January 2021 January 2021
20/73	Update Membership List to reflect (i) the change in the Head of Department of Human Resource Management and Organisational Studies. (ii) the academic member of staff elected to Council, who will also sit on the Academic Board	JHE	Complete

19/143, 19/183 and 20/76	To add update on the College's Access and Participation Plan as an agenda item for the December AB meeting	JHE	Complete
20/78	Set up a Call for election in January to fill the remaining two vacancies for elected members	JHE	Complete
20/117	Review Intellectual Property Policy and bring back to December meeting for discussion	KN	Complete
20/10	Deputy Principal (Academic) to respond to queries raised in email requesting to unstar paper AB/20/51	KN	Complete
20/14 20/41	Secretary to add the following to the agenda for the October meeting— SU Digital Survey Outcomes Update on delivery of College's Enhancement Plan	JHE	Complete
20/16	Circulate summer term Council Minutes to Academic Board	JHE	Complete
19/167	Correct the minutes of the meeting of the Board on 23 October 2019 as noted.	RH	Complete
19/170	Refer this matter [the length of papers for Academic Board and the timing of the circulation of these] to the Academic Board Executive meeting in February for further discussion.	RH	Complete (paper presented to ABE, needs to be actioned)
19/175	The Secretary and VP Education to review the election of academic representatives and present a report to Academic Board in March 2020.	RH/KR	Complete
19/179	Circulate the PowerPoint presentation on KEF to Schools.	RH/KN	Complete
19/182	Reword Section 2 (a) (iii) on page 7 of the Access and Participation Plan to clarify what is being measured: <i>Brilliant Club: support 590 pupils to improve their written communication, subject knowledge and critical thinking skills by 5% or more.</i>	DA	Complete
19/183	Academic Board to receive a regular update on progress in meeting the Access and Participation Plan targets. Update: will be included as a standing item under starred items	PJL/RH	Ongoing. Last update received Dec 2020
19/185	Present a draft Degree Outcomes statement to the March meeting of Academic Board.	DG	Complete (Considered in June)
19/195	DDS to review the guidance and report to the Executive Committee for Assessment in the Spring term.	RH	Complete
19/196	Review the wording of Proposal 3 on regulatory changes with colleagues.	RH/MB	Complete
19/119	Put a note on the Academic Board website about the decision made to amend the terms of office of elected members to one year.	RH	ASAP
19/121	Correct the minutes of the meeting of Academic Board on 5 June.	RH	Completed

19/129	Take forward the provision of support for students studying in London in the Academic Development and Resources Committee.	KB	ASAP
19/131	Check with the interim Director of Human Resources whether recommendations from UCU were considered as part of the review of the Gender Pay Gap.	RH	ASAP
19/137	Present a 'lessons learned' paper on lecture recording to Academic Board in December.	KB	Complete (moved to March meeting)
19/143	Provide an update to Academic Board later in the year on work undertaken to close the attainment gap.	JK	March/ June 2020
19/147	Link the Committees Handbook page to the Terms of Reference for new School and College committees, currently published on the academic restructuring pages.	RH	ASAP
19/148	Add the casualization of staff to topics to be considered as part of the redevelopment of the College strategy given the number of staff in the College on causal contracts.	KB	ASAP

Academic Board

17 March 2021

Min. 21/01 – 21/78



Minutes

Present:	Prof P Layzell (Chair); Prof J Knowles, Prof K Badcock, Prof M Humphreys, Prof G Agyemang, Prof J Parker-Starbuck, Prof G Pieri, Prof S Boogert, Prof T Pincus, , Prof R Alston, Prof S Wright, Prof R Livesey, Dr A Whitelock, , Dr M Berry, Prof B Langford, Dr M Naef, Mr R Jago, Prof O Heath, Prof A Jashapara, , Dr S Wagner, Prof V Jansen, Prof J Adam, Prof P Dalton,	Prof D Howard, Prof R Schack, Dr S West, Dr C Matos, Komisarczuk, Prof S Ansari, Prof R Fitzgerald, Dr T Berry, Prof V Boisvert, Dr S Kuenzel, Prof S Murphy, Dr E Xhetani, Prof H Zagefka, Prof D Gilbert, Prof H Nicholson, Miss K Roberts, Ms A Chohan, Ms H Warwick.
Secretary:	Dr J Howden-Evans	
In attendance:	Dr D Ashton, Ms M Ennis, Mrs A Wallis	Miss C Munton (Assistant Secretary)
Observers:	Mr A Alway	

- Welcome and Apologies**

Apologies were received from Mr Rob Jago. 21/01
- Academic Board Membership**

Paper AB/21/01 was RECEIVED. 21/02

An elected member queried whether the first term of office for the two newly elected members should end in 2024, rather than 2023 as listed in the paper. It was subsequently confirmed that the duration of an elected member's term of office is set out in Standing Order 55 and the information in the paper was correct. 21/03
- Minutes of the previous meeting**

The Minutes of the meeting held on 9 December 2020 (*Min. 20/142 – 20/206*) were APPROVED. 21/04
- Matters arising**

The Chair REPORTED that the actions in *min. 20/187, 20/190, 20/193, 19/183 and 19/188* had been completed. 21/05

The Secretary PROVIDED a verbal update on action 20/166, Personal Tutor system. He has met with the Directors of Student Experience and representatives from the Students' Union to discuss best practice from this academic year and whether there are issues to be addressed moving forwards. A set of proposals arising from these discussions would be presented to Academic Board in June. 21/06

5. **Action taken by the Chair**
The Board NOTED that the Chair approved the Academic Board Annual Report 2019-20 (unchanged from paper AB/20/g1). 21/07

6. **Unstarring of items**
No items were unstarred for discussion during the meeting. 21/08

Formal Reports

7. **Principal's Report**
Paper AB/21/02, Principal's Report to Academic Board was RECEIVED. 21/09

The Chair PROVIDED an update on plans for the Rusham Park site, confirming that the College Council have agreed to the development of student residences on the site. Council were satisfied that the residences are required because of the planned growth in student numbers, demographic uplift and general saturation of private accommodation in the local area. Negotiations have started with a preferred external partner who would invest the majority of the equity required to fund the work, reducing any direct call on the College's finances, and were expected to conclude in early 2022. The College have pledged to create an internal link road from the new residences to the sports centre, which includes working with Network Rail on developing a pedestrian bridge over the railway track. The site redevelopment excludes the demolition of the existing multi-storey car park. A policy will be drafted for using the car park and how to ensure there is safe pedestrian access from the car park to the main campus. The Head of the Department of Earth Sciences asked if there are any modern lab facilities that need to be reviewed, prior to the start of any demolition work. The Principal confirmed that there are lab facilities on site but these are not expected to be in good condition. 21/10

The Chair REPORTED that the School of Business and Management have received provisional confirmation of accreditation from the Association to Advance Collegiate Schools of Business (AACSB), with formal confirmation expected in due course. He thanked the Head of the School and staff involved in the successful application, noting that AACSB accreditation is highly valued in the sector and an outstanding achievement for the School. It was also noted that the Department of Electronic Engineering have received formal confirmation of accreditation for the BEng and MEng Electronic Engineering degrees from the Institution of Engineering and Technology. 21/11

8. **Reports from the Senior Management Team**

- The Senior Vice Principal (Academic Strategy and Research) REPORTED on the following: 21/12
- That the Doctoral School and School Directors of Postgraduate Research Education (PGRE) have been liaising with research degree students on managing the effects of the lockdown on their studies. Phase 2 of Covid-19 Extensions Scheme for postgraduate researchers has gone well. Professor Badcock thanked the doctoral school staff and School directors of PGRE for their excellent work in supporting students during the pandemic. 21/13
 - The Research Catalyst schemes have been launched. Specific thanks were given to Professor John Saunders, Professor Klaus Dodds and Professor Keith Mayes for their work in this area. 21/14
 - A £1 million grant received from Research England has been spent on new lab equipment in EPMS and Geography. Thanks were given to the Procurement Team in supporting this effort. 21/15
 - Planning for next academic year is underway. Overall the key risks of the pandemic are lower compared to 2020-21, however overseas recruitment expected to remain an issue and the College will need to prepare for some element of social distancing when deciding on the educational offer for 2021-22. A letter would be circulated to academic staff confirming that a significant sabbatical scheme would be running in 2021-22, that January starts on certain courses would not be required for January 2022 and PGR scholarships would return to pre pandemic levels next academic year. 21/16
- The Senior Vice Principal (Education) REPORTED that the Turing Scheme was open for applications until 9 April 2021. The College's proposal would be based upon using the Turing Scheme to fund placements abroad through existing international exchange partnerships. Schools would be asked to comment on the proposal before it was submitted. 21/17
- The Deputy Principal (Operations) reflected on the passing of Sarah Everard. He REPORTED that two Royal Holloway students had been arrested at a vigil on Saturday 13 March. Both students were being supported by the Wellbeing Team and one student had been offered advice from MarComms on managing their growing social media presence. The Wellbeing team had also reached out to students and the broader community with a general offer of help to those who needed it for as long as it was needed. Dr Ashton has asked the Director of Health Safety to review all Health and Safety policies on campus and the Director of Estates to consider what else the College can do to make the physical space on campus as safe as it can be. Messages would be published on the College's website about staying safe on campus. The College would continue to work with Surrey County Council and the Runnymede Consultation Forum to improve street lighting in the local area. It had been agreed not to host any formal Sarah Everard remembrance activities on campus at this time, following consultations with the Students' Union. The Head of the Department of English noted that students remain concerned about the overnight closure of the Spring Rise back gate to campus and their safety if walking to and from campus between 12.30 and 5am. Dr Ashton advised that the College cannot extend the opening hours without support from the local community, and that negotiations on this matter remain ongoing. 21/18

9.	Report from the Students' Union President	
	Paper AB/20/80, update from the Students' Union President was RECEIVED. The President highlighted the following aspects of her report:	21/19
	<ul style="list-style-type: none"> • A campaign entitled "We're Here for You" focussing on providing support and information to students in five key areas; Accommodation and Rent, Tuition Fees, No Detriment Policies, Wellbeing and Academic Quality. • Joint Questions and Answers sessions between the Students' Union and Senior Vice Principal (Education) and Director of Academic Services on matters such as the Fairness and Assurance Policy and academic and wellbeing. • Student Group activity resumed online from January. The Vice President (Societies and Sport) hopes to run a virtual awards ceremony in term 3 to recognise the work that Student Groups have carried out in 2020-21. • An external consultancy company has been appointed to conduct a review of academic societies. Board members with an interest in participating in a focus group with the consultants were asked to email President@su.rhul.ac.uk • Elections were taking place from 22 to 24 March for the Sabbatical Officers and School Representatives 2021-22. • The Student Advice Centre has been exceptionally busy supporting students with housing and academic issues. There has been an increase in academic misconduct cases in 2020-21 and advisors are supporting students with appeals in this area, and also students subject to non-academic misconduct hearings for breaching social distancing guidelines. 	21/20 21/21 21/22 21/23 21/24 21/25
10.	Report from the Council	
	Paper AB/21/04, minutes of the Council meeting held on 19 November 2020, was RECEIVED.	21/26
11.	Reports from Schools	
	The Head of the Department of Humanities PROVIDED a presentation starting with a summary of current activities in the School and closing with an overview of the School's strategy. Highlights included:	21/27
	<ul style="list-style-type: none"> • Success in NSS overall satisfaction scores across the departments in the School, and in particular the 100% overall satisfaction in the 2020 NSS in Comparative Literature and Cultures and Creative Writing; • An emphasis within the four departments on working with students in respect of voice and community. Highlights include the Black Writers Series, the LGBTQ+ Culture Club, and two new student society publications entitled 'Historia' and 'Our Voices'. • An active and large postgraduate research community with the first School of Humanities PGR Colloquium, Talking Together, held in 2019-20, strengthening student experience of working in a multidisciplinary environment. • An overview of the four departments in the School, noting that the Department of Classics are involved in a number of interesting research projects including food practices in Turkey, the growth the of black writers annual event and associated research in the Department of English, the Department of History's strengths in global and public history and the strong digital and media element to their teaching and research, and the current priorities in Modern Languages and Translation, Comparative Literature and Culture and Liberal Arts in the Department of Languages, Literatures and Cultures. 	21/28 21/29 21/30 21/31

- The four pillars of the School strategy. 'Future Humanities' will consider the flexible delivery of degree courses, creating industry facing course portfolios and placements and volunteering. 'Global Humanities' will focus on strengthening existing and developing new international partnerships in research and teaching, and on intercultural and multilingual skills. 'Engaged Humanities' will ensure research in the School is responsive to societal challenges and a commitment to social justice, equality and diversity. 'Civic Humanities' will seek to strengthen external partnerships in heritage and public life sectors locally, regionally and nationally. 21/32

Strategy Discussion

12. College Strategy

Paper AB/21/05, Implementation Plan for the 3 Year College Strategy, was RECEIVED. 21/33

The Senior Vice Principal (Academic Strategy and Research) REPORTED the strategy is organised around four pillars and that that paper AB/21/05 outlined the structure, organisation and reporting of the College's strategic plan. He emphasised the following aspects from the paper: 21/34

- In Pillar 1: Benefiting from the London Demographic Upturn, the Senior Vice Principal (Education) and the Director of Student and Academic Services are considering ways of improving graduate outcomes and will shortly start a pilot in the School of Humanities on a new initiative. The College have developed a prototype network in Slough aimed at protecting the College's civic mission more systematically in the locality, and have joined a skills hub and project to signpost more young people into further study and employment. 21/35
- In Pillar 2: Routes for International Students, the College has established the Royal Holloway London Graduate School. The Head of School is making plans to expand the space and portfolio along with establishing a more systematic student experience in central London. There will be a significant expansion in the number of distance learning courses offered through the University of London Worldwide over the next few years, starting with a new undergraduate degree in Business and Management offered through Coursera and new postgraduate degrees in Criminology and Project Management in 2021-22. 21/36
- In Pillar 3: Expanding Challenge Led research, each of the catalysts have started and the School Research leads are planning how to increase engagement with external funders. 21/37
- The Senior Vice Principal (Academic Strategy and Research) and the Deputy Principal (Operations) have briefed School Leadership teams about the contributions each School can make to operationalising the strategy. Examples include efforts in the School of Business and Management to build business experiences in their courses and initiatives to support commuter students and the launch of Health themed courses in the School of Life Sciences and the Environment which will impact on all College metrics. 21/38
- Thanks to the Director of Strategic Planning and her team so far with the development and implementation of the plan and ensuring there are no conflicting priorities or calls on staff time. 21/39

21/40

The Principal REPORTED there is a strong emphasis from the government for universities to ensure that by the end of their studies students are prepared for graduate level work and to have developed skills that enable them to thrive in a changing economy. Graduate outcomes has historically been the area that the College performs least well in across the range of performance metrics, partly because of its disciplinary mix, and the strategy will ensure there are measurable gains in this area moving forwards. The Director of Student and Academic Services was asked to report on work in this area at a future meeting.

21/41

An elected member of the Board asked about the strategies in place for closing the awarding gaps and training for academics in developing assessments and styles of teaching that are inclusive for diverse student groups. The Senior Vice Principal (Education) advised that awarding gaps have narrowed in all areas except for BAME students, and work is underway to establish why this gap remains. The Education Strategy will incorporate new initiatives around inclusive education and consider aspects such as tackling any structural aspects that may currently hinder equal attainment and teaching to diverse groups.

21/42

The Head of Geography raised the importance of ensuring that academic leadership positions in Schools are not over advantaged compared to departmental roles in future promotions rounds, noting that the pandemic has highlighted the value of departmental leadership roles in responding to recent challenges in teaching and research.

21/43

The Head of English asked for additional information about how the cuts to GCRF funding will impact on the risk evaluation of moving to more challenge led research. The Senior Vice Principal (AS & R) advised that strategy is predicated on ensuring the College is competitive and can increase its share of public funding. He noted that ten projects in the College are currently funded by UKRI, four of which are likely to be significantly impacted by this reduction in funding, and that he has been working with those affected to assess the implications, particularly to staff paid out of these grants. He confirmed that the College were unable to top up short falls in funding caused by UKRI's decision to terminate some grants, but would try to offer support in the short term. Principal Investigators have already started actively seeking new external funding for these ambitious projects.

13. Department of Health Studies

Paper AB/21/06, Proposal to create a Department of Health Studies, was RECEIVED.

21/44

The Head of the School of Life Sciences PROVIDED a presentation to supplement the paper. Highlights included:

21/45

- The courses in the department will be focussed around academic rather than clinical education, and specialisms will include wellbeing and health issues. Courses will be directed at employability in health services and include planned placements to ensure students gain 'real world' experience.

21/46

- There will be a portfolio of UG and PGT courses, with an intention to offer them in flexible delivery modes.

21/47

- The courses fit into the aims of the College's 3 year Strategic Plan; they will appeal to the changing demographic in the London market, support growth in student numbers, ensure the College is able to take advantage of the growing popularity of Health care studies, creates cross School initiatives and links Science, Social Science and Humanities and fits within the sustainable places research catalyst and digital technologies.

21/48

	<ul style="list-style-type: none"> New courses in the department will launch in 2022-23, with growth in student numbers expected by 2025-26. 	21/49
	<p>Members of the Board were enthusiastic about the proposal and the opportunities created for collaborations between Health Studies and the Arts and Humanities, for example in Music Therapy and in the Engineering, Mathematical and Physical Sciences, for example using virtual and augmented reality in operations and the design and use of sensors for health reasons. Another area of interest to members of the Board was the opportunity to explore Global Health and the aging population. The Head of the School of Life Sciences and the Environment agreed to set up a workshop for colleagues to share ideas.</p>	21/50
	<p>The Academic Board AGREED to RECOMMEND the proposal to create a Department of Health Studies to the College Council for formal approval.</p>	21/51
14.	Academic Year 2020-21	
14.1	<p>The Fairness and Assurance Policy 2020-21 was RECEIVED. The Vice Principal (Quality and Standards) summarised the main aspects of the policy and its implementation. The policy had been drafted following extensive consultations with the Chairs of the Departmental and School examination boards and with the Students' Union, and was intended to prevent a reoccurrence of the grade inflation seen last year and to offer reassurance to students that there are measures in place to protect their achievements. In addition to the changes already made to teaching and assessment in 2020-21, the main aspects of the policy include reviewing module performance against historic data, enhanced offers of resits, a more generous offer of extensions and a commitment to honouring the Safety Net mitigations set out in the Emergency Regulations 2019-20. The policy is underpinned by the principles of academic judgement.</p>	21/52
	<p>The Vice Principal (Quality and Standards) has worked with examination board chairs to develop implementation guidance to accompany the policy and he has also briefed External Examiners on the shape of the College's approach to progression and award in 2020-21.</p>	21/53
	<p>He reported that there has been some concern from academic staff about extended offer of resits for all failed modules and in exceptional cases, and at the discretion of the examination board, for passed modules. Current data shows there has not been a significant increase in non-submissions in 2020-21 and it was hoped therefore that there would not be vast numbers of failed modules and resits due to non-submission of work.</p>	21/54

14.2 **Term 2 and Term 3 response to the pandemic**

The Senior Vice Principal (Education) REPORTED that students have received information about which groups are required, expected or encouraged to return to campus from on 26 April to join those who returned on 8 March. Some students were unfortunately unable to return at this time in line with government guidelines. The Director of Student and Academic Services was developing a suite of extra-curricular activities to sit alongside academic activities to reduce impact on student wellbeing for those students returning to campus. The College was waiting for further information from the government about return dates for all students; if the remaining student groups are not invited to return in May, it was intended to schedule more extensive extra-curricular activities to include these students. Social distancing rules remained in place and staff have worked hard to ensure the campus is safe. Some study spaces would be available in the library for quiet study, including bookable spaces for students with particular needs to use to take their online assessments in term 3. 21/55

International students continue to be largely prevented from returning, however there had been changes in visa regulations that may allow some to return before the end of term. 21/56

The Principal REPORTED that summer graduation has unfortunately been postponed for 2020-21 because of social distancing requirements. Students have advised that a graduation ceremony is important to them and the Director of Student and Academic Services has been tasked with preparing a schedule for graduation ceremonies postponed from 2019-20 and 2020-21 to take place in 2021-22. It is hoped that winter graduations for PGT students will go ahead in December 2021. 21/57

15. **Education 2020-21 and Education Strategy**

Paper AB/21/07a Flexible Education 2020-21: review (data for information) was RECEIVED. 21/58

The Senior Vice Principal (Education) PROVIDED a presentation reviewing flexible education, noting that conversations have started with colleagues across College to gain an understanding of the aspects of teaching and learning in 2020-21 that staff wish to keep, and should be incorporated into the Education Strategy. He noted that the pandemic has presented a once in a generation opportunity for change in what the College offers and how it delivers education. An important focus of these discussions will be on how to reconnect to previous strengths in campus based education and dual excellence in teaching, whilst maintaining some aspects of the digital leap and flexible offer. 21/59

Emerging data on education in 2020-21, as presented in AB/21/07a, indicates that students have valued the arrangements for teaching, assessment and feedback in 2020-21. There had been a slight increase in interruptions and withdrawals, consistent with what would be expected in such a challenging year and overall this stability can be interpreted as a positive indication students have felt supported by the adjustments to education this year. Feedback from staff and students at the end of term two has highlighted a sense of strain in workloads. 21/60

Professor Knowles summarised the shape of education in 2021-22. In practical terms it was expected that some elements of social distancing, travel restrictions and localised lockdowns would remain and in response the College was likely to continue with a blended delivery. 21/61

The challenges to be addressed for next year and beyond included a review of the engagement policy and attendance reporting to determine how flexible the College wishes to be in allowing the switch between in person and online teaching, redefining the term 'student engagement' and if there are more sophisticated ways of measuring engagement, reviewing assessment modes and assessment points to address concerns about student and staff workload, 21/62

improvements to podcasts and micro resources, and a review of the extensions policy and systems. The Extenuating Circumstances policy and process needs to be reviewed in 2021-22. Priorities to be addressed in term 3 included a Moodle enhancement review and ensuring reading lists for 2021-22 were updated. There will be additional investment to further improve teaching spaces over the summer. Funding was made available in 2019-20 and again in 2020-21 to provide laptops for students who were at a digital disadvantage and it was hoped to expand the scheme to include a wider group of students. The Principal, through Universities UK, was lobbying the government to extend the provision of free broadband for school children to include Higher Education students.

The Senior Vice Principal (Education) planned to meet with Schools as part of a Bridging to the Future process, the outcomes of which would feed into an Education Strategy. Board members were asked to reflect on the following two questions, What has been the most innovative or exciting or effective use of technology in teaching and learning this year that we'd like to develop further? What would we do to enhance our on campus education next year to encourage students to make the best use of face to face teaching opportunities? The slides from his presentation would be uploaded to the meeting chat to enable colleagues to reflect and discuss with their teams. He advised that although there are external challenges to consider as part of the Education Strategy development, including possible reductions in tuition fees, a government review of minimum standards for entry into Higher Education, the Teaching Excellence Framework review, the Skills for Jobs paper, transferrable credits and modular learning, flexible education provides a great tool for addressing these issues. The strategy would look towards a University 4.0 and would ensure that students leave the College as highly skilled critical thinkers and the transferrable skills required to adapt to a changing economy. 21/63

The Head of the Department of Digital Innovation noted that the recent TEF review recommends that educational gain should be assessed within the new TEF framework, and therefore any discussions on the Education Strategy should include how this can be measured and communicated. He also advised that it would be useful to consider learner analytics and whether the College can create dashboards that better measure specific aspects of engagement so that Personal Tutors can see how and where students are engaging. Professor Knowles acknowledged that the College has lots of data available and needs to identify which aspects of the data are most useful to staff in monitoring student progress and the best format in which to present it. 21/64

In response to a question from the Head of the Department of English, the Senior Vice Principal (Education) confirmed that there would be a framework within which to deliver education next year but there would be departmental autonomy on the pedagogical aspects within that structure. Members agreed that it would be important to manage student expectations about university life next year in the context of the government messaging on the lifting of restrictions on social contact on 21 June. 21/65

16. **Office for Students (OfS) Regulatory Guidance on Competition and Markets Authority (CMA)**

Paper AB/21/07b, interim review of compliance with regulatory guidance during COVID-19, was RECEIVED. 21/66

The Senior Vice Principal (Education) REPORTED that the Office for Students has issued guidance to the sector on regulation during the pandemic and asked universities to report by exception on their compliance with consumer law, communications with students and compliance with their OfS conditions of registration during COVID-19. Strategic Planning are 21/67

leading the College's review and response, and this work is ongoing. The final report is expected to be presented to the next meeting of Academic Board.

17. **Student Numbers for 21-22 entry**
- 17.1 Paper AB/21/07, report on the 1 February 2021 student number count, was RECEIVED. 21/68
- The Deputy Principal (Operations) REPORTED that over recruitment of Home/EU undergraduate and postgraduate taught students has mitigated some of the financial shortfall caused by a drop in overseas student numbers in 2020-21. The success of the January start courses further mitigated this loss in income. 21/69
- 17.2 Paper AB/21/08, Applications Update on the 2021/22 Admissions Cycle, was RECEIVED. 21/70
- The Deputy Principal (Operations) REPORTED that undergraduate applications have increased by 13% compared with applications for 2020-21, noting that this is higher than the average sector increase and the increase in applications to competitors. Postgraduate taught applications are approximately 25% lower than at the same point last academic year and the pandemic was again expected to impact on overseas recruitment in 2021-22. The Principal and Deputy Principal (Operations) recorded their thanks to all staff involved in student recruitment and applications activities. 21/71

Items for formal approval

18. *** Entry requirements for 2022-23**
- Paper AB/21/09, Entry requirements for 2022-23 was RECEIVED. 21/72
19. ***Regulations changes for 2021-22**
- 19.1 Paper AB/21/10, changes to the Research Degree regulations for 2021-22 was RECEIVED and APPROVED. 21/73
- 19.2 Paper AB/21/11, changes to other academic regulations for 2021-22 was RECEIVED and APPROVED. 21/74

Items for Report

20. ***PGT Annual Review**
- Paper AB/21/22, composite reports of the review of postgraduate taught provision in 2019-20 from the School Education Committees was RECEIVED. 21/75
21. ***Academic Board Executive**
- Paper AB/21/13, Minutes of the meeting of Academic Board Executive held on 1 February 2021, was RECEIVED. 21/76

22. **Quality Assurance and Standards Committee**

Paper AB/21/14, Minutes of the meeting of the Quality Assurance and Standards Committee meeting held on 11 November 2020, was RECEIVED. 21/77

Other matters

23. ***Date of next meeting**

Wednesday 2 June 2pm on MS Teams. 21/78