

**Academic Board
Wednesday 8 July 2020, 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; Mr John Hearn; Ms Cathy Higgs; Mr Osy Plummer; Ms Hema Tank and Ms Suellen White (Secretary)

In attendance:

Mr Adrian Beckwith

AB20/02/01. Welcome and apologies

Mr Fraser WELCOMED members to the meeting.

Apologies were noted from Mr Ross David Miles, Professor Heather McLaughlin, Professor Gulnur Muradoglu, Professor Damian Ward and Professor Simon Wolfe.

AB20/02/02. Minutes

The minutes from the Academic Board meeting held on 11 March 2020 were APPROVED, subject to an amendment on page six concerning the Visiting Faculty dinner.

Paper

AB20/01MIN

ACTION: Mr Beckwith to make the suggested amendment to the minutes of the meeting held 11 March 2020.

AB20/02/03. Matters arising

Redacted - Confidential

MATTERS FOR DISCUSSION / REVIEW / APPROVAL

AB20/02/04. Thought Leadership

a) *Professor Carapeto presented the Thought Leadership Strategy to the Academic Board. She confirmed that the amendments that she had made were highlighted in red on the document. Topics discussed included:*

Paper

AB20/02/04a

- *The importance of Research Centres and Visiting Faculty in producing insights and research with impact*
- *Our Thought Leadership Strategy aimed to enhance our reputation as a hub and centre for banking and finance expertise and knowledge*

- *We planned to engage in a range of activities which could be grouped under either Thought Leadership or Knowledge Transfer*
- *Each year we would put in place a programme of activities designed to help us deliver against our strategy, consisting of regular and relevant content and socialisation*
- *We would also encourage external experts to engage with us, by inviting industry thought leaders to join our Academic Community, commissioning articles and arranging and hosting events*
- *We would seek to measure the impact of our Thought Leadership output by monitoring media coverage, invitations and speeches and the number/value of grants achieved for research with impact*
- *In our other strategies, we evidenced how we met the aims of the strategy (through milestones), and this was something to consider incorporating into this strategy as well*
- *Professor Carapeto also confirmed that, together with the Head of Media and PR, she would provide a further update on Thought Leadership at the next meeting.*

ACTION: Professor Carapeto to provide an update on Thought Leadership at the next meeting which included how to measure its impact.

- b) Professor Carapeto provided an update on the Centre for Sustainable Finance to the Academic Board.

*Paper
AB20/02/04b*

Redacted - Confidential

AB20/02/05 Module and Programme specifications

Academic Board discussed and APPROVED the principles of the amendments to module and programme specifications. Professor Carapeto explained that at the last meeting of the Learning and Teaching Committee, it had been agreed that the Employability Attributes section of the module and programme specifications should be revisited. She explained that the sections highlighted in yellow would be amended, specifically removing 'B' and 'C' from the specification documents, and that each lecturer would be asked to contribute to the information that should be included within the specifications. Once recast, specifications would be approved by the appropriate committees.

*Papers
AB20/02/05i and
AB20/02/05ii*

AB20/02/06 Annual Monitoring Report 2018-2019

Academic Board considered and APPROVED the report. Professor Carapeto explained that the report addressed the delivery and assessment of HE programmes awarded by the Institute for the academic year 2018/2019. She also noted that the report covered full and part-time undergraduate programmes, the apprenticeship programme and the postgraduate programme.

*Paper
AB20/02/06*

Full-time programmes

Points discussed included:

- Our first APP was submitted in May 2018 and gained approval by The Office for Students in February 2019
- Our focus was on increasing the number of BAME students, female students from POLAR4 Q1 & Q2 (or IMD 1 & 2) and mature students
- The updated module level survey form had resulted in more qualitative feedback.

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 had been a lot of positive feedback received from students on the lecturing they received.

Apprenticeships

Points discussed included:

- 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
- There was a 56% male to 44% female split across the apprentice population

Postgraduate

Points discussed included:

- Variances between the 2017 and 2018 cohorts of students.

General points

It was noted that the specific feedback on each module could be moved to an annexe section, as the report itself was quite substantive in size. It was also explained that whilst the NSS survey response rate was lower than previous years, the response rate in proportion to the size of the cohort was in line with previous surveys.

AB20/02/07 Governance

- a) Academic Board received an update on revisions to the Higher Education Academic Governance Structure. Ms White explained that at the last meeting she had presented the proposal to introduce a new sub-committee (the Student Experience Committee) of Academic Board to sit alongside the Learning and Teaching Committee and the Academic Standards and Quality

*Paper
AB20/02/07a*

Committee. She confirmed that these changes would be implemented at the start of the new academic year.

- b) Academic Board considered and APPROVED changes to the Learning and Teaching Committee Terms of Reference. Professor Carapeto explained that the Module Review Group would be absorbed by the Learning and Teaching Committee. It was noted that student representatives had been removed from membership of the Committee, and it was agreed that 'invited members' could include student representatives where appropriate. It was also agreed that the Head of Careers and Employability would be specifically named in the 'Membership' section of the Terms of Reference. *Paper AB20/02/07b*

ACTION: Professor Carapeto to make the suggested amendments to the Learning and Teaching Committee Terms of Reference.

- c) Academic Board considered and APPROVED the Student Experience Group Terms of Reference. Ms Tank explained that the new group would focus on OfS targets and student attendance and progression and would cover a student's journey with us from their recruitment until they completed their studies and sought employment. *Paper AB20/02/07c*

- d) Academic Board considered and APPROVED the Academic Standards and Quality Committee Terms of Reference. Ms White explained that the only update to the Terms of Reference at this time was to the 'Membership' section, but the Terms of Reference would be revised again to reflect the changes to the HE Academic Governance structure, and specifically the section on 'External Examiners'. *Paper AB20/02/07d*

ACTION: Ms White to update the ASQC terms of Reference.

AB20/02/08. Strategies

- a) Quality Assurance Strategy *Paper*

Academic Board APPROVED the revisions to the milestones of the Quality Assurance Strategy. *AB20/02/08(a)*

- b) Careers and Employability Strategy *Paper*

Academic Board APPROVED the revisions to the milestones of the Careers and Employability Strategy. *AB20/02/08(b)*

AB20/02/09 Pandemic update

- a) Ms Tank presented the Academic Board with an update on our current approach and future plans concerning the Covid-19 pandemic. Points discussed included: *Paper AB20/02/09*

- We transferred our teaching for all our programmes (Undergraduate, Apprenticeships and International) to online delivery so that all teaching was conducted virtually through webinars, videos, and forums
 - We were able to make changes to our assessments very quickly by replacing class tests and exams with online exams
 - Access to all our support provisions continued online, this included academic, pastoral, careers, and library services
 - Concerning our plans for the 2020/20201 academic year, we were currently considering three options; face-to-face delivery, continuing with a fully online provision, or a blending learning provision.
- b) Ms White presented an update to the Academic Board on revisions from our regulators concerning the Covid-19 pandemic. Points discussed included:
- Many of the Office for Students (OfS) conditions had been suspended and they had amended their reportable events
 - We had responded to the OfS's Condition: E6 consultation on Sector Integrity and Stability
 - Condition Z3 was a new condition of the OfS which concerned Temporary Provisions for Sector Stability and Integrity
 - At a meeting with the OfS in July, they confirmed they were comfortable with our current and future plans for teaching.

AB20/02/10 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) and was approved by our Board of Governors on 11th June 2020.

*Paper
AB20/02/10*

AB20/02/11. Updates

Academic Board received updates from:

- a) Associate Dean, Degree Programmes on student recruitment, online delivery of Certificate in Relationship Management and the replacement of the DLHE survey with the Graduate Outcomes survey.
- b) Dean on updates to the Faculty and a Seminar Reading series beginning in August 2020.
- c) Associate Dean, Quality, Policy and Regulation on the Teaching Excellence Framework and the implementation of a new student information system (Quercus).

AB20/02/12. Chair's Action

Academic Board noted Chair's Action to approve the No Detriment Statement. It was explained the purpose of the statement was to assure all students, whether an undergraduate or postgraduate, that we would take account of how COVID-19 may impact their performance.

MATTERS FOR RECEIPT

AB20/02/13 Learning and Teaching Committee

Academic Board RECEIVED the minutes of the Learning and Teaching Committee meeting held on 21 May 2020.

Paper

LTC20/01MIN

AB20/02/14. Any other business

Redacted - Confidential

AB20/02/15. Date of remaining meeting in 2020

Wednesday 11th November