

Academic Board

Wednesday 27th July 2022, 10.30am

Meeting via Zoom

MINUTES confirmed

Members present:

Mr Alex Fraser (Chair); Professor John Annette; Dr Tony Gandy; Ms Cathy Higgs; Dr Claire McCafferty; Ms Hema Tank; Ms Suellen White (Secretary)

In attendance:

Mr Adrian Beckwith and Mr Stuart Lanigan

AB22/02/01 Welcome and apologies

Mr Fraser welcomed members to the meeting. Mr Lanigan was welcomed to his first meeting. Mr Fraser explained Mr Lanigan was attending in lieu of Mr Plummer who was an apology.

Apologies were received from Professor Gulnur Muradoglu, Professor Mark Shackleton, Mr Osy Plummer and Professor Damian Ward.

AB22/02/02 Minutes

The minutes of the Academic Board meeting held on 30th March 2022 were approved.

Paper

AB22/01MIN

AB22/02/03 Matters arising

Redacted - confidential

MATTERS FOR DISCUSSION / REVIEW / APPROVAL

AB22/02/04 Governance

- a) Dr McCafferty presented amendments to the Learning and Teaching Committee Terms of Reference. She confirmed minor changes had been made to the 'Membership' section of the Terms of Reference.

Paper

AB22/02/04a

Academic Board approved the LTC Terms of Reference.

- b) Ms Tank confirmed that no changes were required to the Student Experience Committee Terms of Reference and that they remained fit for purpose.

AB22/02/05 Annual Reports

Ms Tank presented the Annual Monitoring Report 2020-2021 and explained that the report addressed the delivery and assessment of HE programmes awarded by the Institute for the academic year 2020/2021. She also noted that the report covered full and part-time undergraduate programmes, apprenticeship programmes and the postgraduate programme. Points discussed included:

Paper
AB22/02/05

- The Report had previously been reviewed and endorsed by the Student Experience Committee.
- Most of the actions were now closed with only one still ongoing.
- The actions around the APP targets were now embedded in the process for recruitment and continuous evaluation on monitoring student progress and engagement.
- Teaching and learning and support had gone well, although the Pandemic had had an impact.
- Apprenticeship teaching had continued online, and those being taught face-to-face had gone back on campus.
- Our postgraduate and part-time programmes continued to be small due to the nature of the programme and types of students that we recruited.
- In future reports, an explanation should be added at the beginning of the report to confirm why certain information had been redacted.
- The module leader reports were commended for their reflective nature.

Mr Fraser thanked LIBF members of staff for their assistance and support in creating the report.

Academic Board approved the Annual Monitoring Report 2020-2021.

ACTION: Ms Tank to include an explanation in future reports confirming why certain information was redacted.

AB22/02/06 Degree Outcomes Statement

Academic Board received the Degree Outcomes Statement. Ms Tank explained that the document had been prepared in accordance with guidance from the Quality Assurance Agency (QAA). Points discussed included:

Paper
AB22/02/06

- The statement showed an increase in the number of 1st class degrees awarded from 11% in 2016/17 to 25% in 2020/21, which was slightly lower than the percentage (36%) of 1st class awards across the UK sector.
- The immediate needs we faced in adapting to the pandemic led to a range of enhancements to our teaching practice, including:
 - i) the introduction of the LIBF Way: a 3-step model looking at weekly

- teaching covering 'building knowledge', 'developing understanding', and 'consolidating learning';
- ii) a focus on bite-sized content: to increase engagement and ensure our learning experiences support the time-stretched, flexible, lifestyle that our students live;
- iii) flipped lectures: where students watch lectures before they come on campus / engage in synchronous learning, focusing their face-to-face time with faculty and peers on workshops and the interactive learning experiences they bring.
- Students had three options for their learning: on campus, synchronous digital delivery, or recorded delivery.
- Our External examiners have repeatedly commended us on our assessment standards, the quality of our feedback, and guidance to students. They also confirmed that the provision met the expected standards.
- It was noted that the statement also confirmed the risks and challenges we faced.

Academic Board endorsed the Degree Outcomes Statement, to be signed off by the Board of Governors.

AB22/02/07 Validations

a) *Redacted - confidential*

b) Postgraduate Certificate in Risk & Compliance

Paper

AB22/02/07b(i-

v)

Dr McCafferty presented the Validation Report and Action Plan for the Postgraduate Certificate in Risk & Compliance which took place on Monday 27th June. Points discussed included:

- The Validation event was for the approval of the Postgraduate Certificate in Risk and Compliance into the previously validated pathways that formed the framework of the MSc in Banking and Finance Programme.
- The Panel had agreed to five conditions, six recommendations, two commendations and two commendations.
- The Action Plan confirmed the actions the Programme Team would be taking in response to the Panel's outcomes.
- We were hoping to launch the new programme in January 2023.
- Members of the Faculty had been working closely with the Learning Provision Team to design the content for the programme.
- It was noted that it was important to highlight the different types of support available for students given it was an online only qualification.

Academic Board approved the validation report, the associated action plan and the programme specification for the Postgraduate Certificate in Risk & Compliance, as well as the revised MSc in Banking & Finance framework and

programme specification.

a) Level 4 Fundamentals of Banking & Finance

Dr McCafferty presented the Validation Report and Action Plan for the Level 4 Fundamentals of Banking & Finance which took place on Tuesday 28th June.

Points discussed included:

- The purpose of the module was to allow students who had failed to progress from level 4, by not achieving 120 credits, a further opportunity to continue their studies if they successfully completed the proposed module over the Summer period, before their second year of study began.
- The Panel had commended the new module and noted it showed a highly innovative approach to supporting students both in terms of learning and teaching as well as progression.
- The Panel had agreed to two conditions, two recommendations, one affirmation, two commendations and one observation.
- The Action Plan confirmed the actions the Programme Team would be taking in response to the Panel's outcomes.
- Dr McCafferty confirmed she would be evaluating the impact of the new module on student progression.

Academic Board approved the validation report, the associated action plan and the module specification for the Level 4 Fundamentals of Banking & Finance module.

b) Academic Board noted the HE Validation and Review Schedule.

*Paper
AB22/02/07c(i-
iii)*

*Paper
AB22/02/07d*

MATTERS FOR REPORT/UPDATE

AB22/02/08 Apprenticeships

a) Ms White provided an update on the Quality Assurance of our Apprenticeship provision, following a recommendation from members of Academic Board at the last meeting. Points discussed included:

- The process we had put in place (in addition to the quality assurance processes already in place for our higher education provision) included:
- The creation of an apprenticeship Self-assessment report (SAR).
- The review and creation of an apprenticeship quality improvement plan (QIP).
- Regular reconnaissance of the implementation of Knowledge, Skills and Behaviour training and off-the-job requirements via our tripartite

*Paper
AB22/02/08a*

apprenticeship meetings.

- Expansion of the Safeguarding and PREVENT team.

- b) Ms White presented the Quality Improvement Plan (QIP). Ms White explained that the Plan helped identify key strategic themes for improvement, and that whilst our operational action plans detail actions and progress in addressing areas for ongoing improvement, the QIP looked to identify strategic areas where focused action can provide the most impact.

Paper
AB22/02/08b

AB22/02/09 Prevent

Ms Tank presented the Prevent Duty Guidelines 2022.

She also confirmed that at future meetings, Prevent would be considered under the umbrella of Safeguarding.

Paper
AB22/02/09

AB22/02/10 National Student Survey

Ms Tank provided an update on the NSS results released in July 2022.

Redacted- confidential

AB22/01/11 Academic Board received updates from:

- a) Managing Director, Degree Programmes on student and staff recruitment and the creation of a new student space on the 7th floor at Peninsular house.
- b) Director of Studies on staff recruitment and the introduction of online proctored exams.
- c) Registrar, Quality, Policy and Regulation on the process of reviewing our regulations to ensure they are appropriate for partnership arrangements, our renewed efforts next year to ensure student representative attendance at Academic Board and the recent news from the QAA that' had given notice to the OfS as its data quality body.

Papers
AB22/02/11c(i-iii)

MATTERS FOR RECEIPT

AB22/02/12 Student Experience Committee

Academic Board received the minutes of the Student Experience Committee meeting held on 11 May 2022.

Paper
AB22/02/12

AB22/02/13 Learning and Teaching Committee

Academic Board received the minutes of the Learning and Teaching Committee

Paper

Academic Board 27.07.22

meeting held on 26 May 2022.

AB22/02/13

AB22/02/14 Academic Standards and Quality Committee

Academic Board received the minutes of the Academic Standards and Quality Committee meeting held on 15 June 2022.

*Paper
AB22/02/14*

AB22/02/15 Any other business

Mr Fraser confirmed the following items of any other business:

- Both Professor Muradoglu and Professor Annette had agreed to serve a second term as members of Academic Board.
- He thanked members in advance for attending the extraordinary meeting on 17th August.

AB22/02/16 Dates of remaining meetings in 2022

Wednesday 17th August (extraordinary meeting)

Wednesday 30th November