



**Minutes of the meeting of the Academic Board
held at 2.00 pm on Wednesday, 7 June 2017
1B27 - Technopark, SE1 6LN**

Present

Pat Bailey (Chair)
Sodiq Akinbade
Ian Albery
Stephen Barber
Craig Barker
Janet Bohrer
Charles Egbu
Paul Ivey
Gurpreet Jagpal
Janet Jones
Mike Molan
Jenny Owen
Shushma Patel
Tony Roberts
Warren Turner
Shân Wareing

Apologies

David Mba
Lesley Roberts
Michael Broadway

In attendance

Sally Skillett-Moore
Joe Kelly

1. Welcome and apologies

The Chair welcomed members to the meeting. The above apologies were noted.

2. Declarations of interest

No member declared a conflict of interest in any item on the agenda.

3. Minutes of previous meeting

The Board approved the minutes of the meeting held on 22 February 2017.

4. Matters arising

Minute 9: the Board agreed that this action was no longer required.

Minutes 12: The Board requested that a report be brought to the next meeting on 1 November 2017.

5. **DVC report**

The Deputy Vice-Chancellor presented an update report.

1. A general update:

Applications/acceptances:

- Applications (FT UG -17% on last year (-6% excl. Health)
- Competitor group -10% (sector -4%)
- Acceptances +2% on last year
- Note that higher tariff retained
- Health expects to hit target

Finances

- On target for £1.5M surplus in 2016-17 (target £1.0M)
- Income grown from £137M to £144M forecast
- Figures include £2.5M investment pots

2. Academic promotions

3. The LSBU Family of Education Providers

- Lambeth College (LC): progress continues towards completion in the new year, 2018. If completed, LC would be a separate educational provider within the LSBU 'group'.
- The University Academy of Engineering South Bank was awarded 'Good' under all Ofsted categories

4. The Institute of Professional and Technical Education / Apprenticeships

- Apprenticeship team of six in place. 400-500 apprentices expected at LSBU by October 2017.
- Passmore Library refurbishment due to be completed September 2018.

5. International matters

- There is a new approval pathway for academic partnerships.

6. Research / Research Committee / research issues arising

- Research Committee Working Groups:

- Research Board of Study
- Researcher Development
- REF
- Annual Reporting Plan

- Research issues:

- Compliance with publication repository statutory requirement
- Summer action plan
- Research centre road maps for 17/18
- Consistent reporting

7. Education and Student Experience

- Improvement in Destination of Leavers from Higher Education (DLHE) results.
- Shortlisted for The Higher Education Leadership and Management Awards – Outstanding Student Services Team.
- 92nd position in Guardian University League Tables 2018

6. **Research Committee TOR**

The Board approved the revised Terms of Reference for Research Committee.

The Board noted that Annual Course Monitoring Reports, provided by each School to Quality and Standards Committee, will now include research.

7. **Educational Framework**

The Board discussed the Educational Framework Implementation Plan. The Board noted that course specifications will soon be required to meet heightened compliance requirements by the Competition and Markets Authority (CMA).

The Board discussed the importance of the role of Course Director in relation to the CMA compliance, and also with regard to improving the National Student Survey outcomes. The Board noted the need to clarify the role of Course Directors and strengthen the support for the staff members involved.

The Board noted that the Graduate Attributes, which are still being finalised, are designed to be outcomes at course, rather than module, level. The Board discussed the importance of providing references for graduates, and noted the distinctions between general and personal references. The Board noted that guidance and support for staff should be put in place.

8. **Part-time student issues**

The Board discussed a verbal update on part-time student issues. The key issues cover academic, practical, resources/technical, engagement with LSBU community, communications, and CPD provision.

A report will be produced by mid-July to ensure actions are implemented and resources in place in time for the next academic year. The actions and resources will be prioritised as; (i) necessary, and to be implemented for the start of the next academic year; (ii) necessary, but will be implemented over a longer timeframe; (iii) important but not critical.

9. **Development of Academic portfolio and environment**

The Board discussed the Academic Portfolio Review. The Board noted a number of key issues: (i) the National Student Survey; (ii) the importance of key roles, e.g. Course Directors; (iii) achieving higher student progression rates; (iv) achieving growth in recruitment as well as maintaining/increasing tariffs.

The Board noted the need to support excellence in teaching, particularly through key roles, e.g. Course Directors. The Board noted initiatives such as the Course Directors' Network, and the Heads of Division Forum, and

discussed the potential creation of an Associate Course Director role focused on mentoring/pastoral care and elements of administration.

10. Research structures

The Board discussed the report on research structures. The Board noted the development of research initiatives; the Annual University Research Audit, Research and Enterprise Institutes, Research Centres and Groups; there are now 4 institutes, 14 centres, and 33 groups.

The Board noted the ambition of these developments and that new money would be necessary to realise them. The Board also noted the additional technical support which would be necessary.

11. Annual ethics report

The Board discussed the Annual Ethics Update. The Board noted that training was being developed to support Ethics Coordinators in Schools, including doctoral supervisors, and that administrative support for ethics was not consistent across the Schools. The committee discussed the use of HAPLO Research Manager to manage all ethics applications, and was, in principle, strongly supportive of using this.

12. Changes to academic regulatory framework

The Board discussed and approved the proposed changes to the Academic Regulations for 2017-18. The Board noted that these are supported by specific procedures which the committees of Academic Board oversee, and that additional specific regulations are required at School and course level which are recorded in the appropriate course specification. The Board noted the need for some changes to terminology, e.g. to replace 'level' with 'stage'. The Board noted that a new complaints procedure will be required for apprenticeship students.

The Board noted there were several additions to the list of awards and requested that the list be audited for May 2018.

13. International partnerships: link tutors

The Board discussed the report on Link Tutors. The Board noted the importance of this role in maintaining the quality of international provision, and the need for consistent support and recognition. The Board noted the need for guidelines, re consistent practice across LSBU, hours worked, etc., and for the role to be explicit within the Academic Framework.

14. Board Strategy Day notes

The Board noted the Board Strategy Day notes.

15. **Progress against Academic KPIs**

The Board noted the Academic KPIs.

16. **Professor Emeritus appointments**

The Board noted the Professor Emeritus appointments.

17. **Sub-committee reports**

The Board noted the Sub-committee reports. The Board approved the appointment of the Associate Director of Research to the Quality and Standards Committee.

18. **Any other business**

The Board noted the appointment of Patrick Callaghan as Dean of Applied Sciences: he will take up post in September 2017.

The Board agreed to prioritise items at future meetings, as follows:

- Items for approval
- Items with verbal summary and Q&A
- Items only for Q&A
- Items for noting

**Date of next meeting
2.00 pm, on Wednesday, 1 November 2017**

Confirmed as a true record

..... (Chair)