

**Academic Board**

**Wednesday 24 February 2021, 10.30am**

**Meeting via Zoom**

**MINUTES Confirmed**

**Members present:**

Mr Alex Fraser (Chair); Professor John Annette; Professor Maria Carapeto; Dr Tony Gandy; Mr Alexander Gleave; Ms Cathy Higgs; Professor Heather McLaughlin; Professor Mark Shackleton; Ms Hema Tank; Professor Damian Ward and Ms Suellen White (Secretary)

**In attendance:**

Mr Adrian Beckwith

**AB21/01/01. Welcome and apologies**

Mr Fraser WELCOMED members to the meeting.

Apologies were received from Professor Gulnur Muradoglu, Mr Osy Plummer and Professor Simon Wolfe.

**AB21/01/02. Minutes**

The minutes from the Academic Board meeting held on 11 November 2020 were APPROVED.

*Paper*

*AB20/03MIN*

**AB21/01/03. Matters arising**

There were no matters arising from the previous meeting.

**MATTERS FOR DISCUSSION / REVIEW / APPROVAL**

**AB21/01/04. Governance**

- a) Ms White presented amendments to the Academic Standards and Quality Committee Terms of Reference. She confirmed minor changes had been made to the 'Membership' section of the Terms of Reference, as well as the removal of reference to the Collaborative Provision Committee, which had been disbanded. This had been replaced by the Academic Partnerships Risk Advisory Group, which reported into the Senior Executive Team.

*Paper*

*AB21/01/04a*

Academic Board approved the ASQC Terms of Reference.

- b) Ms White presented minor amendments to the Academic Board Terms of Reference.

*Paper  
AB21/01/04b*

Academic Board endorsed the suggested amendments to its Terms of Reference, for onward referral to the Board of Governors for final approval.

### **AB21/01/05 Regulations**

Ms White confirmed that the following documents had been reviewed and remained fit for purpose:

- a) General and Academic Regulations for Students
- b) Higher Education Academic Governance Structure
- c) Regulations and Procedure for the conferment of title of Professor
- d) Procedure for the Grant of Honorary Degrees
- e) Terms and Conditions of offer

### **AB21/01/06 Annual Reports**

- a) Ms White presented the Academic Board Annual Report 2020. Points discussed included:

*Paper  
AB21/01/06a*

- The purpose of the report was to summarise Academic Board's work over the past year and to identify how it had fulfilled the duties as prescribed within its Terms of Reference
- The National Student Survey Steering Group would report on its progress at the next meeting of the Academic Board in July 2021.
- In 2020 the Academic Board reviewed the Operational Review Report commissioned in 2015 to identify any further changes or improvements required. Three further areas for future consideration were noted; to ensure there was a balance between accommodating students' needs and what could be achieved operationally in relation to the academic timetable, monitoring student attendance and focusing on student engagement.
- Due to the Covid-19 pandemic discussions had taken place on contingency plans, which included ensuring online delivery was arranged so that all teaching could be conducted virtually.
- In 2020 the Academic Board endorsed, for onward approval by the Board of Governors, a revised Governance Structure that included a new Committee, the Student Experience Group.
- That the Annual Report should give reassurance that Academic Board was effective with carrying on its duties virtually.
- That the Annual Report should give assurance regarding the academic integrity of awards since changes to assessments and delivery had taken place during pandemic
- The increasing emphasis on mental health and wellbeing should be considered a theme for Academic Board to explore in more detail and consider what LIBF was doing in this regard.

- Following the meeting an updated version of the OfS Monitoring Log would be uploaded to the Academic Board SharePoint site.

Academic Board endorsed the Academic Board Annual Report 2020, for onward referral to the Board of Governors for approval.

**ACTION: Ms Tank to provide an update on the NSS Steering Group at the next meeting.**

**ACTION: Ms White to make the suggested amendments to the Academic Board Annual Report 2020.**

- b) Ms White presented the Complaints and Appeals Review Group Annual Reports for 2019 and 2020 to Academic Board. Points discussed included:
- The membership of the Complaints and Appeals Review Group had been broadened to include additional skills, for example HR
  - The number of both complaints and appeals received in 2019 and 2020 was very low
  - Ms White confirmed that future reports would include more reflection and benchmarking.

*Papers  
AB21/01/06b(i-  
ii)*

Academic Board approved the Complaints and Appeals Review Group Annual Reports for 2019 and 2020.

- c) Professor Carapeto presented the External Examiner Annual Report 2020 to Academic Board. Points discussed included:
- The academic standards of modules and programmes were confirmed in all cases
  - The procedures for marking, moderation and administration were praised
  - The high standard and quality of feedback given to students was commented on
  - Assessment Boards were conducted in a professional and detailed way with thorough documentation
  - It was explained that, in response to assessments moving online in the wake of the Covid-19 pandemic, we had carried out open book assessments and increased the length of the exam by one hour
  - We had started using Microsoft Teams to securely share information and content with external examiners.

*Paper  
AB21/01/06c*

Academic Board approved the External Examiners Annual Report 2020.

- d) Ms Tank reported on the progress of our Access and Participation Plan.  
*Redacted- Confidential*

*Paper  
AB21/01/06d*

### **AB21/01/07 Honorary Degree**

*Redacted- Confidential*

*Papers  
AB21/01/07(a-b)*

**AB21/01/08 Promotion of Senior Lecturer**

*Redacted- Confidential*

*Paper  
AB21/01/08*

**AB21/01/09 Programme specifications**

Academic Board discussed the principles of the amendments to BSc (Hons) Banking & Finance and BSc (Hons) Finance, Investment & Risk programme specifications.

*Papers  
AB21/01/09(a-c)*

*Redacted- Confidential*

Academic Board approved the amendments to the BSc (Hons) Banking & Finance and BSc (Hons) Finance, Investment & Risk programme specifications.

**MATTERS FOR REPORT/UPDATE**

**AB21/01/10 Chair's Action**

Mr Fraser confirmed that Chair's Action had been taken since the last meeting to approve the Safety Net arrangements for our full-time students and explained this would help all students in a consistent way, ensuring everyone was treated fairly given the changes to assessment and moderation this year. It was confirmed that the lowest module mark students received this year would be dropped from classification calculations (subject to them achieving 120 credits).

**AB21/01/11 Prevent**

Ms Tank reported on the Prevent Annual Accountability Statement.

*Paper  
AB21/01/11*

*Redacted- Confidential*

**AB21/01/12 Regulatory Matters**

- a) Ms White confirmed that we had submitted our self-assessment-report regarding our Taught Degree Awarding Powers renewal to the Quality Assurance Agency in January. She also confirmed that a copy of the report and evidence list would be posted on the Academic Board SharePoint site.
- b) Ms White provided an update on the OfS. She explained that there was currently a consultation taking place on baseline performance, which would cover topics such as student continuation, completion and progression. She also confirmed that the Teaching Excellence and Student Outcomes Framework would not be taking place this year.

**AB21/01/13 Updates**

Academic Board received updates from:

- a) Managing Director, Higher Education on student recruitment, the Student Hardship Fund and recruitment to our Degree Apprentice Programme.
- b) Dean on the recent Visiting Faculty event and that the future training of the Faculty would be carried out by the Head of Academic Development and the Director of Studies.
- c) Registrar, Quality, Policy and Regulation on future regulation of our apprentice programmes by Ofsted starting in April 2021 and the new student information system (Quercus) which was due to be implemented by September 2021.

#### **MATTERS FOR RECEIPT**

##### **AB21/01/14 Student Experience Committee**

Academic Board received the minutes of the Student Experience Committee meeting held on 28<sup>th</sup> October 2020.

##### **AB21/01/15 Learning and Teaching Committee**

Academic Board received the minutes of the Learning and Teaching Committee meeting held on 29<sup>th</sup> October 2020.

##### **AB21/01/16 Academic Standards and Quality Committee**

Academic Board received the minutes of the Academic Standards and Quality Committee meeting held on 3<sup>rd</sup> February 2021.

##### **AB21/01/17. Any other business**

*Redacted- Confidential*

##### **AB21/01/18. Date of next meeting**

Wednesday 7<sup>th</sup> July 2021