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| **Academic Board** |  |
| 7 December 2022 |  |
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| **Actions** | |

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| **Ref** | **Action** | **Lead** | **Due Date** |
| ~~22/205 and 22/256~~ | ~~Circulate updated Academic Promotions paper~~ | ~~CM~~ | ~~Spring 2023~~ |
| ~~22/208~~ | ~~Update Academic Board on the implementation of the proposals in the UUK Suicide Prevention report~~ | ~~JS~~ | ~~March AB~~ |
| ~~22/210~~ | ~~Update Academic Board on the KPIs underpinning the Environmental Sustainability Strategy~~ | ~~JS~~ | ~~March AB~~ |
| ~~22/145~~ | ~~Seek clarification from the Director of Estates about the room temperature across campus buildings~~ | ~~KB~~ | ~~December AB~~ |
| ~~22/163~~ | ~~Circulate timeline of education projects in pillars 1 and 2~~ | ~~JK, TB and MH~~ | ~~December AB~~ |
| ~~22/175~~ | ~~Circulate organigram of new School roles and structure~~ | ~~TB~~ | ~~December AB~~ |
| 22/193 | Add Foundation Year Degree to a future agenda of Academic Board | CM/JHE | End of 22-23 academic yr |
| ~~22/63~~ | ~~Review the 2022-23 Board dates in the context of the committee cycle to identify if the June Academic Board meeting can be held later~~ | ~~JHE and CM~~ | ~~Summer 2022~~  ~~Complete~~ |
| ~~22/115~~ | ~~Confirm Academic Board support for the nominations for Honorary Degrees as listed in paper AB/22/39~~ | ~~CM~~ | ~~ASAP~~  ~~Complete~~ |
| ~~22/122~~ | ~~Confirm with the Academic Quality and Policy Office that all reports expected from External Examiners for the DClinPsy had been received before the Quality and Standards Report is remitted to Council’s Student Experience and Research Committee~~ | ~~MH and CM~~ | ~~Summer 2022~~  ~~Complete~~ |
| ~~22/126~~ | ~~Update paper AB/22/44 Academic Units to read School of Engineering, Mathematical and Physical Science~~**~~s~~** ~~before remitting paper to Council~~ | ~~CM~~ | ~~ASAP~~  ~~Complete~~ |
| ~~22/54~~ | ~~Provide update on review of Schools restructuring to an autumn term AB meeting~~ | ~~TB and JHE~~ | ~~Autumn 2022~~ |
| ~~21/136~~ | ~~Clarify position re the consultation on the proposal to apply for use of University title~~ | ~~JHE/CM~~ | ~~January 2022~~ |
| ~~21/142~~ | ~~Provide an update at the March Academic Board meeting on changes to the Personal Tutor system~~ | ~~JHE~~ | ~~March 2022~~ |
| ~~21/162~~ | ~~Circulate summary of Academic Board views on the proposed merger with St Georges~~ | ~~JHE/CM~~ | ~~January 2022~~ |
| ~~21/166~~ | ~~Refer issue of completion of resources information on cover sheets for consideration at AB Exec~~ | ~~JHE~~ | ~~Feb 2022~~ |
| ~~21/168~~ | ~~Develop and present a timeline on the implementation of forthcoming College education initiatives~~ | ~~JK and TB~~ | ~~Spring 2022~~ |
| ~~21/200~~ | ~~Update Academic Board on the Enquiry Management System~~ | ~~JHE~~ | ~~Spring/ summer 2022~~ |
| ~~21/163~~ | ~~Amend Minute no. 21/43 in the minutes of meeting held on Wednesday 29 June to read “He noted that this was a consultation with the Board and they would~~ **~~not~~** ~~be asked to vote on the proposal.”~~ | ~~CM~~ | ~~ASAP~~ |
| ~~21/103~~ | ~~Circulate information re consultation on changes to the RHBNC Act 1985.~~ | ~~JHE/CM~~ | ~~November 2021~~ |
| ~~21/218~~ | ~~Contact Development Manager to update nominee statement before nominations are circulated to Council.~~ | ~~PJL/CM~~ | ~~ASAP~~ |
| ~~21/221~~ | ~~Correct name of School in paper AB/21/48 to read “School of Engineering, Physical and Mathematical Sciences” before paper is circulated to Council.~~ | ~~CM~~ | ~~ASAP~~ |
| ~~21/226~~ | ~~Amend Minute no. 21/46 in Academic Board Executive Minutes of meeting held on 8 November to reflect that the paper number received was ABE/21/06 and not AB/21/06.~~ | ~~CM~~ | ~~ASAP~~ |
| ~~21/93 and 21/94~~ | ~~Circulate the reports from the Academic Societies Review and Joint Honours Insight with the October 2021 meeting papers~~ | ~~JHE/CM~~ | ~~October 2021~~ |
| ~~21/112~~ | ~~Ensure Extensions Policy is approved by Chair’s action over the summer and circulate the agreed policy with the October 2021 meeting papers~~ | ~~JHE/CM~~ | ~~October 2021~~ |
| ~~21/121~~ | ~~Circulate meeting invitations for additional Academic Board meeting on 29 June~~ | ~~CM~~ | ~~June 2021~~ |
| ~~21/130~~ | ~~Add agenda item on progress with implementation plan from Process Fix review of non-academic misconduct and complaints~~ | ~~JHE/CM~~ | ~~October 2021~~ |

Action from current meeting

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| **Academic Board** |  |
| 7 December 2022  2pm, Moore Auditorium and MS Teams |  |
| *Min. 22/195 – 22/265* |  |
| **Minutes** | |

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| Present: | Prof J Sanders (Chair), Prof K Badcock, Prof T Bhamra, Prof J Knowles, Prof G Pieri (on MS Teams, for items 1-7 only), Prof G Shaddick, Prof JP Rud (rep Exec Dean of L &SS), Prof C Tsinopoulos; Prof K Dodds (on MS Teams), Prof R Mock, Dr C Kremmydas, Dr R Hemus, Prof R Livesey, Dr D Beer (on MS Teams), Dr M Berry, Prof B Langford, Prof R Jago (on MS Teams), Dr K Smets (on behalf of Prof L Sjoberg), | Dr J Nuri (on MS Teams), Prof M Lycett (on MS Teams), Prof N Panteli (on MS Teams); Prof S Wagner, Prof S Hosany, Prof G Symon, Dr K Clemitshaw (on MS Teams), Prof A Palombi, Prof H Zagefka, , Prof J McKee, Prof S Gibson, Prof C Matos, Dr T Berry, Dr P Bremner (on MS Teams), Prof V Boisvert, Dr A Bown, Dr C Dendrinos, Dr V Desai, Prof S Murphy, Prof S Shah (on MS Teams), Dr E Xhetani (on MS Teams), Ms M Jarvis, Mr S Shrey, Ms H Hockin |
| Secretary: | Dr J Howden-Evans |  |
| In attendance: | Prof M Humphreys, Mr S Kendrick, Prof G Knight (on MS Teams) and Mrs A Wallis | Miss C Munton (Assistant Secretary) |
| Apologies | Dr S Alty, Prof D Anderberg, Dr D Brown, Dr E Cox, Prof R Fitzgerald, L Kaounides, | Prof J McEvoy, Prof C Mitchell, Prof JP Rud and Prof D Schreve. |
| Observers: | Mr A Alway (on MS Teams) |  |

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|  | **Welcome and Apologies** |  |
|  | The Chair, Prof J Sanders, welcomed all to the meeting. This was the first meeting for Dr Alfie Bown, newly elected member.  Apologies were noted; these are recorded in the above list. | 22/195  22/196 |
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|  | **Minutes of the previous meeting** |  |
|  | The minutes of the meeting held on 19 October 2022 (*Min. 22/133 – 22/194)* were APPROVED. | 22/197 |
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|  | **Matters arising** |  |
|  | The following actions have been completed since the last meeting:   |  |  |  | | --- | --- | --- | | Ref | Action | Lead | | 22/145 | Seek clarification from the Director of Estates about the room temperature across campus buildings | KB |   Paper AB/22/68a Sustainability: Building Set Point Temperature Adjustments was RECEIVED and NOTED. Members did not have any further queries.    The Board received an update on the following actions:   |  |  |  |  | | --- | --- | --- | --- | | 22/163 | Circulate timeline of education projects in pillars 1 and 2 | JK, TB and MH | December AB | | 22/175 | Circulate organigram of new School roles and structure | TB | December AB | | 22/193 | Add Foundation Year Degree to a future agenda of Academic Board | CM/JHE | End of 22-23 academic yr |   It was NOTED that 22/163, timeline of education projects in pillars 1 and 2, would be discussed under agenda item 7.  The Senior Vice Principal (Student and Staff Experience) PROVIDED an update on 22/175 via paper AB/22/68b School Structures. The Board had no further queries.  It was NOTED that the Foundation Year Degree course lead would be invited to give a presentation to the June meeting of Academic Board, to complete action 22/193. | 22/198  22/199  22/200  22/201  22/202  22/203 |
|  | **Actions taken by the Chair** |  |
|  | None | 22/204 |
|  | **Unstarring of items** |  |
|  | No requests for unstarring had been received, however, the Chair thanked Heads of Department for their feedback on paper AB/22/85 Academic Promotions. Members were asked to send any further comments on this paper to [AcademicBoard@rhul.ac.uk](mailto:AcademicBoard@rhul.ac.uk) before the Christmas break. A revised paper would be circulated. | 22/205 |

**Formal Reports**

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|  | **Principal’s Report** |  |
|  | * Paper AB/22/69 Principal’s Report was RECEIVED.   The Principal highlighted the following aspects of her report:   * A thank you to the Students’ Union President for joining her at an Antisemitism in Higher Education Taskforce meeting, chaired by Lord Mann. The College would be submitting a best practice case study to input into Lord Mann’s Report. * The Universities UK Suicide Safer Report and the work being undertaken at the College to implement the recommendations made in the report. A series of proposals would be considered at Executive Board before the Christmas break with an update presented to Academic Board in March. Thanks were given to Dr Jon Howden-Evans and Helen Groenendaal for their leadership on this work. * Considerations for developing the Estates Strategy, noting that consultation with relevant colleagues would take place in the spring term and committee level approvals would be sought in the summer term 2023. * The Environmental Sustainability Strategy will be refreshed over the coming months. Prof Sanders reported she has already had a successful meeting with the working group and she announced in the open meeting that environmental sustainability would become the sixth pillar of the Strategic Plan. Key Performance Indicators were being developed by the appropriate committees. The Board would receive an update in March on progress and the appointment of a Head of Sustainability. * Professor Gavin Shaddick, Dean of the Engineering, Physical and Mathematical Sciences School was chairing a working group with members from academics, professional services and Council to develop a more strategic approach to reputation and rankings. | 22/206  22/207  22/208  22/209  22/210  22/211 |
|  | **Reports from the Senior Management Team** |  |
|  | Paper AB/22/70 Holloway Global – Turing Scheme Update was RECEIVED.  In addition to the information provided in the paper, Professor Pieri reported that there is also money available from the College’s travel bursary and Access and Participation fund to support students from widening participation backgrounds wishing to participate in an opportunity available via the Turing Scheme.  In response to a query from the Head of the Department of Strategy, International Business and Entrepreneurship, Professor Pieri confirmed the yearlong Study Abroad application deadline was 9 December 2022 and not 2023 as written in the paper. She noted that the Study Abroad, volunteering and summer school deadlines had been well publicised to students.  The Senior Vice Principal (Education) PROVIDED an update on progress against Pillar 1. He noted the success of the Big Read project, instigated to support students with transition to university and fostering a sense of belonging, and the successful launch of the engagement reporting dashboard which will help with understanding attendance and engagement data across various student groups and inform delivery of teaching in the future. The focus of the Assessment Futures project has been on reviewing course learning outcomes. Assessment strategies will be derived from this work with the aim of reducing the assessment burden on students and staff. Inclusive education projects are focussed on reducing awarding gaps, in particular the awarding gap between black and white students.  Key projects next term include finalising the TEF submission, reviewing extenuating circumstances processes, the structure of teaching and supporting January start students.  Professor Knowles shared a draft timeline for delivering on the education projects identified under Pillar 1. He highlighted the interdependencies between the projects on Curriculum Management, Assessment Futures and the Structure of Teaching. Further discussion was required about the points of delivery and what was achievable in the next two to three academic years. The main aim was to make managing 15,000 students easier for staff and students.  The Board were reminded that there will be one week of assessment in January in the academic year 2023-24. The reference group on the structure of teaching has designed a proposal for UG teaching which needs to be modelled against teaching patterns for PGT and January start students. Once the modelling is complete, the proposal will be discussed more widely with staff and students and an Equality Impact Assessment will be undertaken. It was anticipated Executive Board and Academic Board could be asked to decide on the final proposal before the end of the academic year.  In response to a query from an elected member, the Senior Vice Principal (Education) confirmed that the increase in assessments taking place in the Summer Vacation Resit Period is causing concern for two main reasons. Firstly, because the data shows the highest proportion of students completing summer resits are black and global majority students and it is contributing to the awarding gap, and secondly the tight turnaround time for marking and release of results is putting undue pressure on staff as well as leaving some students without progression decisions at the start of term.  In response to concerns raised by an elected member about the accuracy of the attendance and engagement data captured on the student dashboard, the Senior Vice Principal (Education) confirmed that this data is sense checked against room counters and with the relevant staff in Schools for obvious disjunctures before formal warnings are issued. Professor Knowles emphasised the importance of ensuring Moodle pages are set up using the standard framework as a way of improving the reliability of the data.  The Head of English emphasised the welfare considerations of engagement monitoring that sit alongside the monitoring of engagement with academic work. Professor Livesey considered that a useful outcome from the Assessment Futures would be greater articulation on why it is important to monitor engagement and to achieve a more consistent message about this to students.  Professor Knowles advised that the focus of the work in 22-23 is getting the technology and data right, noting that this will enable a discussion on how to use the data to identify students with poor engagement much earlier in the year, which would also help reduce the awarding gap.  An elected member of the Board considered that personal tutors should have greater responsibility should have greater responsibility for monitoring the attendance of students, offering encouragement to participate in academic life and activities in class and seminars. Professor Knowles considered that the effectiveness of the personal tutoring system is variable, and an increasing number of students are facing competing pressures on their time. He emphasised the importance of ensuring the data is available to staff to help them identify and engage with students who are struggling at the earliest stage possible.  An elected member raised concerns about decision making at the College, specifically about the level and degree of consultation of academic staff by the senior leadership team about matters affecting students and with a suggestion to create a Convocation consisting of students, staff and alumni to act as an advisory body to the College Council on major decisions and plans that affect the future of the College, and more generally engaging with the sector including the discussion on the results of the failing policy by subsequent governments of ‘marketisation’ of Higher Education in UK The Principal advised it was important to be mindful of the governance structures for making certain decisions, including the role of Council and Academic Board, but it is possible to ensure there are creative opportunities for all staff to input into important discussions. Professor Sanders reassured the Board that she regularly attends events to discuss challenges impacting the sector.  In response to a question from an elected member about embedding support systems for international and black and global majority students, Professor Knowles noted that there are infrastructure issues that need to be addressed to drive out disadvantage, for example aligning departmental assessment strategies with the students studying on the courses. | 22/212  22/213  22/214  22/215  22/216  22/217  22/218  22/219  22/220  22/221  22/222  22/223  22/224  22/225 |
|  | **Report from Students’ Union President** |  |
|  | Paper AB/22/71 Report from the Students’ Union President was RECEIVED.  The President highlighted   * the Disability History Month campaign led by the Vice President Societies and Sport during November; * the SU participation in Lord Mann’s antisemitism taskforce and the lessons from Auschwitz universities project; * the SU input into the Extenuating Circumstances policy working group and ensuring that key student groups receive an opportunity to feedback on the proposals; * the PGT policy and enquiry launch. | 22/225  22/226  22/227  22/228  22/229 |
|  | **Report from the Council** |  |
|  | Paper AB/22/72 Minutes of the Council meeting held on 6 October 2022 were RECEIVED. | 22/230 |
|  | **Report from the Students, Education and Research Committee** |  |
|  | Paper AB/22/73 Report from the Students, Education and Research Committee (SER) meeting on 12 October 2022 was RECEIVED. | 22/231 |
|  | **Reports from Schools** |  |
|  | The Students’ Union Chief Executive, Suzy Stevenson, PROVIDED a presentation summarising the changes she implemented in her first year of office in 2021-22 and her objectives for the academic year 2022-23 and beyond. The presentation slides were circulated with the papers as AB/22/74.  An elected member asked about Student Club membership fees. The Vice President Sports and Societies summarised the process, noting that the Student Opportunities team scrutinise the proposed club fees at the start of each academic year to ensure they are sustainable and affordable. She noted that by their nature some clubs are expensive, however students can apply to the student access fund for assistance with membership fees and kit costs. The Chief Executive confirmed that whilst membership fees are not capped, the clubs are run by students for students, and they are not looking to make a profit. | 22/232  22/233 |
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|  | **Strategy Discussion** |  |
|  | **College Strategy** |  |
|  | Paper AB/22/75a, Pillar 1 update was RECEIVED. The Senior Vice Principal (Education) drew attention to the progress made on the projects to create strategic partnerships with Slough and Feltham.  Papers AB/22/75b Pillar 2 update and AB/22/76 Pillar 3 update were RECEIVED. There were no questions from the Board on these reports. | 22/234  22/235 |

**Major Business**

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|  | **Teaching Excellence Framework** |  |
|  | Paper AB/22/77 Teaching Excellence Framework (TEF) submission update was RECEIVED.  The Senior Vice Principal (Education) summarised the key changes between this submission and the previous submission, viz the ratings, metrics, structure of the report and the Students’ Union submission. The first draft of the College’s submission had been completed and the focus of the next few weeks would be seeking input from a wide range of stakeholders to finalise this before the 24 January 2023 deadline, and a reorganisation of the web pages to better present information. The Students’ Union had also completed a first draft of their report. Professor Knowles thanked Professor David Gilbert and Katie Green for their considerable efforts in gathering the data and narrative.  The Head of English asked if the TEF data had highlighted any changes to progression rates in the years since the centralisation of consideration of Extenuating Circumstances cases. Professor Knowles confirmed the TEF data indicates a slight decline in progression rates that will need to be addressed but because it is historic data it was not possible to use this data set to answer the question. He also confirmed that there needs to be greater focus on evaluating interventions and initiatives, such as those implemented during the pandemic, to address their impact and whether they are achieving the expected outcomes. | 22/236  22/237  22/238 |
|  | **Degree Awarding Powers** |  |
|  | Paper AB/22/78 Update on Degree Awarding Powers was RECEIVED.  The Board AGREED with the recommendation, as outlined in AB/22/78, that there should be no change to the College’s current approach to degree awarding powers.  It was hoped to bring an update on University status to the Board in the new year, and to invite colleagues from the University of London to a future meeting of Academic Board. | 22/239  22/240  22/241 |
|  | **Degree Outcomes Data 2022** |  |
|  | Paper AB/22/79a Degree Classifications and Progression Data 2021-22 and AB/22/79b Principal External Examiner Report were RECEIVED.  The Vice Principal Quality highlighted the next steps as outlined in both papers with regards to reviewing the causes of declining progression rates and potential mitigation, and the impact of increased resits taking place during the Summer Vacation Assessment Period. The Principal External Examiner noted that degree outcomes have returned to pre pandemic levels, providing confidence in degree standards at the College and that any inflation seen in the previous two years was a consequence of the emergency regulations.  An elected member noted the correlation between robust engagement monitoring processes and being able to reduce the number of unclassified outcomes.  The Head of Media Arts raised concerns about the workload impact on Chairs of Departmental Assessment Boards of the increased number of resits and the often-pressurised time frame for responding to assessment queries. The Vice Principal (Quality and Standards) responded that successful delivery on Assessment Futures is important in addressing these concerns. He noted that the growth in the number of extenuating circumstances submissions is another area of workload concern and needs to be reviewed.  The Head of English observed the solutions to the concerns raised in this discussion are unlikely to deliver until 2024 at the earliest and asked whether it would be possible to implement some interim changes or resource fixes to reassure staff, particularly in Professional Services, that change is coming. The Senior Vice Principal (Education) reported that some change would be affected before 2024-25 but there also substantive changes planned that needed careful thought and it would not be possible to implement those any sooner. | 22/242  22/243  22/244  22/245  22/246 |
|  | **Degree Outcome Statement** |  |
|  | Paper AB/22/80 Degree Outcome Statement was APPROVED.  The Vice Principal Quality and Standards REPORTED that there had been a request from Universities UK for institutions to commit in their Degree Outcomes Statement (DOS) to ensuring their degree awarding patterns returned to pre-pandemic levels. Discussions at relevant College committees concluded that Royal Holloway’s DOS should include an expectation rather than a commitment to return to pre pandemic award levels. Professor Humphreys apologised for needing to circulate the report to the Students, Education and Research Committee before discussion at Academic Board; this was due to a scheduling issue. | 22/247  22/248 |
|  | **Magna Charta Observatory** |  |
|  | Prior to discussion, the Chair declared that she is a current member of the MCO as a global ambassador for their Living Values Project.  Paper AB/22/81, Proposal to join the Magna Charta Observatory was RECEIVED.  The Senior Vice Principal (Student and Staff Experience) REPORTED that strategic discussions in developing Pillar 2 had identified in the College’s involvement with international networks. The values followed by the Magna Charta Observatory made the organisation an ideal choice of partner for the College in starting to build a stronger international network.    The Board AGREED that the College should make an application to join the Magna Charta Observatory. | 22/249  22/250  22/251  22/252 |
|  | **Items for formal approval** |  |
|  | **\*Proposed amendments to regulations for 2022-23** |  |
| 18.1  18.2 | Paper AB/22/82, proposed amendments to academic regulations for 2023-24 was APPROVED.  Paper AB/22/83, proposed amendments to the Research Degree regulations 2023-24 was APPROVED. | 22/253  22/254 |
|  | **\*Terms of Reference: Executive Committee for Assessment** |  |
|  | Paper AB/22/84, Terms of Reference for the Executive Committee for Assessment were APPROVED. | 22/255 |
|  | **Items for report** |  |
|  | **\*Academic Promotions** |  |
|  | Paper AB/22/85, Summary of Academic Promotions 2021-22 was RECEIVED. As reported under item 5, a revised version would be circulated incorporating feedback from Heads of Department. | 22/256 |
|  | **\*Student Recruitment** |  |
|  | Paper AB/22/86, December Count was RECEIVED. | 22/257 |
|  | **\*Annual Review** |  |
|  | Paper AB/22/87, the composite School reports from the review of undergraduate provision in 2021-22 was RECEIVED. | 22/258 |
|  | **\*Suspensions of Regulations** |  |
| 23.1 | Paper AB/22/88, report on the suspension of undergraduate and postgraduate taught regulations in 2021-22 was RECEIVED. | 22/259 |
| 23.2 | Paper AB/22/29, report on the suspension of postgraduate research degree regulations in 2021-22 was RECEIVED. | 22/260 |
|  | **\*Annual Report on the Executive Committee for Assessment** |  |
|  | Paper AB/22/90, annual report on the business of the Executive Committee for Assessment was RECEIVED. | 22/261 |
|  | **\*Academic Board Executive** |  |
|  | Paper AB/22/91 minutes of the Academic Board Executive meeting held on 7 November 2022 were RECEIVED. | 22/262 |
|  | **\* Quality Assurance and Standards Committee** |  |
|  | Paper AB/22/92, minutes from the Quality and Assurance and Standards Committee meeting held on 5 October 2022 were RECEIVED. | 22/263 |
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|  | **Other Matters** |  |
|  | **Any other business** |  |
|  | The Chair REPORTED that this was the last meeting for the Secretary, who was leaving his current role at the end of December. The Board thanked Dr Jon Howden-Evans for the excellent support he has provided to the Board over the last two years. | 22/264 |
|  | **Date of the next meeting** |  |
|  | Wednesday 22 March 2023 at 2pm in Moore Auditorium. Members needing to join online will be provided with an MS Teams link through which to join the meeting. | 22/265 |
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