



Academic Board

22 July 2022

Minutes

1. Welcome and Apologies

1.1. Present:

Naomi Goulder	Acting Dean of Faculties (Chair) and Dean for Academic Development and Innovation
Rebecca Harrison	Academic Registrar (Secretary)
Brian Ball	HoF for Philosophy and Head of Research
Lars Kjaer	HoF for History
Peter Maber	Acting HoF for English
Marianna Koli	Dean of Education in Business and Economics and HoF for Economics
Bex Morrison	Registrar
Kasim Randeree	Associate Dean of Faculty Affairs
Alison Statham	Associate Dean of Teaching and Learning
Sara Raimondi	Assistant Professor in Politics and International Relations
Natalie Mitchell	Policy Manager (Minute Secretary)
Sandy Morrisey	Executive Assistant (Academic)

2. Apologies:

Saxony Anders	President NCHSU
Diana Bozhilova	HoF for Politics & IR
Alice Schneider	HoF for Law
Jacqueline Shorrocks	Interim Associate Dean of Faculty Affairs
Scott Wildman	Assistant Vice President for Digital Innovation & Enterprise Learning

- 2.1. Notice of meeting
 - 2.1.1. Notice of this meeting had been given to all members.
 - 2.1.2. No members declared any conflict or potential conflict of interest.
 - 2.1.3. The meeting was quorate.
3. Minutes of the Last Meeting
 - 3.1. The Minutes of the Last Meeting were **APPROVED**.
4. Matters Arising
 - 4.1. The Matters Arising table was reviewed and updated.
5. Chair's Report
 - 5.1. NG introduced the Chair's Report and described the purpose of this section.
 - 5.2. NG provided a summary of the nature of Chair's Actions that were approved since the last meeting.
 - 5.2.1. Academic Board approved this document with a modified review date. NG has set the next proposed review date to June 2023 and this document has been **APPROVED**. No objections from board members were received.
 - 5.2.2. DPSD Programme Course Modification Category 2 change was **APPROVED** through Chair's Actions. No objections from board members were received.
 - 5.2.3. EDGE Annual Undergraduate Programme Review was **APPROVED** through Chair's Actions. No objections from board members were received.
 - 5.2.4. The External Panel Member Policy was updated to reflect minor changes in job titles, including the removal of the term 'Master'. This document was **APPROVED** through Chair's Actions. No objections from board members were received.
 - 5.2.5. The Terms of Reference - Academic Board were amended to include the Head of Research in response to board request from May 2022 and

was **APPROVED** through Chair's Actions. No objections from board members were received.

- 5.3. NG noted that the OfS has granted the University Title and invited questions or feedback from AcB regarding University Title and Item 4.4 Transition to NU London.

- 5.3.1. LK congratulated the College and noted this momentous accomplishment.

BB questioned the definition of our institution as a 'campus', 'college' and 'university'.

NG clarified that we are a College in relation to Northeastern's global network but that we are a University in the London context.

BM clarified that we must remain as an independent higher education provider in the UK to keep our OfS registration, degree awarding powers and to work towards RDAP (research degree awarding powers). In the UK, we are Northeastern University London. Within Northeastern University's global network, we are the London College of Northeastern University USA.

- 5.3.2. PM asked for clarification around the dash and the difference between 'Northeastern University London' and 'Northeastern University - London'.

BM explained that our legal name is 'Northeastern University - London' but our trading name is 'Northeastern University London' so confirmed that we use it without the dash.

MK requested a slide deck with the new branding.

BM confirmed that it will be circulated once received.

BB noted that our email addresses still include nchlondon and inquired about the plan for email domain transition.

BM informed AcB that Director of Marketing, Admissions, Recruitment and Visa, EOC, is leading the process of changing email domains with Jisc and that process is expected to take eight to ten weeks. However, the Jisc application

cannot begin until OfS and Companies House have finalised the change of name.

BB inquired if we plan to move to @northeastern.edu and BM confirmed that we will not. BM said that we have applied for @nulondon.ac.uk.

- 5.4. NG noted Item 4.4 the Transition to NU London and no questions from board members were received.
 - 5.5. NG noted Item 4.5 Dean of the London College Notice and drew attention to this position as the Chair of Academic Board. There is an ongoing search to fill this position.
 - 5.6. NG noted the Documentary Updates to Policies and no questions from board members were received.
 - 5.7. NG noted the Personal Relationships Between Staff and Students Policy and Supporting Documents and no questions from board members were received.
6. Project '23
- 6.1. EOC was invited to speak to the Marketing Strategy Update.
EOC mentioned that the recruitment cycle for an undergraduate degree is a two year cycle. EOC shared a presentation that has been presented to the Assistant Vice President for Recruitment and Marketing for Global Campuses.
EOC explained that engagement with September 2023 applicants began in September 2021 through essay competitions and the virtual essay writing masterclass. This competition closed in January 2022 and marks the end of the lead generation phase.
EOC transitioned to description of the consideration phase, which includes UCAS fairs, summer schools, Open Days, and taster lectures. The consideration phase closes in August 2022.
EOC reported that the application phase for September 2023 entrants runs from September 2022 through January 2023.
The conversion phase peaks from February to March next year and leads to the retention phase.
EOC then provided an overview of events, outreach and campaigns that will take place over the upcoming months in the application phase.

EOC presented targets and conversion rates by region
REDACTED- Business Sensitive.

NG questioned if every applicant will receive an interview.

EOC confirmed that the interviews are a key part of conversion in addition to qualifying applicants.

BB questioned how the decision is made regarding faculty workloads and research focus.

ACTION: KR to review faculty workloads and ensure that we have an appropriate approach to enable faculty research and admission interview needs.

MK mentioned that Business may need admissions interviews conducted and faculty hiring is still underway.

ACTION: MK to look into Business hiring and how resources are allocated to accommodate the needs of admission interviews.

EOC mentioned that our search engine optimization will be dramatically improved when we move the academic handbook into a searchable format on the website.

EOC explained that the narrative across outreach is coordinated to focus on a proposition element, which amplifies the message and associated effect.

EOC exemplified the proposition elements for Academic Board and provided an overview of events scheduled for the upcoming months.

EOC mentioned that we are now on the Common Application for Northeastern University.

SR requested a schedule for what admissions events would require faculty contribution.

SR requested guidance and updated training for interviewers and the recruitment for joint degrees.

ACTION: NG to collaborate with admissions on the recruitment strategy for joint degrees.

EOC requested an opportunity to return to Academic Board in September and present the strategy for postgraduate students and the 2024 recruitment cycle.

NG mentioned that the recruitment strategy could be built into induction presentations for new faculty.

LK mentioned that the Head of Faculty and Associate Deans meet with faculty on Wednesday mornings and could invite Marketing to those meetings for discussion.

ACTION: KR to look into the faculty training and include MARV strategy and perspective.

EOC left the meeting.

BB mentioned that Collegium connected the faculty with operational activities in the past.

BB questioned if the scope of Project '23 includes research strategies.

NG clarified that Project '23 does have an undergraduate focus. A strategy for 2024 would include research and master's programs.

BB expressed concerns about postgraduate students and the need to incorporate their recruitment and needs into strategic plans.

BM noted the need to include work related learning in the strategy for 2024.

MK requested resolution regarding integration of calendars in Google and CELCAT.

BM reported that the University is looking into integration platforms for departmental and event calendars.

7. Academic Year and Timetable

7.1. BM reported that Items 6.1 and 6.2 are the key dates for the upcoming academic year. This has been modified slightly to remove Easter weekend and changed terminology from 'Week Commencing' to 'Start/End Dates'. BM reported that the CAB and PAB dates have been separated by a day so that any actions or information from the CAB may be included in the PAB meeting. No objections from board members were received. This item is **APPROVED**.

7.2. Item 6.2 includes the modifications mentioned for Item 6.1, but this document is for postgraduate. No objections from board members were received. This item is **APPROVED**.

ACTION: BM to distribute the approved dates to the Quality Team for publication.

8. Academic Governance

- 8.1. NG introduced the Terms of Reference - Mobility Students Association and the Terms of Reference - SSLC as committees that are designed to enable us to channel student voice into our decision-making processes. Primarily changes to memberships have been made. The Mobility Students Association membership changes include more discipline representatives as we are introducing more subject disciplines. No objections from board members were received. This item is **APPROVED**.
- 8.2. The Chair of the SSLC has historically been the Dean for Academic Development and Innovation. NG proposes that the Chair be the Associate Dean of Teaching and Learning for both the Undergraduate and Postgraduate SSLC, pending the hiring of a Director of Postgraduate Studies.

AS supports the decision to have the Director of Undergraduate Studies as Chair for Undergraduate SSLC and Director of Postgraduate Studies as Chair for Postgraduate SSLC in time. AS accepts the appointment as Chair of both SSLC until the Director of Postgraduate Studies has been appointed.

BM requests that we add the Director of Postgraduate Studies and have AS serve as interim Chair until that position is filled.

PM noted an experienced Chair for both would benefit the University

BM requested that the Associate Dean of Teaching and Learning Chair both undergraduate and postgraduate SSLC.

BB agreed with BM's request for the Associate Dean of Teaching and Learning as Chair of both.

No objections to appointing the Associate Dean of Teaching and Learning as Chair of both SSLCs were received by members of the board. The Terms of Reference - SSLC were updated to reflect this decision.

This item is **APPROVED WITH MINOR CORRECTIONS**:

- Associate Dean of Teaching and Learning as Chair of both Undergraduate and Postgraduate SSLC
- Director of Undergraduate Studies as a member of UG
- Director of Postgraduate Studies as a member of PG

- 8.3. NG introduced Terms of Reference - TLEC as being reviewed in order to obtain wider representation across the institution.

BM reported that the current TLEC membership is missing streams of education that we are delivering that currently sit under Academic Board. If we include all of the streams, the membership of TLEC will exceed 30.

BB raised a concern about disciplinary representation from Computer and Data Science and the need for STEM or other similar classes of subjects to be represented in TLEC. BB also noted that there is no diploma representation in the proposed TLEC membership.

BM noted the concerns and stated that reports can be provided to TLEC for consideration, representatives can be co-opted to present, and members can be assigned to represent multiple areas, but the total number of members needs to be capped to ensure TLEC remains a workable size.

BM addressed diploma representation. BM noted that the diploma has no quality oversight and that the diploma program is to be phased out in the near future. BM noted that there is no diploma representation at Academic Board.

NG agreed that TLEC can receive papers from the diploma program and have the diploma under its Terms of Reference.

BM confirmed that the diploma will remain in the Terms of Reference.

NG agreed that diploma representation can be co-opted at TLEC.

PM requested that members of TLEC be consulted prior to being removed from the membership.

NG recommended that the Lead for Academic Engagement be included in TLEC membership as a role that engages with cohorts across disciplines.

BB agreed that diploma representation can be co-opted. BB requested that STEM representation be reconsidered in required membership.

AS agreed that STEM representation is important and asked the board if consultation and feedback at the faculty level can be collected and fed to TLEC through papers.

NG concluded that, among all members of TLEC, there should be one representative from a STEM discipline, in addition to Humanities and Social Sciences.

The proposal for the Terms of Reference - TLEC was amended to include 'Requirement: representation of all disciplines across the University, including STEM and Humanities.'

NG requested that the Lead on Academic Engagement be included in TLEC membership. No objections were received from members of the board.

The proposal for the Terms of Reference - TLEC was amended to include 'Lead on Academic Engagement'.

LK recommended that Academic Board require consultation with TLEC members before consideration of the proposal to change the Terms of Reference. LK requested that a procedure for consultation be developed or reconsidered moving forward.

BM apologised to PM as the Lead on Academic Engagement for proposing his removal from TLEC membership. BM noted and thanked PM for his contributions to TLEC. BM noted that Academic Board has oversight of all committees that come underneath it.

RH, as the Chair of TLEC, confirmed that a discussion was had at TLEC about the need to restructure and reshape TLEC membership to accommodate the increase in programme offerings. RH clarified that the specific proposal was not presented to TLEC but that the need to amend membership was introduced and discussed.

LK requested that the specific proposal be shared with committees and feedback collected before amending membership.

NG stated that she supports the recommendation that Academic Board require communication with Academic Board subcommittees prior to amending membership of the respective subcommittee, but asks the board for insight regarding procedural feasibility of implementing this requirement.

NG clarifies she means collecting views and feedback of subcommittee members on the proposed membership amendments and sharing the board's response to feedback with the respective committee.

BM confirmed that there is a broad governance review in the near future. BM recommended that this be implemented in the larger governance review.

NG confirmed the importance of communication and requested that the board not withhold this Terms of Reference amendment but implement the communication process in the coming week with TLEC and in the future as such cases arise.

BB agreed that it is good practice to consult the subcommittee with proposed membership changes and stated that the Research Committee had been consulted prior to the proposal of Item 11.2. BB raised the point that consultation provides informational insight regarding subcommittee members' contributions to the work of the subcommittee.

NG requested that the Terms of Reference - TLEC be approved under the provision that TLEC members receive appropriate communication regarding the change of membership prior to the changes being formally announced and implemented.

LK requested that this document be routed back through TLEC for consultation before being approved by the board.

RH requested that this document be approved and that she, as the Chair of TLEC, be given the opportunity to communicate with TLEC about the changes.

BB mentioned that the feedback obtained from TLEC may alter the proposed change of membership.

AS recommended approval of the document.

KR recommended approval under the provision that TLEC be provided with communication about the changes and an opportunity to provide feedback.

LK stated that email consultation is not an appropriate form of collecting feedback.

NG stated that, considering the time constraints and summer holidays, email consultation from RH is sufficient.

LK withdrew his objections.

KR mentioned that conversations can be had in addition to email conversation.

No further objections were received by members of the board. This item is **APPROVED** under the provision that email communication about the proposed changes and an opportunity to provide feedback from members of TLEC be provided by RH.

ACTION: RH to email members of TLEC regarding the proposed membership changes and provide an opportunity for members to feedback views on the proposed changes.

9. Assessment

9.1. AQF7: Academic Regulations for Taught Awards Part C

BM noted that Section 7.33 assessment of assigned group work has been revised to include: Group work assessment elements should be capped at a maximum of 30% of overall course assessment weighting. No objections were received from members of the board.

BM noted that Section 7.35 pass/fail assessments have been revised to include: an assessment element may be marked as Pass/Fail, i.e. without a mark when it is a requirement of a Professional Statutory Regulatory Body (PSRB). No objections were received from members of the board.

BM noted that Section 7.46 the feedback on draft summative assessment has been revised to include: Faculty should not give any indication of a mark that work might receive if all formative guidance is followed. No objections were received from members of the board.

BM noted that Section 7.55 penalties for late submission has been revised to include: the College has a late penalty scheme which is described fully in the the Assessment Regulations for Taught Awards. No objections were received from members of the board.

BM noted that Section 7.63.3 feedback on summative examinations needs revision and can be approved via Chair's Actions once completed.

BM noted that Section 7.66.2 moderation sample size and selection has been revised to include: where assessments are divided between several first markers or several sections, the sample must include assessments marked by each marker or from each section of assessment. No objections were received from members of the board.

BM noted that Section 7.66.3 marking of oral assessments has been revised to include: Oral assessments that are at Levels 6 or 7, and worth 30% or more of the overall course mark, are double marked by two members of faculty who are present during the assessment. Where operational considerations make the attendance of two markers impracticable, recordings of all the oral assessments must be moderated. For oral assessment that are at Levels 4 or 5, or are less than 30% of the course mark, have one marker. All of these oral

assessments are recorded and a sample is moderated, in accordance with the moderation sample size regulations noted above. No objections were received from members of the board. This item is **APPROVED WITH MINOR CORRECTIONS**.

ACTION: BM to write a section in 7.63.3 on Feedback for Summative Examinations, consult AS and RH once completed, and then submit to NG for approval via Chair's Actions.

9.2. Assessment Regulations for Taught Awards

BM noted that the Definitions have been updated to include all definitions that were previously distributed throughout the document. No objections were received from members of the board.

BM noted that paragraph 11 has been removed: Exceptionally, there may be a requirement for an individual assessment element to be exempt from marking. Such exceptions must be approved through the programme approval or course approval and programme modification processes and stated on the Course Descriptor. No objections were received from members of the board.

BM noted that paragraph 18 has been added to affirm that students are responsible for submitting their own assessments, and that if students submit the wrong document or a blank document, that will be regarded as a non-submission and awarded a mark of zero. No objections were received from members of the board.

BM noted that the section on late submission of summative assessment elements has been revised. BM highlighted the proposed modifications in practice, which indicate 'that faculty will apply the late submission penalty directly in Canvas. If a late penalty is to be applied, the original mark must be included in the feedback box so there is a record of the un-penalised mark but the official mark recorded on Canvas will be the mark once the penalty has been applied. Moderators will be responsible for checking that the right submission penalties have been applied correctly. Training will be held for all faculty regarding these modifications.' BM informed the board that she is working on the AMOS project to align the marking systems in Canvas and Quercus. BM is exploring options to automate the application of penalties in the marking system and has a meeting scheduled to gain further insight next week.

BB expressed concerns regarding training and cohesion across faculty in marking practices.

NG noted that the previous version of this document indicated that it is ultimately Registry's responsibility to check the final marks to ensure that penalties are applied appropriately.

BB specified that the record accurately reflecting the student's grade is one issue and that the workload, communication and training required to ensure faculty are aware and consistently applying the penalties is second concern.

MK noted that external examiners must also be considered in this request to have faculty apply the penalties.

NG agreed that the application of relevant penalties and associated guidance for markers must be assisted or prompted through the use of technology.

AS agreed that automation is the best option. AS requested that any late work be flagged in the system for the student and marker to be aware and acknowledge lateness.

NG agreed that the system must actively prompt markers to make the needed change.

BM noted that the procedural details are not included in this regulatory document. BM proposed that the board approve the regulations as stated and continue to explore options for procedural development.

NG agreed that the level of implementation needs development.

No objections were received from members of the board. This item is **APPROVED**.

9.3. AQF7 Part A (AY23-24)

NG thanked BM for bringing attention to this need. NG mentioned that application for this can be considered as the programmes develop. NG recommended approval.

BB supported approval.

No objections were received from members of the board. **This item is APPROVED.**

9.4. NCH NU Mark Grade Conversion Table

BM introduced the grade conversion table as a systematic approach to incorporating students' grades when they return to the College after studying abroad in the spring semester of their second year. BM noted that the degree algorithm must accommodate the courses that were taken abroad and will contribute to their degree. BM stated that the College must consider how those marks from abroad are translated to ours for the degree classification. BM stated that, according to the Recognition of Prior Learning and Transfer of Credit Policy, the mark that students are awarded is transferred as a Pass. BM recommends instead that the College allocate the NU grade to

an NCH mark, and the NCH mark that is awarded would be determined as the halfway point in the NCH equivalent band.

BB questioned if the NCH bands and marks awarded for NCH courses would be affected by this change.

BM confirmed that the marks awarded for NCH courses would not be affected.

BM clarified that this conversion table would only apply to the marks that students receive from courses taken at other NU locations.

BB stated that 85 is much higher than most As that he awards.

MK stated that she has the opposite concern. MK stated that a student who is awarded 100 at another NU location would only receive an 85 when they return to London, which she feels is unfair.

NG stated that both concerns are noteworthy and that the middle of the range may be the best option.

BB stated that degree classifications and grade inflation may be affected by this conversion table.

AS agreed that the impact of this on the published grade inflation report must be considered.

BM stated that this conversion table does not need to be published until December 2022.

The board requested that more research and grade calculations be presented at the next board.

This item is **REVISE AND RESUBMIT TO THE BOARD.**

ACTION: BM to conduct research and grade calculations to present at the next board.

10. Policies and Procedures

10.1. Academic Appeals Policy and Procedures

BM reported that the changes in this document reflect the reorganization of roles and responsibilities in Registry including the distribution of workload across Registrar, Academic Registrar and Head of Registry.

BM noted that mobility students go to a CAB for appeals and this has been added into the policy.

BM noted that the procedure has been streamlined with the addition of new staff in Registry. BM stated that Stage 1 sits with the Academic Registrar and Stage 2 sits with the Registrar.

BM noted that the grounds for appeal have been amended.

BM noted that there is no right to appeal after Stage 1 if the Academic Registrar refers the case to an Academic Appeals Panel. BM stated that, at this point in the procedure, the case has been reviewed twice and that she is comfortable with removing the right to appeal. BM requested opinions from the board regarding the need for an appeal.

RH stated that two stages in the procedure reduce the probability of bias and agrees that she is comfortable without another option for appeal in that case.

RH, BM and NG stated that the procedure progresses more quickly with only two stages and supports student's requests to achieve timely resolution.

LK raised the question whether Associate Professor is categorized as senior academic manager.

BM asked if the board agrees to broaden the definition of senior academic manager to include Associate Professor.

AS supports the inclusion of Associate Professor.

NG questioned the term 'senior academic manager'.

AS recommended 'senior academic leadership'.

The board requested thoughtful consideration of a system for appointing members of panels to ensure a consistent approach to deliberation.

The definition of senior academic manager has been amended to: Senior academic leadership is understood as an Associate Dean, Head of Faculty, Associate Head of Faculty, Programme Director or Associate Professor. No objections were received by members of the board. **The amended version of the item is APPROVED.**

10.2. Academic Engagement Policy

BM introduced this policy as that which sets out the expectations and monitoring procedures for attendance and engagement of Student Visa holders. BM reported that this document has been updated to reflect developments in the Student Welfare Policy. BM stated that she and the Head of Visa Compliance have researched and developed an element for short-term off-campus academic engagement expectations and monitoring. BM stated that the Head of Visa Compliance must now inform a member of Executive Committee before withdrawing Student Visa sponsorship, and that has been included in the Policy in paragraph 30. No objections were received by members of the board. This item is **APPROVED.**

10.3. Academic Misconduct Policy

BM reported that the changes in this document reflect the reorganization of roles and responsibilities in Registry including

the distribution of workload across Registrar, Academic Registrar and Head of Registry.

BM reported that the procedure has been streamlined and the definitions of major and minor offenses have been clarified.

RH reported that an additional penalty for minor offenses has been included in response to feedback from TLEC. TLEC felt as though only two penalties for minor offenses did not offer enough flexibility for professional discretion in applying penalties.

No objections were received by members of the board. This item is **APPROVED**.

10.4. AQF2 Overview of Teaching and Learning

BM reported that the changes in this document reflect the reorganization of roles and responsibilities in Registry including the distribution of workload across Registrar, Academic Registrar and Head of Registry. BM also reported that this document reflects the recently awarded University title.

BM reported that the Mobility Students Association, Executive Committee membership, Senior Management Team membership, and Heads of Faculty have been updated in this document.

BM stated that this document will need revisions for 2023-24 and address changes regarding NCHNL Board.

NG requested that next review date be set for January 2023.

No objections were received by members of the board. This item is **APPROVED**.

10.5. Extenuating Circumstances Policy

RH reported that the changes in this document reflect the reorganization of roles and responsibilities in Registry including the distribution of workload across Registrar, Academic Registrar and Head of Registry. RH reported that this document also reflects the elimination of the Extenuating Circumstances Appeals Board to promote expediency of the procedure.

AS supported the elimination of the EC Appeals Board and stated that it is consistent with her experience and understanding of comparable higher education provider procedures.

BB raised concerns regarding the declaration of 'fit to study' and requests that it be considered that, once students declare that they are fit to study, they are unable to apply for an EC.

RH confirmed that students have up until the point at which an assessment is due to request an EC, and that they can apply for a retroactive EC, but that they must not submit the assessment as they are declaring themselves fit to study.

NG noted BB's concerns regarding the fit to study principle and confirmed that the concept has been researched and accepted as common practice.

No objections were received by members of the board. This item is **APPROVED**.

10.6. Misuse of Substances Statement

RH reported that this document has been updated to reflect general sector good practice. RH noted that the section about staff searching students has been removed.

No objections were received by members of the board. This item is **APPROVED**.

10.7. Student Confidentiality Statement

RH reported document has been updated to reflect general sector good practice and legal judgements. Staff will now be expected to maintain privacy but not confidentiality. RH stated that staff have a duty of care and must, in some cases, disclose information for student wellbeing.

No objections were received by members of the board. This item is **APPROVED**.

10.8. Student Welfare Policy

RH reported that this has been rewritten to include the Student Welfare Oversight Group as a dedicated group to support and track student welfare.

No objections were received by members of the board. This item is **APPROVED**.

10.9. Support to Study Policy

RH reported that this document has been updated to include the Student Welfare Oversight Group.

No objections were received by members of the board. This item is **APPROVED**.

10.10. Timetabling Policy

NM reported that this document has been updated to remove sections that are covered in other documents including Managing External Speakers Policy, Events Policy and Disciplinary Procedure for Students. NM reported that the Timetabling Manager refocused this document mainly include the procedure for gathering information to build the academic timetable.

NG requested further revision and consultation. NG addressed roles and responsibilities that are indicated in the policy, and would like additional circulation with Registry contributors, followed by resubmission to the board.

BM noted that Registry must be informed if teaching events are cancelled. BM requested additional time to review this document and collaborate with the Timetabling Manager.

This item is **REVISE AND RESUBMIT TO COMMITTEE**.

10.11. Undergraduate Student Attendance Policy

RH reported that this has been updated to reflect the reorganization of roles and responsibilities in Registry and the introduction of the Student Welfare Oversight Group.

No objections were received by members of the board. This item is **APPROVED**.

11. Programme/Course Approvals and Modifications

11.1. Programme and Course Modifications

11.1.1. AI Data Ethics

No objections were received by members of the board. This item is **NOTED**.

11.1.2. British Drama

PM reported that participation has been removed. No objections were received by members of the board. This item is **APPROVED**.

11.1.3. First-Year Writing Studio

PM reported that participation has been removed. PM reported that the modifications include more academic writing in the assignments. No objections were received by members of the board. This item is **APPROVED**.

11.1.4. Introduction to Marketing

No objections were received by members of the board. This item is **NOTED**.

11.1.5. Mobility Computer Science

No objections were received by members of the board. This item is **NOTED**.

11.2. College Outcome Reports for New Courses

NG introduced the College Outcome Reports as welcome additions to the College's course offerings.

11.2.1. College Outcome Report for New Courses -
Biology

No objections were received by members of the board. This item is **APPROVED**.

11.2.2. College Outcome Report for New Courses -
Business Statistics

No objections were received by members of the board. This item is **APPROVED**.

11.2.3. College Outcome Report for New Courses -
Communication

No objections were received by members of the board. This item is **APPROVED**.

11.2.4. College Outcome Report for New Courses - Law

No objections were received by members of the board. This item is **APPROVED**.

11.2.5. College Outcome Report for New Courses -
Mathematical Methods

No objections were received by members of the board. This item is **APPROVED**.

11.2.6. College Outcome Report for New Courses -
Physics

No objections were received by members of the board. This item is **APPROVED**.

11.2.7. College Outcome Report for New Courses -
Spanish

No objections were received by members of the board. This item is **APPROVED**.

11.2.8. College Outcome Report for New Courses -
Visual Intelligence

No objections were received by members of the board. This item is **APPROVED**.

11.3. 10.3 External Examiner Philosophy - to note

No objections were received by members of the board. This item is **NOTED**.

11.4. 10.4 External Panel Member Nominations Project 23 - to note

11.4.1. 10.4.1 External Panel Member Nominations
Project 23 - Business - to note

No objections were received by members of the board. This item is **NOTED**.

11.4.2. 10.4.2 External Panel Member Nominations
Project 23 - History - to note

No objections were received by members of the board. This item is **NOTED**.

11.4.3. 10.4.3 External Panel Member Nominations
Project 23 - Law - to note

No objections were received by members of the board. This item is **NOTED**.

11.4.4. 10.4.4 External Panel Member Nominations
Project 23 - Psychology - to note

No objections were received by members of the board. This item is **NOTED**.

11.5. 10.5 External Panel Member Nominations Trinity - to note

11.5.1. 10.5.1 External Panel Member Nominations
Trinity - Biology - to note

No objections were received by members of the board. This item is **NOTED**.

11.5.2. 10.5.2 External Panel Member Nominations
Trinity - Chemistry - to note

No objections were received by members of the board. This item is **NOTED**.

11.5.3. 10.5.3 External Panel Member Nominations
Trinity - Physics and Engineering - to note

No objections were received by members of the board. This item is **NOTED**.

11.5.4. 10.5.4 External Panel Member Nominations
Trinity - Spanish - to note

No objections were received by members of the board. This item is **NOTED**.

11.6. 10.6 Proposal for Changes to the Canvas Course Syllabus Page

NG reported that there are additional changes to the Canvas Course Syllabus Page that are not included in this proposal. NG requested that this proposal be reviewed and resubmitted for board consideration.

AS confirmed that additional changes are under development and will be brought to the board as needed.

12. Research:

12.1. Academic Research Leads Role Description

BB introduced this document as a supplemental description to the Academic Research Lead role, which is included in the Research and Knowledge Exchange Committee membership.

KR noted that his question regarding the intention of this role to be seconded/workload-based recruited to PT/FT has been included in the comments within the document.

KR reported that the Head of Research Services confirmed the intention to create these roles as 0.1-0.2 FTE. KR requested that this information be embedded within the document.

NG supported the requirement to have this clarified within the document.

KR recommended approval of this item with the clarification of FTE commitment included.

BM noted that this document does not specify what role line manages the Academic Research Leads position.

The Academic Research Leads Role Description has been amended to include 'Line managed by: Head of Faculty.'

No objections were received by members of the board. This item is **APPROVED WITH MINOR CORRECTIONS**.

12.2. Terms of Reference - Research and Knowledge Exchange Committee

BB reported that the name of the committee and the membership have been modified to reflect developments in research efforts. BB reported that the committee membership

includes the Academic Research Leads, whose roles have been defined in Item 11.1.

BB reported that the changes to membership have removed Faculty representation, which was discussed at a recent Research Committee meeting. BB noted the Research Committee's request to maintain connections between Faculties and the newly developed Research and Knowledge Exchange Committee.

NG mentioned that based on other HoF feedback breadth of representation across disciplines in the Research and Knowledge Exchange Committee is a point to be clarified.

NG also questioned if the research-related educational opportunities (e.g. doctoral provision) should be flagged in the remit of the committee. (Or whether it's sufficient that it figures in the remits of the Academic Research Leads.)

BM noted that the number of Academic Research Leads needs to be included in the Terms of Reference.

Terms of Reference amended to include '6 x Academic Research Leads'.

The board supports the development of this committee but given time limits and SW's absence, requests that SW presents this / clarifies the question of representation across disciplines for final review (nb this could be done by email).

ACTION: SW to present the Terms of Reference - Research and Knowledge Exchange Committee with clarifications on cross-discipline representation for final review (could be by email).

13. Any Other Business

13.1. Ukraine - Update and opportunities for action

NG stated that this item was wrongly included, from a previous file.

14. Meeting dates for 2022/23 Academic Year:

Friday, 30 September 2022, 13:00-16:00

Friday, 25 November 2022, 10:00-13:00

Friday, 24 February 2023, 13:00-16:00

Friday, 28 April 2023, 10:00-13:00

Friday, 7 July 2023, 13:00-16:00

No objections were received by members of the board. These dates are **NOTED.**