

Academic Board
Wednesday 11 March 2020, 09.30am
8th Floor, Peninsular House
36 Monument Street, London EC3R 8LJ
MINUTES Confirmed

Members present:

Mr Alex Fraser (Chair); Professor Maria Carapeto; Dr Tony Gandy; Mr Alexander Gleave (via telephone); Mr John Hearn; Ms Cathy Higgs (via telephone); Mr Osy Plummer; Ms Hema Tank; Professor Damian Ward; Professor Simon Wolfe and Ms Suellen White (Secretary)

In attendance:

Mr Adrian Beckwith (via telephone)

AB20/01/01. Welcome and apologies

Mr Fraser WELCOMED Mr Alexander Gleave and Ms Cathy Higgs to their first meeting as members. Mr Fraser also explained that Professor Pete Hahn and Mr Nick Moore had resigned their membership since the last meeting.

Apologies were noted from Professor John Annette, Mr Ross David Miles, Visiting Professor Renier Lemmens, Professor Heather McLaughlin and Professor Gulnur Muradoglu.

Mr Fraser also confirmed that Professor Carapeto had been appointed Dean since the last meeting and congratulated her on the appointment.

AB20/01/02. Minutes

The minutes from the Academic Board meeting held on 27 November 2019 were APPROVED.

Paper

AB19/03MIN

Ms White clarified that the highlighted sections in yellow would be redacted once the minutes had been approved by Academic Board. She confirmed that the minutes would subsequently be made publicly available, as per OfS requirements.

AB20/01/03. Matters arising

Redacted - Confidential

MATTERS FOR DISCUSSION / REVIEW / APPROVAL

AB20/01/04. Governance

- a) Academic Board considered and endorsed the Academic Board Terms of Reference, for onward referral to the Board of Governors for approval. Ms White explained that the amendments to the Terms of Reference concerned the explicit mention of the role of Academic Board in the Annual Monitoring of our HE programmes, as well as making reference to the new Higher Education Academic Governance Structure that would be considered under item AB20/01/04b. *Paper AB20/01/04a*
- b) Academic Board approved changes to the Higher Education Academic Governance Structure. Ms White explained that the proposal being presented came out of the recent external review of our HE provision, as well as the review of the membership of committees across our HE governance to improve efficiency and consideration of agenda items by the right set of people. *Paper AB20/01/04b*
- Ms White confirmed that the proposal was to introduce a new sub-committee (the Student Experience Group) of Academic Board to sit alongside the Learning and Teaching Committee and the Academic Standards and Quality Committee. The focus of the Student Experience Group would be OfS targets and student attendance and progression, with Ms Tank becoming Chair of the Student Experience Group and Professor Carapeto taking over as Chair of the Learning and Teaching Committee. It was explained that currently the various OfS Working Groups reported into different Committees, but that this would be reviewed in the new governance structure.
- c) Mr Fraser confirmed the approval of the Academic Board Annual Report 2019 via circulation.

AB20/01/05. Regulations

- a) Academic Board considered and approved the amendments to the General and Academic Regulations for Students. Ms White confirmed that there were three amendments to the regulations; one amendment concerned credit accumulation and two were for clarification purposes only. Points discussed included: *Paper AB20/01/05a*
- The purpose for the amendment in relation to credit accumulation was to allow us to consider internally and externally achieved credit differently, and to enable students to use credits achieved through CPL qualifications to gain credits into the Higher Education programmes
 - Mr Hugh Jones, who undertook a review of our HE, had endorsed the proposal and confirmed it did not contravene sector practice
 - The amendments for clarification purposes were to clarify that information on how students can transfer onto a different module was included in the Student Withdrawal Policy and to better emphasise that students were

only permitted to switch to an alternative module after attempting the assessment of a module in exceptional circumstances.

- b) Academic Board considered and approved amendments to the Principles and Procedures for Assessment Boards. Ms Tank confirmed that the document had last been reviewed in 2018 and the suggested changes were mainly grammatical and to the tone of voice in the document.

*Paper
AB20/01/05b*

It was suggested that the wording in section 2.2.3 should be revisited, and specifically amended to read 'they must agree special dispensation with the Associate Dean, Programmes.'

ACTION: Ms Tank to make the suggested amendment to the Principles and Procedures for Assessment Boards.

AB20/01/06. Academic Structure

Academic Board discussed changes to the HE academic structure. Professor Carapeto explained that the previous academic structure had been quite linear in its approach, and she confirmed that as Dean she would be concentrating on the following five areas:

- Thought Leadership
- Visibility
- Learning and teaching
- Academic engagement
- Academic resources

Professor Carapeto confirmed that she was coordinating a research agenda and we would continue inviting visiting scholars and professors to our Faculty. She also explained that she had recently taken over line management responsibility for the Chief Knowledge Officer.

AB20/01/07. Thought Leadership

Academic Board discussed thought leadership. Professor Carapeto confirmed that in her new role as Dean, she would be overseeing our research centres, as well as Financial World and the visiting faculty. She explained that thought leadership should be driven by research centres, and it was her intention to draw upon scholars from around the world to collaboratively work together on topical areas. Other points discussed included:

- It was our intention to host at least one conference per year at each research centre
- A research paper produced by a research centre of which Professor Carapeto was the Deputy Director was short-listed for best paper at an international conference

- It was agreed that there was a close relationship between research centres and industry
- There were different challenges in the digital and sustainable finance space, but this holistic approach to thought leadership allowed everything to be brought together under one umbrella
- Professor Carapeto confirmed she would present a paper on our thought leadership strategy at the next meeting.

AB20/01/08. Student report

Academic Board discussed the Student Report submitted to the Board of Governors in November 2019. Points discussed included: *Paper AB20/01/08*

- Part time students enjoyed studying with the LIBF. They felt the lectures were relatable and informative and that they linked well with a student's day to day job. However, the consensus from students was a request for more inclusion, for example from lecturers directly and through varying networking opportunities
- Full time students found the culture of LIBF unique. Being in the City of London gave them the chance to meet people from the sector often. The lectures and seminars were well organised and structured and allowed them to engage through various well-planned activities. Students agreed they received value for money.

AB20/01/09. Operational Review Report

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AB20/01/10. External Examiner annual report 2020

Academic Board discussed and APPROVED the annual report. Professor Carapeto explained that the annual report could be categorised into three areas: academic, administration and areas for improvement. Items highlighted included: *Paper AB20/01/10*

- 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
- Professor Carapeto confirmed that ideas to better engage students would be discussed at the next faculty meeting.

MATTERS FOR REPORT/UPDATE

AB20/01/11 Access and Participation Plans

- a) Academic Board noted our progress with the 2019/20 APP as submitted to the OfS. The question was asked if the figures provided in the targets included overseas students, and Ms White confirmed they did not. *Paper AB20/01/11a*
- b) Academic Board noted the 2020/21-2024/25 APP as approved by the OfS. It was explained that the APP had been approved for five years with no conditions. *Paper AB20/01/11b*

AB20/01/12. Regulatory Matters

Ms White presented the OfS Monitoring Log to the Academic Board and explained that the Log reported on the progress and implementation against actions required for ongoing maintenance of Conditions of Registration with the OfS. She explained that the log was also presented to other Committees such as Audit Committee and the Board of Governors. *Papers AB20/01/12i-ii*

Redacted - Confidential

AB20/01/13 Collaborative arrangements

Academic Board noted the Collaborative Provision Register. *Paper AB20/01/13*

AB20/01/14. Updates

Academic Board received updates from:

- a) Associate Dean, Degree Programmes on student recruitment and Coronavirus contingency plans.
- b) Dean on a recent visiting faculty dinner which had been attended by 16 members of our visiting faculty and plans to expand our subject areas.
- c) Associate Dean, Quality, Policy and Regulation on regulatory requirements concerning the Coronavirus.

MATTERS FOR RECEIPT

AB20/01/15. Any other business

Mr Fraser confirmed to Academic Board that our Centre for Sustainable Finance had become part of a European Research Centre which brought together numerous European universities.

Mr Fraser confirmed that if any members wished to attend meetings remotely in the future, we would make the necessary arrangements for them to attend either via video conference or telephone.

Mr Hearn confirmed that, in reference to the student report, students were able to individually purchase hardcopy textbooks if they preferred this format, and this was common practice at other higher education institutions.

AB20/01/16. Date of remaining meetings in 2020

Wednesday 8th July

Wednesday 11th November