



Minutes of the meeting held on 9 March 2016

- Present: Professor P Layzell (Chair), Professor T Armstrong, Ms N Cheema, Professor J Crampton, Professor R Deem, Professor T Evans, Professor J Fiadeiro, Professor D Gilbert, Professor M Gold, Professor P Hogg, Professor J John, Professor R Kemp, Mr S Kendrick, Dr C Kremmydas, Ms C Mason, Professor E McGirr, Professor J McKee, Professor R Meek, Dr A Miskimmon, Dr D Morrill, Professor S Murphy, Professor K Normington, Professor B O'Keefe, Dr G Pieri, Professor J Phillips, Professor B Rankov, Professor K Rastle, Professor E Schafer, Ms S Simon, Dr G Smith, Professor M Spagat, Professor P Teixeira-Dias, Professor D Tourish, Mr J Tuck, Dr D Watling, Professor K Willis
- Secretary: Mrs A Sendall
- Observers: Miss C Cartwright, Dr B Davis, Mr D German, Mr S Higman, Dr D Howard, Miss E Peagam, Ms J Roberts
- Apologies: Professor S Ansari, Ms F Badmus, Dr J Bennett, Professor S Downes, Mr S Massiah, Professor J Powell, Professor J Unerman, Mr J Brannan, Ms S Waud, Ms E Wilkinson

**1. Welcome and Apologies**

The Chair welcomed members to the meeting especially Dr David Howard and, in absentia, Dr Dave Matthey for whom it was their first meeting. Apologies were noted from those members who were unable to attend. 16/01

**2. Minutes**

The Minutes of the last meeting held on **Wednesday 9 December 2015** (M15/137-M15/205) were confirmed. 16/02

**3. Matters Arising**

There were no matters arising. 16/03

**4. Actions Taken by the Chair**

The Board noted that no actions have been taken by the Principal on behalf of the Academic Board since the last meeting held on 9 December 2015. 16/04

**5. Unstarring Of Items**

No items were unstarred. 16/05

**6. Formal Reports**

**7.1 Principal's Report**

The Principal referred members to his report (AB/16/01) and advised that further to his points on the EU Referendum, the College had not taken an official position on the debate.	16/06
A member of the Board asked whether the College would provide factual data on the College's relationship with Europe and it was confirmed that the Strategic Planning and Change team are in the process of pulling together the data for this.	16/07
The Principal also advised that the College was currently in negotiation with Proctor & Gamble (P&G) to purchase land and buildings adjacent to the College, following P&Gs decision to move. The project was fully supported by Council and it is expected that negotiations will be concluded after Easter. Access to any acquired facilities would take place over a period, with facilities probably being released after 1, 3 and 5 years. If successful, the Deputy Principal would lead a project to plan the use of the new space and would be driven by further consideration of our long-term plans.	16/08
7.2 <u>Reports from the Deputy Principal and the Vice-Principals</u>	
The Vice Principal (External Engagement) advised that he had recently received the results of a graduate employment survey which had taken place. The survey had contacted those students who, two years ago, had reported underemployment six months after graduation. Of these students, 1 in 3 had not applied for a job before graduation, but now approximately 80% of these students were in graduate-level employment.	16/09
The Board were also informed that progress was being made with admissions systems and an agreement would shortly be reached with a company to provide software to provide a much improved application system for PGT and PGR students. An open meeting would be taking place on 16 March, particularly aimed at Admissions Tutors, to discuss the system developments.	16/10
The Vice Principal (Education) informed the Board that following ongoing discussions about attributing weighting to the first year of study, a recommendation would be put to Faculties to enable departments to apply this change to individual programmes. The matter would be subsequently considered by the Learning, Teaching and Quality Committee and any recommendations would be submitted to Academic Board.	16/11
It would be necessary for departments to apply at least two years in advance to the College Board of Examiners Executive Committee to make this change, in order to be compliant with CMA guidelines.	16/12
The Vice Principal (Research) acknowledged the success of the Department of Physics in securing a grant of £2.7m from the Engineering and Physical Sciences Research Council (EPSRC) to fund a new nanofabrication and clean-room facility which establishes the College as the national centre for nanofabrication in the rapidly advancing field of superconducting quantum electronics.	16/13
He also advised the Board that departments were considering a policy on the development of Centres and Institutes. The College is supporting two University Technical Colleges and in addition, the College is part of a regional consortium bidding for a European Regional Development Fund grant for business innovation in the South. It was noted that the Stern review of the REF was ongoing and that academics could still contribute to this.	16/14
The Vice Principal (Staffing) updated the Board about the ongoing Process Review of the Course Finder which will be updated over the coming months and which will be relaunched with new features such as video capability. There is also a review entitled Students on Campus which seeks to consider how we can improve administrative services for students.	16/15

	The Deputy Principal advised the Board that a revised date for the delivery of the residential buildings north of the A30 had been agreed as part of the renegotiated contract. The new halls would be ready in time for September 2017. The Queen's Annexe was being demolished in preparation for the Science Building. Planning permission for the Science Building was currently being sought and it was anticipated the project would be complete by the end of 2017.	16/16
	The Registrar confirmed that the College had passed the initial assessment against the measures required by HEFCE with regard to the Prevent legislation. It was likely that training for staff would need to be expanded to maintain compliance with this legal duty.	16/17
7.3	<u>Report from the Students' Union President</u>	
	The President updated the Board about the current elections for Sabbatical and Executive Officers for the next year, and the forthcoming Societies and Colours Balls. Next term the US would be holding a Week of Action to encourage students to exercise their voting rights. The Union was also beginning to implement its new strategy.	16/18
7.4	<u>Report from the Council</u>	
	The Academic Board representative on Council noted that Council had recently had a number of discussions on financial matters, the new Statutes, the delayed completion of the residential buildings and our Prevent Duty. It was noted that Council had reappointed the Chair of Council for a further period of two years.	16/19
7.	<b>Supporting Students Throughout Their Academic Studies</b>	
	The Academic Registrar gave a brief overview of the matters which had been covered in greater detail in the paper (AB/16/02) and asked the Board to consider the questions which had been circulated to them prior to the meeting.	16/20
	The Board discussed the questions and provided feedback which will be brought to the relevant Professional Services for their consideration. A report on any actions and plans in response to the points arising from the discussions would be brought to a future meeting of Academic Board.	16/21
8.	<b>Student Recruitment</b>	
	The Director of Student Recruitment and Partnerships delivered a presentation to the Board entitled "Towards a joined-up student recruitment strategy and implementation plan".	16/22
	This presentation highlighted the strategic plans of the directorate to support the overall College strategy, as well as the challenges posed by the external environment. The Director identified the priorities for the directorate in how they would overcome these challenges and advised the Board that she hoped that close relationships could be built with departments in order to facilitate these initiatives.	16/23
	Following the presentation, a member of the Board asked how the Director considered the College was viewed alongside our competitors, and who our competitors were, as applicants discuss applying to a broad range of universities as well as ourselves.	16/24
	The Principal advised that this was an ongoing topic of discussion and that the College primarily identified itself as a research-intensive university, which applicants can sometimes confuse with the Russell Group. It was agreed to invite the Director of Communications and	16/25

External Relations to speak to the Board on how the College is positioned in the market and the identity which is presented.

The Board also discussed a recent event which had been run by the directorate, and whether there was evidence that holding Open Days and Applicant Visitor Days on Saturdays were effective. The Board heard that there was data which confirmed Saturday events were of real benefit. 16/26

The Deputy Principal reported that the progression requirements for the International Foundation Year, which had been circulated as a late paper, had been considered by the Academic Planning Committee. The Board approved the progression requirements for students on the International Foundation Year seeking 2017 UG entry. 16/27

## **9. Regulations Working Group**

The Vice Principal (Education) presented the proposed changes to the Undergraduate Regulations, Postgraduate Taught Regulations, Regulations on the conduct of assessment and the Research Degrees Regulations to come into force from 2016/17. These had been considered by the Regulations Working Group as well as a forum of the Chairs of Sub-board of Examiners. The paper was welcomed as a model of excellence in terms of its presentation and format. 16/28

Academic Board approved the changes to the regulations. 16/29

## **10. Academic Misconduct**

The Board received a paper which followed concerns over academic misconduct raised by the recent Freedom of Information request and subsequent article by *The Times*. Proposals to educate students about what constitutes an assessment offence and to discourage them from committing these offences have been discussed by the College Executive Committee, Learning, Teaching and Quality Committee, and the Research Degree Programmes Committee. 16/30

The Board discussed the possibility of requiring students to sign declarations regarding the integrity of their work, and how this could be achieved through online training. 16/31

Academic Board approved the proposals. 16/32

## **11. Academic Board Standing Orders**

The Board received the proposed Standing Orders and the suggested substantive points for further consideration which had been introduced following a meeting between elected members of the Board and the Academic Registrar. 16/33

There were no additional comments and members were asked to submit any final comments via email to the Academic Registrar by 25 April. A final draft would be considered by the Board for approval at the meeting on 1 June 2016. 16/34

The paper on the proposed composition of the membership of Academic Board was deferred to the meeting on 1 June. 16/35

## **12. Proposed Changes To Constitutions And Terms Of Reference**

The Board approved changes to the constitution of the Science Faculty Board. 16/36

<b>13. Publication</b>		
	The Board agreed that no items required broad dissemination around the College.	16/37
	The Board confirmed that no papers needed exemption from the Freedom of Information Act requirements.	16/38
<b>14. Faculty Boards</b>		
	The Board received a combined report from the meetings of the Faculty Boards held in February 2016.	16/39
<b>15. Academic Board Executive Committee</b>		
	The Board received the unconfirmed notes of the meeting of the Academic Board Executive Committee held on 16 February 2016.	16/40
<b>16. Academic Planning Committee</b>		
	The Board received the minutes of the meetings of the Academic Planning Committee held on 10 December 2015 and 26 January 2016.	16/41
<b>17. Collaborative Provisions Committee</b>		
	The Board received the minutes of the meeting of the Collaborative Provision Committee held on 30 September 2015.	16/42
<b>18. Departmental Grants Group</b>		
	The Board received the minutes of the meetings of the Departmental Grants Group held on 2 November 2015.	16/43
<b>19. Research Committee</b>		
	The Board received the minutes of the meetings of the Research Committee held on 23 September and 1 December 2015.	16/44
<b>20. Learning, Teaching And Quality Committee</b>		
	The Board received the minutes of the meetings of the Learning, Teaching and Quality Committee held on 30 September 2015.	16/45
<b>21. Date of the Next Meeting</b>		
	The Board noted that the next meeting would be held on Wednesday 1 June 2016, 3pm in Moore Annexe 001.	16/46