

Confirmed minutes

Meeting:	Academic Committee
Date:	10 June 2024
Time:	2 PM – 4 PM
Venue:	Euston Road, Room EUS304

Name	Designation
John Fairhurst	Principal and Chief Executive Officer (Chair)
Joan O'Mahony	Deputy Principal
Slawomir Grzybek*	Head of Quality
Sarah Bailey	Director of the Centre for Student Engagement, Wellbeing and Success (SEWS)
Sunmi Ayorinde	Deputy Chief Operating Officer (Deputy COO) (Deputy Chair)
Nnamdi Obiosa*	Head of the School of Accounting and Finance
Marcus MA. Astley	Head of the School of Business
Maria Jackson	Head of Governance and Company Secretary
Donna Leonard*	Head of Learning and Enhancement
Dr Michelle Morgan	External Academic Advisor
Professor Gwyneth Pitt*	External Academic Advisor
Carol Cook**	Non-Executive Director (Chair of the Board of Directors)
Sayed Mustafa Sadat**	Student Representative (Student President)
Marcia Barrant**	Student Council Student Representation from LLB Year 3- UoN
Svetlana Zbirnea*	Student Council Student Representation from AFM Year 1 - WU
Andrea David	Student Council Student Representation from LLB Year 2 - WU
Jason White	Student Council Student Representation from LLB Year 1 - WU
Saman Zamani**	Student Council Student Representation from FY – BABM - WU
Akram Idrissi Tote**	Student Council Student Representation from BABM Year 1 - WU
Andreea-Alexandra Neacsu**	Student Council Student Representation from BABM Year 2 - WU
Harmeet Kaur Tatla**	Student Council Student Representation from MSc
Nahid Tonya Niazi	Student Council Student Representation from LLB Year 1 - WU
Johana Petit-Frere	Quality Executive (Secretary)

No.	Item
1.0	Welcome
The Chair welcomed everyone and opened the meeting.	
	Apologies
<p>*Denotes apologies **Did not attend not having sent apologies</p> <p>The Committee received apologies from Professor G Pitt, S Grzybek, N Obiosa, D Leonard, and S Zbirnea.</p>	
	Declaration of Interest

There were no declarations of interest.	
2.0	Minutes for approval and Action Tracker/Matters Arising:
	2.1 <u>Minutes from the previous meeting: 27 March 2024</u>
The minutes of the March AC meeting were agreed as a true record of the meeting and were approved by the Committee.	
	2.2 <u>Matters Arising/Action Tracker</u>
	2.2.1 Minutes of 26 January 2024
2.2.1.1 Item refers 7.1	
<p>Completed: The Turing Scheme was discussed at the May SMT meeting. It was noted that the deadline for Turing Scheme applications has passed. Consequently, the Institute will not proceed with the scheme on this occasion, and it was noted that prior to making an application, partnerships have to be established with international education providers and/or employers.</p>	
3.0	Chair's Actions
None were taken.	
4.0	Academic Principal's Business
	4.1 <u>Principal's Report June 2024</u>
The Committee received the Report that provides an update on internal and external factors that could have a positive or negative impact on the Institute. There were no comments or queries raised.	
Part 1: Academic Regulatory, Policy and Procedural Documents for Approval, and Information	
5.0	For approval by AC <i>No further approvals required</i>
There were no items to approve.	
6.0	For Consideration
	6.1 <u>Academic Performance Report</u>
The Deputy Principal informed the Committee that there is no Academic Performance update for the meeting because there is no new data to report on	
	6.2 <u>Academic Assurance Report</u>
<p>The Deputy Principal presented the Academic Assurance Report, explaining that it provides an update on matters relating to quality (including enhancement) and standards.</p> <p>The Committee noted that its purpose is to provide the Board of Directors with an assurance that the Institute is maintaining quality and standards and that its governance of such is effective. Previously, an Annual Quality Report was presented to the Board for this purpose, but this year, the approach has moved to compiling the Academic Assurance Report incrementally throughout the year. This allows for continuous updates which will culminate in a comprehensive final report at the year's end.</p>	

<p>The Deputy Principal informed the Committee that Section 4, concerning Pre-module Board meetings, was added to the report. Updates were also provided for Sections 8 and 11, which cover Teacher Development and Policy Development. Additionally, new policies on course approval and admissions were included at the end of the section 10.</p>	
	<p>6.3 <u>Bloomsbury Law Clinic</u></p>
<p>The Chair explained that the status of the Bloomsbury Law Clinic had been an agenda item requested by one of the Student Representatives. Although it had been agreed to include it on the agenda, it was noted that the Law Course Committee would have been the most appropriate forum for this discipline-specific discussion because the relevant Course Leaders and Module Leaders would be present.</p> <p>He went on to say that the Law Clinic was put on hold following the departure of the Head of Law and the Director of the Law Clinic. The Chair provided a brief history of the Law Clinic, describing its creation and pilot process before it was extended.</p> <p>The Level 4 module, Clinical Legal Practice, was introduced to prepare students for volunteering at the Law Clinic. The module aimed to gradually expand students' roles, starting with observing experienced volunteers and eventually taking on more responsibilities.</p> <p>The Chair mentioned plans to relaunch the Law Clinic in October 2024 and in doing so, to introduce a mechanism for recording the hours of work experience gained by the Law students, to ensure that for SRA purposes it counts as Qualifying Work Experience (QWE).</p> <p>The Chair reminded members that students could also gain relevant work experience by volunteering to work at various organisations, such as the Citizens Advice Bureau and Law Centres. Students are encouraged to take advantage of these opportunities to enhance their transferrable skills.</p> <p>The work of the Law Clinic underscores the Institute's commitment to providing practical legal training to ensure that students are well-prepared for their future careers.</p>	
	<p>6.4 <u>Turing Scheme</u></p>
<p>The Committee noted that the deadline for Turing Scheme applications has passed. Consequently, the Institute would not proceed with the scheme on this occasion. The Chair stated that before an application could only be submitted once we had established partnerships with international education providers and/or employers.</p> <p>There is therefore substantial work required before these partnerships can be established. The Committee discussed the importance of the Turing Scheme, which facilitate student exchanges beyond those offered previously by the Erasmus scheme (which was limited to educational exchanges). The Turing Scheme would provide students with the opportunity to undertake overseas work experience. It was recognised that while this is a promising avenue to explore, it is not something that can be quickly implemented and will require careful planning and execution.</p>	
7.0	For information
	<p>7.1 <u>Annual Course Evaluation Reports 2023-24</u></p>
<p>Document received:</p> <ul style="list-style-type: none"> – 7.1.1 AFM (UoN) Annual Course Evaluation Report 2023-24 	

- 7.1.2 BM Annual Course Evaluation Report (UoN) 2023-24
- 7.1.3 BM Annual Course Evaluation Report (WU) 2023-24
- 7.1.4 BM MBA/MSc Annual Course Evaluation Report 2023-24
- 7.1.5 FY Annual Course Evaluation Report (WU) 2023-24
- 7.1.6 FY Annual Course Evaluation Report (UoN) 2023-24
- 7.1.7 LLB (UoN) Annual Course Evaluation Report 2023-24
- 7.1.8 Law and Legal Practice (WU) Annual Course Evaluation Report 2023-24

The Committee received and noted the ACERs and noted numerous positive developments throughout our degrees. These developments are a testament to our commitment to providing high-quality education and support to our students.

It was flagged that it would be good to provide a summary report for students on the UoN Teach-out programmes that includes the number of students and expected completion dates. It was noted that this summary report had also been requested by the Board of Directors.

Action: Deputy Principal to prepare a summary report on UoN Teach-out programmes, to include student numbers and expected completion dates.

7.2 NSS Academic Responses

Document received:

- 7.2.1 NSS Comment – Institutional Responses (Cover paper)
- 7.2.2 NSS Comments – Institutional Response

The Committee received and noted the NSS Comments – Institutional Response. A query was raised regarding the correlation between the negative and positive comments, as some of them did not seem to match directly, indicating that the data might be from different students. Despite this, the comments were praised for their quality, and appreciation was expressed for the effort put into gathering and responding to this feedback.

Part 2: Standing Items

8.0 KPIs 2023-24

8.1 KPIs March 2024

The Committee considered the following KPIs:

KPI 10a: Undergraduate standard continuation rates. For the October 2022 and February 2023 intakes, we are below the target. This continues to be monitored and addressed through the Risk Management Working Group.

[Redacted]

KPI 12b: Completion rates for Foundation Year courses are below the target rate of 75%. However, the data for the last two years, 2018-19 and 2019-20, may change as the individualised file from the OfS gets updated. These figures are therefore not final. It was again noted that we no longer deliver the Foundation Year.

KPI 14: Target undergraduate progression rate (60%), is currently at 56.9%. This figure will change once we receive the new progression data in July.

It was noted that all other KPIs were marked as green.

It was noted that while Foundation Year data is still relevant and will continue to be monitored it was discontinued after the June 2023 intake.

The Risk Management Working Group, which includes members of the SLT and SMT, would continue to receive full OfS and UKVI compliance data to map out future actions needed to address any issues.

9.0 Equality Diversity and Inclusion

8.1 EDI Update Report: May 2024

The Head of Governance and Company Secretary highlighted the following key points from the Equality, Diversity, and Inclusion (EDI) Update Report:

- AdvanceHE has published "Wellbeing in the Curriculum: a Global Compendium of Good Practice." The Head of Governance and Company Secretary has shared information on this with the Disability and Wellbeing Manager.
- Providers are encouraged to integrate a sense of belonging within the curriculum. Representatives from Teesside University, Edinburgh Napier University, and Nottingham Trent University have released a new practical guide to advancing student belonging.
- Implications of the Natasha Abrahart Case. Although not included in the report, it was highlighted that the case at Bristol University has significant implications. It has been noted that there are important areas to address, some of which would be included in the review of our Inclusive Learning Environment Framework. Additionally, attendance at an IHE event on the same topic has been arranged to gather more insights.

The External Academic Advisor commented on the importance of “mattering” in addition to “belonging”. At the European First Year Experience conference, it was noted that students who felt they “mattered” performed better in terms of engagement and assessments than those who only felt a sense of “belonging”. The Head of Governance and Company Secretary agreed and flagged the increased importance “mattering” has for providers with commuter students.

The External Academic Advisor present at the meeting would share the relevant slides with the Head of Governance and Company Secretary to further explore the concept of “mattering” and its impact on student success.

The EDI Update Report was acknowledged, and the Committee noted the importance of these initiatives in enhancing the educational environment and student experience.

Action: The External Academic Advisor to share the relevant slides from the European First Year Experience conference with the Head of Governance and Company Secretary.

10.0 Student Complaints

There were no student complaints.	
11.0	OfS Updates
	10.1 <u>APP Updates</u>
<p>Document received:</p> <ul style="list-style-type: none"> – 10.1.1 Access and Participation KPIs update – 10.1.2 Access and Participation KPI data – 10.1.3 Access and Participation Plan update (verbal) <p>The Deputy Principal provided an update on the Access and Participation Plan (APP), highlighting the ongoing development of a new plan with the support of the Access and Participation Committee. She referred to the outcomes data against the Institute's KPIs.</p> <p>In the published APP, we set several specific objectives focused on attainment and continuation. The Deputy Principal reported positively on attainment data, noting that the most recent year shows significant success, with all targets met. This indicates strong performance in achieving the set objectives for the 2022-23 monitoring year.</p> <p>She then highlighted concerns regarding continuation data. The data is problematic because there are two missing years of data due to a period when we were not recruiting new students. Consequently, we are primarily relying on data from the 2022-23 monitoring year, where results are mostly in the red, except for the data on students with a disability.</p> <p>The Deputy Principal emphasised the positive story regarding the continuation rate of students with a disability. This was a specific target in the current APP, and significant steps were taken, such as appointing a Disability and Wellbeing Advisor and implementing several supportive processes. These efforts have resulted in positive outcomes, with green indicators for continuation, attainment, and progression for students with a disability.</p> <p>In conclusion, while we have seen positive outcomes in attainment and for students with a disability, continuation remains an area of concern and focus. The Deputy Principal reiterated the institute's commitment to addressing these challenges and embedding these core objectives in the new APP.</p> <p><u>Access and Participation Plan update</u></p> <p>The Deputy Principal provided further details on recent engagements around the Access and Participation Plan (APP). During the recent All Staff meeting, various scenarios derived from the Equality of Opportunity Risk Register were examined. These discussions generated valuable input aimed at enhancing the Institute-wide approach to the APP. The APP has also been a topic of discussion at the Research Forum. This included a review of the dashboard and a focus group involving team members to gather additional insights.</p> <p>The Deputy Principal announced that workshops are scheduled for this month (June) to explore these topics further. Additionally, a survey will be circulated to students to capture their feedback and perspectives on the APP.</p> <p>These engagements highlight our commitment to refining and implementing the APP through comprehensive input from both staff and students.</p>	
12.0	Wrexham University

The Chair reported the following updates that might be of interest to the Academic Committee:

- A joint workshop with Wrexham will take place at Wrexham on 8th July. The focus of this workshop would be to provide updates on processes, procedures, and regulations, and agree any resulting actions.
- Two working groups have been established: an operational working group and a strategic working group. The operational working group would meet monthly to address any issues that arise on either side. This group serves as a platform to formally raise and resolve issues. If issues cannot be resolved at the operational level, they can be escalated to the Strategic Group that will meet every 3 months. The first meetings of these working groups are scheduled for the 8th July (after the workshop), allowing face-to-face interaction and an opportunity to build relationships.
- The new Vice-Chancellor will begin in September 2024, replacing the previous Vice-Chancellor who left at the end of May. This change has caused some delays, such as the approval of the new LLM program. Due to the leadership transition, certain actions, like approving the LLM program, have been postponed until the new Vice-Chancellor assumes office.

13.0 TDAP

There were no updates on TDAP.

14.0 Confirmed minutes from other forums or committees for information, consideration, or action.

13.1 Board of Directors – 18 March 2024

There have been no matters referred for Academic Committee to consider.

13.2 Quality Assurance and Enhancement Committee – 13 March 2024

There have been no matters referred for Academic Committee to consider.

13.3 Student Staff Consultative Forum – 08 December 2024

There have been no matters referred for Academic Committee to consider.

13.4 Equality, Diversity and Inclusion Committee – 21 February 2024

There have been no matters referred for Academic Committee to consider.

13.5 Access and Participation Committee – 30 November 2023

There have been no matters referred for Academic Committee to consider.

13.6 Course Committee : Semester 1 T1, T2 & T3 2023-24

	<p>13.6.1 LLB (UoN) Semester S1 (UoN), Course Committee</p> <p>13.6.2 LLB (WU) T1, T2 & T3 Course Committee</p> <p>13.6.3 FY (UoN) Semester 1 Course Committee</p> <p>13.6.4 BM Course Committee</p> <p>13.6.5 AFM Course Committee</p>
	There have been no matters referred for Academic Committee to consider.
15.0	Actions referred from other forums/committees where the minutes are unconfirmed/not yet available.
	14.1 <u>Board of Directors – 03 June 2024</u>
	There were no matters referred for Academic Committee to consider.
	14.2 <u>Quality Assurance and Enhancement Committee – 17 April 2024</u>
	There were no matters referred for Academic Committee to consider.
	14.3 <u>Student Staff Consultative Forum – 18 April 2024</u>
	There were no matters referred for Academic Committee to consider.
	14.4 Equality, Diversity and Inclusion Committee – 29 May 2024
	There were no matters referred for Academic Committee to consider.
	14.5 Access and Participation Committee – 27 February 2024
	There were no matters referred for Academic Committee to consider.
	14.6 Course Committee: Semester 2 T1, T2, & T3 2023-24
	<p>14.6.1 LLB (UoN) Semester S2 (UoN), Course Committee</p> <p>14.6.2 LLB (WU) T1, T2 & T3 Course Committee</p> <p>14.6.3 FY (UoN) Semester 2 Course Committee</p> <p>14.6.4 BM Course Committee</p> <p>14.6.5 AFM Course Committee</p>
	There were no matters referred for Academic Committee to consider.

Part 3: Any Other Business and Date/Time of Next Meeting	
16.0	Any Other Business
Nothing to consider.	
17.0	Date, Time, and Venue of Next Meeting: Academic Committee 26 July 2024, Venue TBC