

**Academic Board**

**Wednesday 7 July 2021, 10.30am**

**Meeting via Zoom**

**MINUTES Unconfirmed**

**Members present:**

Mr Alex Fraser (Chair); Professor John Annette; Dr Tony Gandy; Ms Cathy Higgs; Dr Claire McCafferty; Mr Osy Plummer; Ms Hema Tank; Professor Damian Ward; Professor Simon Wolfe and Ms Suellen White (Secretary)

**In attendance:**

Mr Adrian Beckwith

**AB21/02/01. Welcome and apologies**

Mr Fraser WELCOMED members to the meeting and in particular, Dr Claire McCafferty to her first meeting as Director of Studies.

Apologies were received from Mr Alexander Gleave, Professor Heather McLaughlin, Professor Gulnur Muradoglu and Professor Mark Shackleton. Professor Shackleton provided comments ahead of the meeting.

**AB21/02/02. Minutes**

The minutes from the Academic Board meeting held on 24 February 2021 were APPROVED.

*Paper*

*AB21/01MIN*

**AB21/02/03. Matters arising**

a) To provide an update on the NSS Steering Group at the next meeting

*Minute*

*AB21/01/06*

Mr Fraser confirmed that Ms Tank would provide an update on the NSS Steering Group later in the meeting.

b) To make the suggested amendments to the Academic Board Annual Report 2020

*Minute*

*AB21/01/06*

Ms White confirmed that she had made the suggested amendments to the Academic Board Annual Report 2020 and it had subsequently been approved by the Board of Governors.

c) To make the suggested amendments to the Promotion to Senior Lecturer Policy

*Minute*

*AB21/01/08*

It was confirmed that Dr McCafferty would be considering faculty promotion as part of a wider review of faculty development.

## MATTERS FOR DISCUSSION / REVIEW / APPROVAL

### AB21/02/04. 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 acknowledgement of our Apprenticeship provision. *Paper AB21/02/04a*
- Academic Board approved the ASQC Terms of Reference.
- b) Dr McCafferty presented minor changes to the Learning and Teaching Committee Terms of Reference. *Paper AB21/02/04b*
- Academic Board approved the Learning and Teaching Committee Terms of Reference.
- c) Ms Tank presented minor changes to the Student Experience Committee Terms of Reference. *Paper AB21/02/04c*
- Academic Board approved the Student Experience Group Terms of Reference.
- d) Ms White presented minor amendments to the Academic Board Terms of Reference concerning our Apprenticeship provision. *Paper AB21/02/04d*
- Academic Board endorsed the suggested amendments to its Terms of Reference, for onward referral to the Board of Governors for final approval.

### AB21/02/05 Regulations

- a) Ms White presented amendments to the General and Academic Regulations for Students. Points discussed included: *Paper AB21/02/05a*
- The wording in section 6.6.3 should be amended, specifically the removal of 'the' before 'LIBF'
  - Regarding the Classification and Grades section, the figures within the 'average mark threshold' section required revisiting
  - Clarification was required in section 8.3.4 regarding the 15% penalty for late submissions applying to the percentage of points, not the percentage of the mark.

Academic Board approved the suggested amendments to the General and Academic Regulations for Students, subject to the above amendments.

**ACTION: Ms White to make the suggested amendments to the General and Academic Regulations for Students.**

- b) Ms White presented amendments to the Refund and Compensation Policy. She explained to date we had received no claims from students and clarified *Paper AB21/02/05b*

that although we do not own our own accommodation, we had links with other organisations who did offer student accommodation.

Academic Board approved the Refund and Compensation Policy.

### **AB21/02/06 Annual Reports**

Ms Tank presented the Annual Monitoring Report 2019-2020 and explained that the report addressed the delivery and assessment of HE programmes awarded by the Institute for the academic year 2019/2020. She also noted that the report covered full and part-time undergraduate programmes, apprenticeship programmes and the postgraduate programme.

*Paper  
AB21/02/06*

#### Full-time programmes

Points discussed included:

- We had successfully met three of the five targets set out in our 2019/20 Access and Participation Plan, with the two targets we had not met being Access and Success
- Consequently, we had introduced ALEKS, an online maths programme designed to adapt to each student and provide them an individual path to learn and master different mathematical topics at their own pace
- Page 29 of the document set out how we had acted on feedback given in the module surveys issued to students
- The impact of the Covid-19 pandemic had meant that many of our recruitment activities were either moved online or postponed/cancelled
- It was suggested that a clear distinction could be made on the reasons why students had exited their award (either an LIBF decision or the student's own decision) on page 26.

#### Part-time programmes

Points discussed included:

- Where we did not have enough students to offer workshops (flexible learning) we ran a series of webinars in support of students as they completed their studies. These were recorded and uploaded to the course sites so that students could access them during their course of study
- There were no significant issues highlighted during this reporting period
- It was confirmed the Programme Manager would try and recruit at least one part time student to a student representation position.

#### Apprenticeships

- The report included information in relation to three cohorts of higher apprentices studying the BSc (Hons) in Banking Practice and Management, leading to Chartered Associateship status
- Any issues or concerns raised by apprentices were normally discussed in the module review meeting held at the conclusion of each module (post-final assessment marking) and attended by the Dean, Head of Apprenticeships, module lecturer and Programme Manager
- Apprentice expectations were met in the reporting period and feedback was sought/points considered where possible, either immediately or for future cohorts
- Throughout the monitoring period, a close and regular tripartite dialogue was maintained between the employer, LIBF and the apprentices.

#### Postgraduate

Points discussed included:

- Whilst we monitored and continued to provide academic support for the MSc in Banking & Finance programme, we were not actively making any significant changes to the programme as it was being taught out
- The Certificate in Sustainable Finance had undergone a review and an enhanced programme was currently being marketed to students in Abu Dhabi
- Going forward, further marketing needed to be undertaken to attract more students to undertake the Certificate in Sustainable Finance to ensure that the programme remained viable.

#### General points

It was noted that we had identified several actions taken during the pandemic that we would continue with, as well as reflecting on lessons learnt. Although the plan for the 2021/22 teaching year was to move back to face-to-face teaching (Government guidelines permitting), we would keep some of the practices we had adopted during the pandemic.

It was noted that the quality of the record keeping we had undertaken was impressive.

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

Academic Board approved the Annual Monitoring Report 2019-2020.

#### **AB21/02/07 Degree Outcomes Statement**

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

*Paper  
AB21/02/07*

- There was an increase in the number of 1<sup>st</sup> class degrees awarded from the period 2015/16 to 2019/20, and it was confirmed that this was being monitored on an ongoing basis
- The Library Services Team had seen a 19 per cent increase in students' use of their services over the last year
- Being a smaller institution, during lockdown we were able to reach out to students on a more personal level
- It was noted that there were layers within the Degree Outcomes Statement, at Module, Programme, and Institution level, and it was important that lecturers were aware of and had information from the different levels
- It was suggested that further information was added to section 6 regarding the verification of the standards of our awards by external examiners
- It was also suggested that in section 7, we could include a sentence confirming that we continued to use governance to manage risks and challenges.

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

**ACTION: Ms White to make the suggested changes to the Degree Outcomes Statement.**

#### **AB21/02/08 Programme Specifications**

Academic Board discussed the principles of the amendments to BSc (Hons) Banking Practice and Management programme specification. Ms Tank explained that the proposed change was the inclusion of 6SMF as an optional module. This would bring the programme in line with the main apprenticeship degree, BSc (Hons) Financial Services Management.

*Paper  
AB21/02/08*

It was noted that if approved, it would mean there were two strategy modules within the programme. Ms Tank confirmed she would review this to ensure that there was no overlap between them.

Academic Board approved the amendments to the BSc (Hons) Banking Practice and Management programme specification, subject to the above review.

**ACTION: Ms Tank to review if there is any overlap between the 6SMF and REBS modules in the BSc (Hons) Banking Practice and Management programme specification.**

#### **MATTERS FOR REPORT/UPDATE**

##### **AB21/02/09 Chair's Action**

Mr Fraser confirmed that Chair's Action had been taken since the last meeting to approve amendments to the following Apprenticeship programme specifications:  
BSc (Hons) Finance & Investment  
BSc (Hons) Financial Services Management  
BSc (Hons) Banking Practice and Management

### **AB21/02/10 QAA**

Ms White confirmed to Academic Board that we had recently undergone a QAA review for our DAP renewal. Points discussed included: *Paper AB21/01/10*

- The QAA had recently provided a draft report to LIBF which confirmed that we had met the seven specific and one overarching criteria on which they based their assessment
- The draft report confirmed that LIBF had a self-critical, cohesive academic community with a proven commitment to the assurance of standards, supported by effective quality systems
- The full and final report would be sent to Academic Board members in due course
- We should expect to receive final notification on the renewal of our DAP from the OfS in September 2021.

Mr Fraser expressed his thanks to both LIBF staff and members of Academic Board for their contribution towards the achievement.

### **AB21/02/11 Prevent**

Ms Tank updated Academic Board on the Prevent accountability and data return for the academic year 2019-2020. She confirmed that the OfS had no further queries about this submission, but if in the future they became aware of any new information relating to our Prevent implementation, they may contact us to discuss it further.

### **AB21/02/12 National Student Survey Steering Group**

Ms Tank updated Academic Board on the progress of the National Student Survey Steering Group. Points discussed included:

- The Group had been set up last year to look at the comments and queries that arose from the NSS survey results for the academic year 2019-2020
- We had already implemented several actions to resolve any short-term issues, and were continuing to look at ways in which we could further support our academics
- Given the pandemic it was difficult to predict how students would respond in the 2020-2021 survey, the results of which would be released in the next couple of weeks.

### **AB21/02/13 Updates**

Academic Board received updates from:

- a) Managing Director, Higher Education on student recruitment, being selected by Sumitomo Mutsui Banking Corporation (SMBC) to provide a Level 6 Financial Services Professional Apprenticeship, the introduction of a bridge programme for recent LIBF graduates and current final year students, and a

successful proposal by our librarians to present at the Academic Libraries Conference in September.

- b) Director of Studies on the development of a new work allocation module for our faculty.
- c) Registrar, Quality, Policy and Regulation on an upcoming internal CMA audit, our 2019-2020 APP Report, discussions in Higher Education around freedom of speech and academic freedom, guidance from the OfS on sexual misconduct and harassment, and EFSA regulation of our apprenticeship provision.

## **MATTERS FOR RECEIPT**

### **AB21/02/14 Student Experience Committee**

Academic Board received the minutes of the Student Experience Committee meeting held on 12<sup>th</sup> May 2021.

### **AB21/02/15 Learning and Teaching Committee**

Academic Board received the minutes of the Learning and Teaching Committee meeting held on 26<sup>th</sup> May 2021.

### **AB21/02/16 Academic Standards and Quality Committee**

Academic Board received the minutes of the Academic Standards and Quality Committee meeting held on 16<sup>th</sup> June 2021.

### **AB21/02/17. Any other business**

Mr Fraser confirmed that Dr Gandy had completed his second term of office as a member of Academic Board and thanked him for the valuable academic and professional contribution he had provided to the LIBF during his tenure.

### **AB21/02/18. Date of next meeting**

Wednesday 10<sup>th</sup> November 2021