

## Confirmed minutes

<b>Meeting:</b>	<b>Academic Committee</b>
<b>Date:</b>	<b>Wednesday 25 January 2023</b>
<b>Time:</b>	<b>2 PM to 4 PM</b>
<b>Venue:</b>	373 Euston Road, Room EUS101

<b>Name</b>	<b>Designation</b>
John Fairhurst (Chair)	Principal and Chief Executive Officer
Joan O'Mahony (Deputy Chair)	Deputy Principal
Dr Michelle Morgan	External Academic Advisors
Professor Gwyneth Pitt	External Academic Advisors
Nnamdi Obiosa	Head of the School of Accounting and Finance
Marcus MA. Astley	Head of the School of Business
Ian Miller	Director of Bloomsbury Law Clinic and Head of School of Law
Tom Ironmonger	Head of the School of Foundation Year Studies
Achila Amarasinghe	Head of Student Development
Slawomir Grzybek	Head of Quality
Sarah Bailey	Director of the Centre for Student Engagement, Wellbeing and Success
Carol Cook	Non-Executive Director (Chair of the Board of Directors)
Niromy Nilax Rajan*	Student Council Student Representation from LLB Year 1 - GU
Svetlana Zbirnea	Student Council Student Representation from AFM Year 1 - GU
Sayefaldeen Suleiman*	Student Council Student Representative from BABM Year 3 - UoN
Abdul Rehman*	Student Council Student Representative from LLB Year 1 – GU
Agnieszka Zygmuntowicz*	Student Council Student Representative from BABM Year 1 - GU
Johana Petit-Frere (Secretary)	Quality Executive

<b>No.</b>	<b>Item</b>
<b>1.0</b>	<b>Welcome and Apologies</b>
	*Did not attend
	J O'Mahony welcomed everyone to the January Academic Committee meeting and in particular our External Academic Advisors and a student representative.
	J O'Mahony informed the committee that the Principal and Chief Executive Officer would not be able to chair the meeting but will be joining online for item 8.2. In his absence the January Academic Committee would be chaired by the Deputy Principal J O'Mahony.
<b>2.0</b>	<b>Minutes for approval and Action Tracker/Matters Arising:</b>
	<u>2.1 Minutes from the previous meeting:</u>
	2.1.1 Minutes of 25 November 2022
	The minutes of the November AC meeting were agreed as a true record of the meeting and were <b>approved</b> by the committee.

It was noted that the joint section of the minutes was **approved** by the Board of Directors on 20 January 2023.

## 2.2 Matters Arising/Action Tracker

### 2.2.1 Minutes of 25 November 2022

#### 2.2.1.1 Item 12.0 refers.

**Completed:** M Jackson has passed her suggested amendments to the KPIs 2022-23 to A Junaid and G Slater.

#### 2.2.1.2 Item 12.0 refers.

**Completed:** G Slater amended the KPIs 2022-23 based on feedback from the meeting and the KPIs were **approved** by the Boards of Directors as amended.

#### 2.2.1.3 Item 14.0 refers.

**Update:** M Jackson has forwarded the action concerning the update to KPI 13 including information on its source to G Barbu (Data Controller) to further investigate the data outcome.

## 3.0 Chair's Actions

None taken.

## Part 1: Academic Regulatory, Policy and Procedural Documents for Recommended Approval, Approval, and Information

### 4.0 For approval by AC *AC approval required*

#### 4.1 Assessments Procedures – Validated Degrees Glyndwr University

S Grzybek informed the Committee that the Assessment Procedures – Validated Degrees Glyndwr University (GU) were drafted in collaboration with the Assessments team and in consultation with colleagues from the Academic Division.

It was noted that the Assessment Procedures – Validated Degrees Glyndwr University were submitted to December QAEC and the Committee recommended its approval to the AC.

It was noted that the document was based on the Academic Regulations currently guiding our provision, however, it was reported that the Principal and Chief Executive Officer and the Head of Assessments would meet with Glyndwr representatives to discuss proposed changes to regulations with the emphasis on the regulations guiding our assessments and awards.

The Assessment Procedures – Validated Degrees Glyndwr University was **approved** by the committee.

## Part 2: Non-academic Regulatory, Policy and Procedural Documents for Approval, Amendment, and Information

### 5.0 For information only *AC approval is not required*

#### 5.1 Corporate and Academic Governance Framework

J O'Mahony noted that amendments to the Corporate and Academic Governance Framework are now implemented. The Head of Governance and Company Secretary had advised that the Internal Stage 2 review would take place in the first part of 2023, ending in the submission of a final review proposal to the Academic Committee and Board of Directors at their joint meeting in May 2023.

The Committee received and noted the Corporate and Academic Governance Framework as approved in November 2022.

#### 5.2 Teaching Excellence Framework (TEF)

Bloomsbury Institute submitted its TEF application on 24 January. J O'Mahony, who led on the submission, took the opportunity to express her gratitude to everyone who contributed and supported the work on TEF completion.

It was noted that the outcomes of our submission are expected to be published by OfS from September 2023.

#### 5.3 Annual Quality Report 2021-22

Following a request for further information from the Board of Directors, the consideration of the Annual Quality Report 2021-22 had been deferred until the Board's January meeting where it was approved.

The Head of Quality informed the Committee that a concern was raised in the Board meeting about a disconnect between the good quality processes in place and the performance figures reported in relation to the KPIs, however, it was agreed that the KPIs lack the necessary contextual information and that the Annual Quality Report with the suite of documents it draws on serves as a better source of information.

A discussion ensued and the Committee flagged that in light of what has been reported from the Board, the Annual Quality Report would benefit from additional commentary.

The Committee also discussed our performance against the KPIs. An External Advisor commented that Foundation courses commonly have high withdrawal and failure rates across the sector. A query was raised around the practicality and accessibility of pre-entry activities for students. One of the External Academic Advisors offered to share her expertise on pre-entry interventions with the Head of FY and Deputy Principal outside the meeting.

The amended Annual Quality Report was received and noted by the Academic Committee.

### **6.0 For Consideration**

*AC approval is not required*

#### 6.1 Equality, Diversity, and Inclusion Annual Report 2021-22

The Committee received and noted the Equality, Diversity, and Inclusion Annual Report 2021-23.

A query from our External Academic Advisor was raised on whether there is a policy relating to sexual misconduct. It was clarified that our Harassment and Sexual Misconduct Policy covers Bloomsbury Institute's approach to sexual misconduct, and that the document can be found on the Quality Enhancement Manual (QEM) pages on the Bloomsbury Institute website.

The Committee acknowledged the report produced by M Jackson and considered it comprehensive.

## 6.2 National Student Survey launch

The following documents were presented:

### 6.2.1 NSS PowerPoint 2023

### 6.2.2 NSS email signature 2023

### 6.2.3 Helpcard Inappropriate Influence 2023

The Committee received and noted the documents above. It was flagged that due to our small cohort of level 6 students, we may not reach the thresholds for publication.

The Committee members were encouraged to promote the NSS to eligible students in an attempt to seek to reach the thresholds.

## **Part 3: Standing Items**

### **7.0 Internal Student Complaints**

It was reported that we received two complaints from students and that they were subject to internal investigation. As of date the Institute has no student complaints escalated for consideration by the Office of the Independent Adjudicator.

### **8.0 Office for Students**

#### 8.1 OfS Condition A1 Action Plan Summary Report December 2022

J O'Mahony remarked that the OfS Condition A1 Action Plan summary report is circulated to Committee members on a monthly basis and highlights our implementation progress.

A comment was raised on whether a predictive dashboard was implemented for students to monitor their engagement and attainment. It was noted that students could view their attendance through our attendance portal on our website.

A further discussion followed on the Travel Bursary Scheme. The Chair informed the Committee that our consultants produced an evaluation of the Travel Bursary and outlined the key findings. It was flagged that the financial support from the Institute has been considered by the respondents to a survey as helpful and essential in their abilities to continue studying.

The Committee received and noted the OfS Condition A1 Action Plan Summary Report December 2022.

#### 8.2 OfS Conditions of Registration – Bloomsbury Institute's Compliance Document

J Fairhurst apologised to the Committee for not being able to chair the meeting.

He reminded the Committee about the continuation rates for our Foundation Year that we had agreed with the OfS. He explained that the internal continuation rate targets are 10% lower than the external targets, because historically 10% of students transfer to other providers at the end of the first year. Under the old methodology, students who transfer are included in the starting population.

He explained that the new methodology of calculating continuation rates has changed and that the students who transfer would no longer be counted in the starting population, and that this change may result in a reduced continuation rate. It was also noted that the rules on calculating Graduate Outcomes (GO).

J Fairhurst informed the Committee that the OfS has set the threshold for continuation rates for a full-time first degree at 80%, with the completion rate threshold being set at 75%. With regards to the completion rate, this is based upon the starting cohort with a census date of four years and 15 days after the course commencement date (any student who achieves an exit award would be counted as a positive completion).

The OfS Condition of Registration will be further discussed at the Joint meeting of the AC and BoD, to provide clarification and guidance on how we will be reporting on our continuation and completion rates.

**9.0 Confirmed minutes from other forums or committees for information, consideration, or actions.**

**9.1 SMLT: 2 November 2022**

There were no actions referred to AC.

**9.2 QAEC: 16 November 2022**

There were no actions referred to AC.

**9.3 Board of Directors: 7 October 2022**

There were no actions referred to AC.

**9.4 Equality, Diversity, and Inclusion Committee: 15 July 2022**

There were no actions referred to AC.

**9.5 Access and Participation Committee: 16 November 2022**

There were no actions referred to AC.

**10.0 Actions referred from other forums/committees where the minutes are unconfirmed/ not yet available.**

**10.1 Equality, Diversity, and Inclusion Committee: 14 December 2022**

There were no actions referred to AC.

**10.2 Access and Participation Plan Committee: 11 January 2023**

There were no actions referred to AC.

**10.3 SMT: 11 January 2023**

There were no actions referred to AC.

**10.4 Board of Directors: 20 January 2023**

There were no actions referred to AC.

**Part 4: Any Other Business**

**11.0 Any Other Business**

- The Head of Quality informed the committee that the Institute had recently been invited to join a QAA focus group where our needs and ways of engagement with the QAA would be considered. He invited the committee for any comments they would like him to address in the meeting as well as examples of how their staff engage with the QAA to be shared by 15 February.

#### **Part 5: Date/Time of Next Meeting**

**12.0 Date, Time, and Venue of Next Meeting: 26 May 2023, Venue, and time to be confirmed.**