



Minutes of the meeting held on 6 December 2017

- Present: Professor P Layzell (Chair), Dr Jurgen Adam, Professor G Agyemang, Miss E Ancelin, Professor S Ansari, Miss N Barrett, Professor S Boogert, Professor C Bradley, Professor A Chevalier, Professor K Cooper, Professor M Eschrig, Professor J Fiadeiro, Dr M Gee, Professor D Gilbert, Dr L Goddard, Professor M Gold, Professor S Halperin, Professor J John, Mr C Jones, Dr F Keating, Professor R Kemp, Mr S Kendrick, Professor J Knowles, Dr C Kremmydas, Professor K Mayes, Dr D Morritt, Dr J Murdoch, Professor H Nicholson, Professor K Normington, Professor B O'Keefe, Professor G Pieri, Professor B Rankov, Professor K Rastle, Professor C Rees, Dr H Rui, Professor R Schack, Professor E Schafer, Professor C Townsend, Professor K Willis, Dr S Wolthusen, Miss W Wong, Dr Y Zheng
- Secretary: Mrs A Sendall
- Observers: Miss C Cartwright, Mr D German, Mr J Tuck, Ms E Wilkinson
- Apologies: Professor J Brown, Professor R Deem, Professor B Fitzgerald, Professor D Howard, Professor M Humphreys

**1. Welcome and Apologies**

The Board noted that this was the last meeting for Dr Lynette Goddard who will be stepping down as Interim Head of Department for Drama, Theatre and Dance. 17/155

This was also the last meeting for Professor Rob Kemp, Deputy Principal, who will be leaving the College in early 2018. 17/156

**2. Minutes**

The Minutes of the meeting held on **Wednesday 11 October 2017** (M17/105-M17/154) were approved following a discussion about M17/125 and an agreement to remove the final sentence of that minute. 17/157

**3. Matters Arising**

3.1 At the meeting on 31 May 2017 a revised version of the Intellectual Property Policy was brought for discussion, following which it was agreed that certain amendments would be made prior to approval. Due to a miscommunication the changes were not finalised and agreed prior to publication. 17/158

The Board agreed that the revisions should be completed and brought to the next meeting in March for approval. 17/159

3.2 The Principal circulated two additional nominations for Honorary Degrees which were discussed and approved by the Board for recommendation to Council. 17/160

**4. Actions Taken by the Chair**

	There had been no actions taken by the Chair since the last meeting.	17/161
<b>5.</b>	<b>Unstarring Of Items</b>	
	A request was made to unstar paper AB/17/73a-c – Faculty Board constitutions, papers AB/17/78 and AB/17/19 – PDR reports and paper AB/17/86 – minutes of the joint meeting of the Teaching, Learning and Standards Committee and the Quality Assurance and Standards Committee.	17/162
	The Board agreed to refer the matters about the constitutions back to the Deans of the Faculties and the issue raised about equality data in the PDR reports to the Vice Principal Quality and Standards. The issues regarding the methodologies for surveying were referred to the Vice-Principal (Quality & Standards).	17/163
<b>6.</b>	<b>Formal Reports</b>	
6.1	<u>Principal’s Report</u>	
	The Board received the Principal’s report. Matters for discussion were covered by the business of the meeting.	17/164
6.2	<u>Reports from the Senior Management Team</u>	
	The Deputy Principal noted that the December count of admission figures had been circulated to departments.	17/165
	The Vice Principal (Enterprise) reported that very limited information had been made available about the Knowledge Exchange Framework but in the meantime the College was examining its enterprise strategy.	17/166
	The Vice Principal (Research Impact) reported that structures were being put in place to support members of staff who were leading case studies and that events were being run to help staff think about how to translate their research into impact.	17/167
6.3	<u>Report from the Students’ Union President</u>	
	The President reported that they had recently closed the survey on Diversity in the Curriculum and the responses were being analysed and that work was being done to prepare for the Course Representative Conference in the Spring Term.	17/168
6.4	<u>Report from the Council</u>	
	One of the members of Council reported that the recent strategy day had stimulated a lot of discussion, particularly about the plan to improve the IT support available. It was noted that Council members were becoming increasingly aware that their responsibilities were changing to accommodate new requirements being placed on them.	17/169
<b>7.</b>	<b>Diversity in the Curriculum</b>	
	The Senior Vice Principal reported that the Department for Education were examining how universities provide for a segmented audience and that data to demonstrate how impact is measured will be required.	17/170
	The Board heard feedback from various departments which had discussed the topic of Diversity in the Curriculum following the presentation at the previous meeting. It was noted	17/171

that diversity was now included in the annual review paperwork and so departments were beginning to think about this on a regular basis.

It was agreed that the annual monitoring diversity reports would be shared more widely. 17/172

## **8. The Office For Students Regulatory Framework**

The Board received a paper which detailed the proposed powers of the Office for Students. 17/173

The Board discussed the cross-subsidisation of subjects and how this may be affected by the introduction of the OfS. It was noted that the remit of the OfS was not as broad as HEFCE's had been and currently, for example, there was no indication that the OfS would be concerned with the diversity and breadth of the curriculum. 17/174

It was noted that providers will be required to provide a number of documents by the end of April 2018 and that the student protection plan will be brought to the next meeting of Academic Board. 17/175

## **9. Integrated Academic Strategy**

The Board noted that departments had engaged well with the discussions about the Integrated Academic Strategy and that the intention was for this strategy to set the direction and vision for academic provision in the future. 17/176

The Board discussed how this strategy linked with the wider College Strategy and potential problems with offering the option of a year in industry or abroad to an increased number of students. It was noted that central support would be required to manage this activity and that individual departments would not be required to administer this. 17/177

The Board agreed to support the principles of the strategy. 17/178

## **10. Graduate Employability**

The Board received an update on the work of the Employability Working Group and noted that HESA had now published further information about the survey methodology for the Graduate Outcomes Survey. 17/179

## **11. Suspensions Of Regulations**

The Board received a report on the number of requests for suspensions of the regulations which had been made in 2016-17. It was noted that there had been an increase in the number of requests made for PGR students, particularly regarding delayed attempts at first and/or second upgrade attempts. 17/180

The Board noted that the Deans of the Faculties would be addressing this issue in the departments where such requests were particularly prevalent. 17/181

## **12. Annual Report Of College Board Of Examiners Executive Committee**

The Board noted a report on the key business of the Committee. 17/182

## **13. Proposed Changes To Constitutions And Terms Of Reference**

13.1 See agenda item 5. 17/183

13.2	The Board approved the changes to the membership of the Research Degrees Programmes Committee.	17/184
13.3	The Board approved the changes to the terms of reference of the Quality Assurance and Standards Committee.	17/185
13.4	The Board approved the changes to the terms of reference of the Teaching and Learning Strategy Committee.	17/186
<b>14.</b>	<b>Publication</b>	
	The Board agreed that no items required broad dissemination around the College.	17/187
<b>15.</b>	<b>Charitable Scheme Update</b>	
	The Board received an update on the Charitable Scheme.	17/188
<b>16.</b>	<b>PDR Reports</b>	
16.1	The Board received the PDR Report and Action Plan following the Department of Physics Periodic Departmental Review held in February 2017	17/189
16.2	The Board received the PDR Report and Action Plan following the Department of Politics and International Relations Periodic Departmental Review held in March 2017	17/190
16.3	The Board received the updated Action Plan following the Department of Music Periodic Departmental Review held in November 2016	17/191
<b>17.</b>	<b>Faculty Board</b>	
	The Board received a combined report from the meetings of the Faculty Boards held in November 2017	17/192
<b>18.</b>	<b>Academic Board Executive Committee</b>	
	The Board received the minutes of the meetings of the Academic Board Executive Committee held on 17 May and 12 September 2017.	17/193
<b>19.</b>	<b>Academic Planning Committee</b>	
	The Board received the minutes of the meetings of the Academic Planning Committee held on 16 May and 14 June 2017.	17/194
<b>20.</b>	<b>Collaborative Provisions Committee</b>	
	The Board received the minutes of the meeting of the Collaborative Provisions Committee held on 9 May 2017.	17/195
<b>21.</b>	<b>Departmental Grants Group</b>	
	The Board received the minutes of the meeting of the Departmental Grants Group held on 24 October 2017.	17/196
<b>22.</b>	<b>Teaching, Learning and Standards Committee Quality Assurance and Standards Committee</b>	

The Board received the minutes of the joint meeting of the Teaching, Learning and Standards Committee and the Quality Assurance and Standards Committee held on 27 September 2017. 17/197

**23. Date of the Next Meeting**

The Board noted that the next meeting would be held on Wednesday 14 March 2018 at 3pm in the Moore Annexe Lecture Theatre. 17/198