

## Minutes of the meeting held on 11 October 2017

Present:	Professor P Layzell (Chair), Dr Jurgen Adam, Professor G Agyemang, Miss E Ancelin, Professor S Ansari, Miss N Barrett, Professor S Boogert, Professor C Bradley, Professor J Brown, Professor A Chevalier, Professor K Cooper, Professor R Deem, Professor M Eschrig, Professor J Fiadeiro, Dr M Gee, Professor D Gilbert, Dr L Goddard, Professor M Gold, Professor S Halperin, Professor D Howard, Professor M Humphreys, Professor J John, Mr C Jones, Dr F Keating, Professor R Kemp, Mr S Kendrick, Professor J Knowles, Dr C Kremmydas, Dr D Morrith, Dr J Murdoch, Professor H Nicholson, Professor K Normington, Professor B O'Keefe, Professor G Pieri, Professor B Rankov, Professor K Rastle, Professor C Rees, Dr H Rui, Professor R Schack, Professor E Schafer, Professor C Townsend, Mr J Tuck, Professor K Willis, Dr S Wolthusen, Miss W Wong, Dr Y Zheng
In Attendance:	Dr D Ashton
Secretary:	Mrs A Sendall
Observers:	Miss C Cartwright, Ms J Roberts, Mr D German
Apologies:	Professor B Fitzgerald, Professor K Mayes

<b>1.</b>	<b>Welcome and Apologies</b>	
	The Principal welcomed the following members to their first meeting of Academic Board: Professor James Knowles, Dean of Arts and Social Sciences Professor Kate Cooper, Head of History Professor Chris Townsend, Head of Media Arts Professor Matthew Humphreys, Head of Law Professor Jurgen Adam, Head of Earth Sciences Professor Stewart Boogert, Head of Physics Professor Bob Fitzgerald, member of College Council elected by the academic staff Professor Clare Bradley, elected to Academic Board by the academic staff Professor Matthias Eschrig, elected to Academic Board by the academic staff Dr Maria Gee, elected to Academic Board by the academic staff Mr Clem Jones, Vice-President Education Miss Willow Wong, Vice President Welfare and Diversity	17/105
<b>2.</b>	<b>Minutes</b>	
	The Minutes of the meeting held on <b>Wednesday 31 May 2017</b> (M17/41-M17/104) were approved.	17/106
<b>3.</b>	<b>Matters Arising</b>	
	There were no matters arising.	17/107
<b>4.</b>	<b>Actions Taken by the Chair</b>	

	There had been no actions taken by the Chair since the last meeting.	17/108
<b>5.</b>	<b>Unstarring Of Items</b>	
	Items 25 and 26 were unstarred.	17/109
<b>6.</b>	<b>Formal Reports</b>	
6.1	<u>Principal's Report</u>	
	Academic Board received the Principal's Report.	17/110
	The Principal noted that in light of recent news about the cap on fees at £9250 the College was evaluating its financial forecast as this would result in a flat cash income from tuition fees for the foreseeable future.	17/111
	The Principal highlighted that it was recognised that the IT systems required additional support to meet the growing demand placed on them by staff and students at all times of day and night.	17/112
6.2	<u>Reports from the Senior Management Team</u>	
	Professor Normington advised that she and Professor O'Keefe would be working on an overview of the academic year, particularly focusing on January when students are completing the NSS.	17/113
	A member of the Board raised a query about grade inflation. The Board noted that league tables indicated the College was 36 <sup>th</sup> in the country for qualification on entry but 45 <sup>th</sup> for graduation with a higher class degree and so there was no concern about artificial grade inflation.	17/114
	It was noted that work was being undertaken to address the entry and exit scores of students and the calculation undertaken to classify students.	17/115
6.3	<u>Report from the Students' Union President</u>	
	The President advised that the main campaign for the Students' Union this year would be about Liberating the Curriculum, and that there would be a delegation from Royal Holloway at the Demonstration for Free Education in November.	17/116
	The Students' Union would also be undertaking a review of the academic support services it offers.	17/117
6.4	<u>Report from the Council</u>	
	Academic Board received the minutes of the Council meetings held on 10 May 2017.	17/118
	Academic Board received an oral report from one of the Members of Academic Staff elected to Council about the meetings held on 5 July and 4 October 2017. The recruitment of the new Chair of Council was noted, as was the fact that Council had deferred making a decision on the creation of the School of Computer Science, Maths and ISG until it had heard from Academic Board.	17/119

<b>7.</b>	<b>Curriculum Content</b>	
	The Board received a presentation from the Senior Vice-Principal and the President of the Students' Union about diversity in the curriculum.	17/120
	The presentation discussed the Liberate Our Curriculum Campaign and the BME student attainment gap, as well as whether academic freedom could be impacted by the trend towards the provision of trigger warnings or student outcry over certain topics.	17/121
	The Board were given questions to discuss and the responses were noted.	17/122
<b>8.</b>	<b>Academic Strategy</b>	
	The Board received an update on the proposed integrated academic strategy. It was noted that consultation was ongoing and the intention was to refresh the College's academic mission and establish six principles on which the strategy will be based.	17/123
<b>9.</b>	<b>REF Update</b>	
	The Board received an update on the REF audit. It was noted that research income and PhD completions were being looked at in order to develop the understanding of where the institution currently is in its preparations.	17/124
	The Board was advised that there was a shift in focus for the preparation this year and 'research leaders' [ <i>Secretary's note: This is a REF-specific term</i> ] will be required to submit at least one piece of work for inclusion. If an academic already had a 4* piece submitted it was noted that they could be of most help by working on grant applications or co-authoring papers with colleagues.	17/125
<b>10.</b>	<b>TEF Update</b>	
	The Board was advised that the College had volunteered for the Model B pilot of subject-level TEF and that successful participants would be informed of their inclusion by the end of October.	17/126
<b>11.</b>	<b>Academic Units</b>	
	The Board received a proposal to create a School of Computer Science, Information Security and Mathematics. It was noted that the three departments shared many areas of study which overlapped or were linked and that combining the departments would enable new ideas to be generated without duplicating effort.	17/127
	Following discussions about concerns which had been raised about the loss of identity and lines of reporting, it had been agreed with the relevant parties in advance of the meeting to amend the final two sentences of the penultimate paragraph to say: <i>The School will retain the identity of Maths, ISG and Computer Science with leaders for each area. Line management will be delegated by the Head of School to the leaders of the internal units where appropriate.</i>	17/128
	Academic Board approved the proposal.	17/129
<b>12.</b>	<b>Draft Annual Academic Quality Assessment Report</b>	

	The Board approved the draft Annual Academic Quality Assessment Report for presentation to Council and the College Teaching And Learning Enhancement Plan 2017-18.	17/130
<b>13.</b>	<b>Annual Report of Academic Board</b>	
	The Board formally approved the report which had been agreed by circulation prior to the meeting.	17/131
<b>14.</b>	<b>Student Recruitment</b>	
	The Board received the student intake numbers for 2017-18 as reported on 1 October. It was noted that the student count for Postgraduate Taught students was lower than anticipated but that this figure would have changed by the final count in early December.	17/132
<b>15.</b>	<b>Revised Periodic Departmental Review Process</b>	
	The Board received the proposal to amend the PDR process. It was noted that the PDR process had become very burdensome and had lost a strategic direction. The revisions to the process intend to make better use of data and consider the reviews as a risk-based activity.	17/133
	It was noted that the College currently does not fully revalidate its programmes and the possibility of light-touch revalidation at PDRs was being explored. Furthermore, in recognition of the different ways of working between taught and research students, consideration of the PhD aspects of a department will be removed from the PDR process.	17/134
	A member of the Board raised that departments are given multiple action plans to fulfil during an academic year and queried how the PDR action plan would sit alongside the existing ones. It was noted that the intention was for multiple action plans to be folded into the final PDR action plan.	17/135
	The Board approved the revised PDR process.	17/136
<b>16.</b>	<b>Charitable Scheme</b>	
	The Board noted the update on the progress of the Charitable Scheme.	17/137
<b>17.</b>	<b>Academic Promotions</b>	
	The Board received the list of the academic promotions in place for 2017-18. It was noted that some roles had retained the addendum of 'Teaching Focussed' in parentheses and that it had been agreed at a previous Academic Board meeting that this should be removed from job titles.	17/138
	It was agreed this would be fed back to HR.	17/139
<b>18.</b>	<b>Honorary Degrees</b>	
	The Board considered the list of potential honorary degree recipients and agreed to recommend the candidates to Council for approval.	17/140
	It was noted that only one recommendation had come from the academic community and perhaps a requirement should be made of departments or faculties to nominate candidates.	17/141

<b>19.</b>	<b>Proposed Changes To Constitutions And Terms Of Reference</b>	
	No changes had been submitted for approval.	17/142
<b>20.</b>	<b>Nominations For Committees</b>	
	The Board approved the nominations for staff to sit on the Student Misconduct Appeals Committee.	17/143
<b>21.</b>	<b>Academic Board Observers</b>	
	The Board confirmed the list of those staff who may observe meetings of Academic Board.	17/144
<b>22.</b>	<b>Publication</b>	
	The Board agreed that no items required broad dissemination around the College.	17/145
<b>23.</b>	<b>Academic Planning Committee</b>	
	The Board received the minutes of the meetings of the Academic Planning Committee held on 16 May and 14 June 2017.	17/146
<b>24.</b>	<b>Collaborative Provisions Committee</b>	
	The Board received the minutes of the meeting of the Collaborative Provisions Committee held on 9 May 2017.	17/147
<b>25.</b>	<b>Research Committee</b>	
	The Board received the minutes of the meeting of the Research Committee held on 27 April 2017.	17/148
	The member of the Board who had requested the unstarring of this item confirmed their main query had been answered outside of the meeting but noted they considered that the standing item on declaration of a conflict of interest should remain on the agenda.	17/149
<b>26.</b>	<b>Departmental Grants Group</b>	
	The Board received the minutes of the meeting of the Departmental Grants Group held on 5 June 2017.	17/150
	The Board discussed whether PhD students who were required to undertake teaching had difficulty in submitting their theses on time, and whether there was sufficient teaching available for those PhD students who did not have teaching in their contract.	17/151
<b>27.</b>	<b>Learning, Teaching And Quality Committee</b>	
	The Board received the minutes of the meeting of the Learning, Teaching And Quality Committee held on 17 May 2017.	17/152
<b>28.</b>	<b>Quality Assurance And Standards Committee</b>	
	The Board received the minutes of the meeting of the Quality Assurance And Standards Committee held on 21 August 2017.	17/153
<b>29.</b>	<b>Date of the Next Meeting</b>	

The Board noted that the next meeting would be held on Wednesday 6 December 2017 at 3pm in the Moore Annexe Lecture Theatre.	17/154
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