

# Academic Board

6th October 2023

## Minutes

### 1 Welcome and Apologies

#### 1.1 Present

Scott Wildman (SW)	Dean (Chair)
Rebecca Harrison (RH)	Academic Registrar (Secretary)
	Bex Morrison (BM) Associate Vice President for Academic Services and Student Engagement, Registrar.
Naomi Goulder (NG)	Deputy Dean for Academic Development and Innovation
Diana Bozhilova (DB)	Associate Dean of Global Impact and Sustainability
Chiara Alfano (CA)	Associate Dean of Teaching and Learning (Faculty)
Alison Statham (AS)	Associate Dean of Teaching and Learning (Students)
Carolyn Barker (CB)	Associate Dean for Research and Knowledge Exchange
Kasim Randeree (KR)	Associate Dean of Faculty Affairs
Alexandros Koliouisis (AK)	Faculty Director of Computing, Mathematics, Engineering & Natural Sciences
Marianna Koli (MK)	Faculty Director of Social Sciences
Sara Raimondi (SR)	Faculty Director of Humanities
Sarah McAdam (SMA)	External Board Member

James Heard (JH)	Students' Union President
Sandy Morrissey (SM)	Executive Assistant Academic (Minute Secretary)

### 1.2 Apologies

Niamh Bhalla (NB)	Assistant Dean, Director of Diversity, Equity and Inclusion
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### 1.3 In Attendance

Michele Longhurst (ML)	Head of Quality Assurance
Alice Caryer (AC)	Director of Research Services
Emma Kelly (EK)	Director of Business and Partnership Development & Apprenticeships

### 1.4 Welcome

The Chair welcomed the members.

## 2. Minutes of the Last Meeting

The minutes from the previous meetings 7th July and 21st July 2023 were approved.

## 3. Matter Arising

The matters arising were reviewed and all actions were updated.

## 4. Chair Update including Actions

The following items were approved by the Chair's action since the last meeting:

- Approve Honour Prize Recipients.
- Dr Samuel Pollard as an External Examiner for the LBIOL4144 Integrated Anatomy & Physiology.
- Dr Jenifer Barnes as an External Examiner for the LPHEA4145 Comparative Healthcare Systems.
- AQF 2 - Minor Changes.
- AQF13 - Minor Changes.

- Dr Jennifer M Young as an External Examiner for the Academic Writing Mobility Courses.
- Dr Mahmoud Elmarzouky as an External Examiner for the Mobility UG Business, BSc (Hons) Business, MSc Global Investment Banking.

The Chair started his update to the Board by thanking everyone for all their hard work and support for the new academic year.

Following the recent OFSTED visit, the Chair confirmed that the report would be out shortly, but until then, the results were under embargo.

The Chair provided an update on “The New Ways of Working” restructuring and confirmed that there were only a few roles still outstanding but they would be filled soon.

The Chair highlighted the implementation of the new pay scale for faculty and the cost of living increase for the professional staff.

The Chair expressed that he was pleased to see that research was having a more prominent position in the University’s activities and that faculty and staff were concentrating on going back to basics, focusing on student success, NSS and TEF.

The Chair informed the Board of two online programmes that are in the process of being withdrawn due to very low recruitment.

## 5. Research

### 5.1 Research Report.

CB presented the report on research activities. The University recently recruited seven new PhD students, with 20 more students projected to start on 29 Jan 2024

CB also updated the Board members on the most recent published information about the REF, the research Open Access output repository, all newly received research funding and the most recent research collaborations with Northeastern.

CB welcomed the new hires and listed the still vacant roles that are currently advertised.

CB confirmed that the University is eligible to be part of the Government's Knowledge Transfer Partnership (KTP) scheme and that an application to become a knowledge base is being put forward. CB confirmed that the IP Policy was with Boston for review.

CB reminded the Board of the recently opened facilities in Moretown with 98 desks for Network Science, Experiential AI, PhD students, PhD supervisors and research faculty.

The Chair questioned whether the University would be able to get beyond the £5 million research funding applied for last year. CB suggested that the University focus more on the number of applications made.

CB was able to update the Board on the next round of Tier One research grants, certifying that the Research team will be working hard to ensure that the grants are going to the areas that really need them to ignite research.

The Chair enquired when the Board might see a REF Strategy for the University, and CB was able to confirm that this was planned for the end of the year.

The Chair then opened the floor for AC to introduce herself to the Board member.

AC was able to update the Board members on the finer aspects of her role detailing her current projects focusing on recruitment, research funding and budgeting.

## 6. Faculty Matters

### 6.1 Faculty Promotions

KR announced that the following faculty members have been promoted to Associate Professor effective from 1st September 2023.

Estelle Paraque

Riyukta Raghunath

Sara Raimondi

The Chair thanked KR for all his hard work on completing the new employee salary scale and inquired if there were any new promotions going forward for this academic year.

KR was able to confirm that there were a number of possible promotions to assistant professor and associate professor levels.

## 6.2 Faculty Recruitment

KR advised the Board on the current employment figures, confirming the total number of faculty members recently recruited and the number of outstanding positions still to be filled.

KR confirmed that there were a few challenges around recruiting this year with the tight timelines.

MK updated the Board on the upcoming HEA Qualification workshops.

The Chair suggested adding a HEA Qualification update to the agenda for the next Board meeting.

**ACTION: RH/MK to add an HEA Qualification update to the next Board agenda**

BM reminded the Board that HR has requested that everyone update their qualification status via the HR portal.

KR advised that it was now a requirement of probation that anyone who doesn't have a teaching qualification go through the program and achieve it within the first 12 months.

SMA confirmed that HEA Qualifications were also probation-linked at her University

The Chair thanked KR for all his hard work and requested that he produce a summary fact sheet of all the recent recruitment figures for the next Board.

**ACTION: KR to produce a recruitment figures summary sheet for the next Board meeting**

## 7. Student Numbers

### 7.1 Student Numbers Autumn 23/24

BM summarised the submitted written report of the student enrolment numbers and advised the Board on the new late enrolment procedure and the newly formed working group.

The chair summarised the importance of monitoring these numbers as they fluctuate.

#### 7.2 Student Number Spring 23/24

BM summarised the student figures for spring 23/24.

#### 7.3 Student Number Targets 24/25

The Chair updated the Board on the targeted figures for 24/25, summarising that there was expected growth for 24/25.

### 8. Student Voice

#### 8.1 Student Satisfaction Report 2022/23

BM summarised the report highlighting the enhancement plan and the new challenging KPIs. BM reminded the Board that the comments in the report would have covered the student's experience over the period of their degree, which included COVID lockdown, move to Devon House and University title approval.

AS advised that she is doing a deep dive into the responses and pulling together a spreadsheet looking at the questions within each of the themes where we scored below Benchmark Standards.

JH commented that he was surprised with the results and also felt the experience during COVID and the move to Devon House would have influenced the replies from students more.

The Chair advised that due to the importance of this report, he would like the Board to review the report in its entirety and therefore request that this report come back to the next Board meeting while the University progresses with the enhancement and action plan.

This document was **approved** and will now go to the Northeastern Board

**ACTION: RH to ensure the Student Satisfaction Report and Enhancement Plan should be on the next Board agenda with the action plan as a recurring agenda item throughout this academic year.**

### 9. TEF

#### 9.1 TEF Update

AS updated the Board on the TEF - results that were recently published by the OfS and stated that NU London had been awarded a bronze classification in all three categories - providing high-quality provisions, with a strong narrative based on dashboard data. AS summarised that the data submitted was not enough to secure a better result.

CA advised as we are a young institution we must consider collecting more data throughout the years which will help to back up our narratives and produce better returns.

The Chair summarised that the action plan once completed should clearly reveal how we demonstrate impact.

BM agreed that collecting and analysing data is an important area for the institution and we have recently recruited a new Head of Information Management.

SMA commented on the importance of the relationship between TEF and the NSS. She offered her support to improve data collection and said she could share learnings from her university.

**ACTION: The Chair will create a working group on student data to inform and support the work undertaken for the TEF.**

## 10. Academic Governance

### 10.1 TLEC Report & Draft Minutes

AS summarised the tabled report explaining the approval process at TLEC actions taken and items endorsed during its last meeting.

The Chair suggested that TLEC concentrate more on projects, with fully defined action plans, working groups and problem-solving in partnership with the professional services teams and communicating progress to the Board.

### 10.2 Work-Related Management Board Report and Draft Minutes

EM summarised the report confirming that the Ofsted report was still under embargo. She highlighted some of the key strengths like the retention rates and qualification achievement rates and discussed the new apprenticeship intake for this semester.

EM was able to confirm the nearly completed work done on the contractual compliance documentation, reviewing the KPIs, the newly started quality improvement plan and the work done with the Boot Camps.

BM advised that the SAR and the QIP data should come to the Academic Board.

**ACTION: NG to work with EK on SAR and QIP. These are to be on the agenda for the next Board meeting.**

### 10.3 Committee Terms of Reference

#### 10.3.1 ToR Faculty Directors' Meeting

ML summarised the changes to the ToR for the newly formed Faculty Directors meetings.

CB advised that the research element in the Faculty Director meeting should be clearer.

MK confirmed that there are a few changes that need to be made.

**ACTION: RH and SW, ToR needs to be amended, circulated and returned for approval by a Chair's action.**

#### 10.3.2 ToR Fair Access and Participation Strategy Group

This paper was **Approved**

#### 10.3.3 ToR Teaching, Learning and Enhancement Committee

**ACTION: SW to work with ML to review and revise some wording. This paper will then be approved as a Chair action.**

#### 10.3.4 ToR Work-Related Learning Management Board

This paper was **Approved**

#### 10.3.5 Guidelines - Academic-Discipline Meetings

The document was **Noted,**

#### 10.3.6 Guidelines - Global Experience Meetings

This document was **Noted.**

#### 10.3.7 ToR Learner Voice Committee



This paper was **Noted**

10.3.8 ToR Student Engagement Committee

AS requested that the Student Union be listed as a member.

BM advised that it would be useful to have them attend.

This paper was **Noted**.

10.3.9 ToR Work Related Learning Programme Committee

This paper was **Noted**.

#### 10.4 Annual Faculty Reviews

10.4.1 Annual Faculty Review Action Plan 2021/22

This paper was **Noted**

10.4.2 Annual Faculty Review Art History 22/23

SR summarised the report saying that it highlights the uniqueness of the degree, and how to make use of London. She emphasised the expertise of the faculty, and said the report provided a good basis to inform how to enhance the art history pathway.

The Chair enquired about the course performance figures, and SR confirmed that this was under review across all levels.

ML suggested that reports show what the intended impact is on all action plans going forward.

**ACTION: RH to work with ML to ensure all Faculty action plans have an additional column showing the expected impact of each action.**

This document was **Approved**

10.4.3 Annual Faculty Review Economics 22/23

MK summarised the report and advised that there was a request for feedback training and on writing objectives, and the importance of addressing the NSS.

NG commented that our assessment strategy and toolkits should inform the training.

**ACTION: AS & KR to add to TLEC agenda consideration of faculty training.**

This document was **Approved**.

#### 10.4.4 Annual Faculty Review English 22/23

SR updated the Board on the key area of the report highlighting the level of NSS completion by students with 16 students marking English as outstanding in the NSS.

However, looking at the level 4 course SR was disappointed to see that the programme lost half of the students during the last year. SR was able to confirm that the Faculty had made arrangements to engage more with students, arranging extra collateral activities, and connecting more with the Students Union and student societies.

This document was **Approved**

#### 10.4.5 Annual Faculty Review History 22/23

SR summarised the report to the Board.

This document was **Approved**

#### 10.4.5 Annual Faculty Review Law 22/23

This report will be revised and resubmitted.

ML advised that there were still 2 Faculty Review reports for 21/22 outstanding.

The Chair advised that the final 2 outstanding reports must be on the agenda for the next Board meeting.

CA confirmed that the Faculty Review Reports were on the calendar plan.

### 10.5 EE Nominations

#### 10.5.1 End Point Assessment (EPA) Independent Assessor Nomination

This document was **Approved**

### 10.6 AQF 7 Part C (Amendment)

BM summarised the amendment.

The document was **Approved**.

## 11. Policies, Procedures and Strategies

### 11.1 Student Retention and Success Strategy

BM summarised the retention and success strategy report which highlights the historical data, the objectives, and the KPIs.

CB requested we add KPI for the PhD students.

RH advised that this will become an annual report.

This document was **Approved**

## 12. Course and Programme Modifications

### 12.1 Course Modifications

12.1.1 LCHEM4119 General Chemistry and LCHEM4114 General Chemistry Lab.

This document was **Approved**

12.1.2 LANTH4104 Global Markets Local Cultures.

This document was **Approved**

12.1.3 LCSCI4207 Fundamentals of Computer Science I and LCSCI4208 Fundamentals of Computer Science I

This document was **Approved**

12.1.4 LPSYC4235 Biological Basis of Human and Animal Behaviour and LPSYC4237 Developmental Psychology

This document was **Approved**

### 12.2 Programme Modifications

12.2.1 BSc Digital and Technology Solutions

The document was **Endorsed**.

### 12.3 Programmes Scheduled Periodic Review

ML advised the Board of the programme approval process. The Board considered the list of programmes which are coming due for Periodic Review and there were no comments.

### **13 Any Other Business**

#### **13.1 Date of Postgraduate Graduation Ceremony**

BM advised the Board that the date proposed for the 2022/23 Postgraduate Graduation Ceremony was 6th March 2024.

The date was **Approved**.

#### **13.2 BizDev Academic Board Report**

The Chair brought the Board's attention to the report provided by BizDev.

The report was **Noted**.

### **14. Dates of next meetings**

The Chair reminded the Board of the dates of the next meeting.

The Chair thanked the Board and closed the meeting.