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| **CONFIRMED MINUTES OF THE MEETING HELD ON 10 NOVEMBER 2022** | | | | | |
| PRESENT (via Zoom): | | | | | |
| Professor Jeff Bale (Chair)  Dr Ishan Cader  Angela Foulkes | | | Dr Claire Ketnor  Professor Keith Ridgway (items 6 to 7.2) | | |
| APOLOGIES: | | | | | |
| Professor Julietta Patnick | | | | | |
| IN ATTENDANCE: | | | | | AGENDA ITEM |
| James Berry, Head of Strategic Insight and Data  Michaela Boryslawskyj, University Secretary  Professor Wayne Cranton, Dean of Research  Leopold Green, Head of Academic Quality & Standards  Ben Machin, Governance Senior Adviser (Committee Secretary)  Dr Neil McKay, Dean of Students  Professor Helen Scott, Pro-Vice-Chancellor Learning, Teaching & Student Success  Professor David Shepherd, Deputy Vice-Chancellor (Academic)  Pete Sweeney, Student Policy, Casework and Compliance Senior Manager  Ruth Thei, Head of Governance and Sector Regulation | | | | | Item 6  All  Item 9  All  All  All  All  All  Item 7.3  All |
|  |  | **Opening Remarks** | | Minute Ref | AAC/2022-11-10/1 |
| 1.1 | In opening the meeting, the Chair:   * Noted the apologies received. * Welcomed Professor Helen Scott to her first meeting. | | | | |
| Agenda item  Paper Ref | 2  - | **Declarations of Interest** | | Minute Ref | AAC/2022-11-10/2 |
| 2.1 | There were no declarations of interest. | | | | |
| Agenda item  Paper Ref | 3  AB/3/22/M | **Minutes of Meeting held on 29 June 2022** | | Minute Ref | AAC/2022-11-10/3 |
| 3.1 | The Committee **approved** minutes from the joint meeting with Academic Board held on 29 June 2022 as an accurate record. | | | | |
| Agenda item  Paper Ref | 4  Verbal | **Matters Arising and Action Tracker** | | Minute Ref | AAC/2022-11-10/4 |
| 4.1 | There were no identified matters arising. | | | | |
| 4.2 | The Chair reported there were no areas of action outstanding. | | | | |
| Agenda item  Paper Ref | 5  Verbal | **Deputy Chair of the Committee** | | Minute Ref | AAC/2022-11-10/5 |
| 5.1 | The Committee **elected** Professor Keith Ridgeway as Deputy Chair. | | | | |
| Agenda item  Paper Ref | 6  Presentation | **Office for Students update: Student Outcomes, Teaching Excellence Framework & Access and Participation** | | Minute Ref | AAC/2022-11-10/6 |
| 6.1 | The Pro-Vice Chancellor (Learning, Teaching and Student Success), supported by the Head of Strategic Insight and Data, delivered a presentation which updated the Committee on regulatory developments from the Office for Students’ (OfS) that relate to conditions B3 (Student Outcomes), B6 (Teaching Excellence Framework - TEF) and A1 (Access and Participation) and the institutional implications.   * The OfS have confirmed arrangements around conditions of registration relating to student outcomes, TEF and access and participation. * The dates for submission of TEF documentation and assessment process were outlined, along with the minimum thresholds for expected participation. * Ratings are expected to be decided by a panel using guidance and referencing existing metrics, with an interest in the balance of data and narrative submitted by participating institutions. * There is no agreed definition of ‘educational gains’ and this is to be determined at provider level. * The minimum standards for continuation, completion and progression have been set out under the revised conditions B3 (Regulatory Advice 20), along with the mechanisms for monitoring by the regulator. * The data relating to both student outcomes and TEF indicate that the University was in a good position to enable a strong supporting narrative. * The university was expected to produce a robust response to new Access and Participation Plan proposals, building on a strong base of existing work. * Outcomes and decisions from the consultation on proposed changes to the National Student Survey (NSS) have been published. * A timeline was outlined of key dates in relation to each condition. | | | | |
| 6.2 | The Committee thanked the Pro-Vice Chancellor (Learning, Teaching and Student Success) and the Head of Strategic Insight and Data for an informative presentation. In the subsequent discussion, members:   * Explored the impact of changes made by the Office for Students to exclude questions from the NSS on sector comparative benchmarking. Members were informed the university is monitoring emerging developments and can propose optional questions for inclusion. * Received assurance that in the absence of a national understanding on educational gains the university has a working definition and based on this, is preparing qualitative and quantitative evidence for inclusion in the TEF submission. Longitudinal Educational Outcomes (LEO) was identified as an important dataset. * Commented on the potential use of split metrics as a mechanism to monitor student outcomes. | | | | |
| Agenda item  Paper Ref | 7.1  AAC/2022-11-10/7 | **National Student Survey: Institutional Improvement Plan** | | Minute Ref | AAC/2022-11-10/7 |
| 7.1 | The Committee received the paper, as seen by Academic Board, which detailed the institutional improvement plan in response to the University’s 2021 National Student Survey (NSS) results. In noting the pace of developments, a supplementary update was provided to the Committee on the activity aimed at increasing future NSS outcomes, specifically in relation to reviewing “Category 3” Course Improvement Plans (CIPs).  The Pro-Vice Chancellor (Learning, Teaching and Student Success) informed members that some actions will extend beyond the current academic cycle, with a focus on improvements within the university’s control, noting that some courses were particularly impacted by the external context. Longer term, a student experience improvement plan will be developed to collate a multitude of feedback streams, which would include the NSS. | | | | |
| 7.2 | In **receiving** the report, the Committee was assured the NSS improvement remains a high priority for the university with evidenced progress against the plan. The Committee noted the importance of remaining cognisant of changing student priorities and experiences between cohorts. | | | | |
| Agenda item  Paper Ref | 7.2  AAC/2022-11-10/7 | **Postgraduate Taught Experience Survey: Outcomes** | | Minute Ref | AAC/2022-11-10/8 |
| 8.1 | The Committee received the paper which gave an overview of the results from the Advance HE 2022 Postgraduate Taught Experience Survey (PTES). The Dean of Students introduced the Committee to paper, as presented to Academic Board (min ref: AB/2022-10-05/8), outlining the benefits in the university’s engagement with the survey, along with the headline quantitative results and thematic headlines from the students’ qualitative comments. | | | | |
| 8.2 | In **noting** the update, the Committee commended the university on the reported high levels of satisfaction. | | | | |
| Agenda item  Paper Ref | 7.3  AAC/2022-11-10/7  **Confidential** | **Student Casework: Annual Statistical Review** | | Minute Ref | AAC/2022-11-10/9 |
| 9.1 | The paper introduced the Committee to key themes emerging from the annual statistical reviews which specifically reported on data in relation to academic conduct, extenuating circumstances, student complaints, appeals, disciplinary and fitness to practise for the 2021/22 academic year, including areas of scrutiny raised at Academic Board. The Student Policy, Casework and Compliance Senior Manager informed the Committee:   * There had been an increase in the volume of casework and processes have been adapted to optimise the timeframe for responses. * A wider policy review is being undertaken which will consider the data presented in the reviews and wider student survey feedback. * Outputs from the policy reviews will be progressed through the academic governance framework. | | | | |
| 9.2 | In response to questions from the Committee, leaders and managers:   * Highlighted the increase in Requests to Extend a Submission deadline (RESD) as a pre-pandemic trend in the data which has continued on an upward trajectory. This was attributed, in part, to an increasing awareness of the support measures available amongst the student population and the threshold for required evidence. * Gave assurance that the university takes a student led approach to the conferment of awards. | | | | |
| 9.3 | The Committee **received** and **noted** the paper. | | | | |
| Agenda item  Paper Ref | 8  AAC/2022-11-10/8 | **2021/22 Student Voice Report: University Initial Response** | | Minute Ref | AAC/2022-11-10/10 |
| 10.1 | The Dean of Students introduced the paper to the Committee which presented the Student Voice Report 2021/22, outlining the recommendations and the University’s interim response, including actions already complete. Members were informed this was an established process of continuous improvement and a programme of work to address the recommendations had commenced, with key leads identified and updates planned into the academic governance cycle. | | | | |
| 10.2 | In **receiving** the report, the Committee:   * Explored correlations and differences between the findings of the Student Voice Report and quantitative feedback from the NSS. * Commented the report evidenced effective systems to collate and respond to student feedback. * Received assurance that the university works closely with the Students’ Union for continuity on recommendations that overlap the sabbatical officer terms of office. | | | | |
| Agenda item  Paper Ref | 9  AAC/2022-11-10/9  **Confidential** | **Commitment to the Concordat for Research Integrity** | | Minute Ref | AAC/2022-11-10/11 |
| 11.1 | The Dean of Research introduced the Committee to the University’s Commitment to the Concordat for Research Integrity, which is revised on an annual basis. Context was given to members on the development, purpose, and compliance requirements of the Concordat as a publicly accessible document that outlines institutional responsibilities and forms an integral condition of funding.  Scrutiny from Academic Board (min ref: AB/2022-10-05/6) was outlined, including the scope of the policy which is applicable to all research activity undertaken within the university, including undergraduate dissertation projects. | | | | |
| 11.2 | In response to a question on notable changes since its inception, the Dean of Research identified revisions made in 2019 to clarify requirements of researchers, employers of researchers and funders of research with the recommendations becoming requirements. Significant changes to year’s annual statement are reflective of institutional policy changes. | | | | |
| 11.3 | The Committee expressed confidence in University’s Commitment to the Concordat to Support Research Integrity and **recommended** endorsement for publication to the Board of Governors. | | | | |
| Agenda item  Paper Ref | 10  AAC/2022-11-10/10  **Confidential** | **Academic Governance Review** | | Minute Ref | AAC/2022-11-10/12 |
| 12.1 | The report follows the interim paper received at the previous meeting (min ref: AB/3/22/13) and presents the findings and recommendations from the academic governance review that primarily relate to the Committee. The Head of Governance and Sector Regulation informed members:   * A separate companion report with findings and recommendations for the Academic Board and its sub-committees was endorsed by Academic Board and is provided for context and further information. * Recommendations derive from the findings outlined in the report and updated terms of reference are to be developed following the Committee’s consideration. * The Committee well placed to respond to external challenges. | | | | |
| 12.2 | The Committee thanked all colleagues involved with review. In discussion, members:   * Welcomed specific proposals to explore delegations to undertake approvals and scrutiny on behalf of the Board of Governors. The Committee was well placed with expertise to provide the Board with assurances across a broader spectrum of activity, recognising there will still be areas that will necessitate Board oversight. * Commented on opportunities for the Board to strengthen its academic expertise to reflect the increasing regulatory emphasis on academic governance. * Supported the report’s reflection of a strong relationship between the Committee and Academic Board. | | | | |
| 12.3 | The Committee **endorsed** the findings and **accepted** the recommendations. | | | | |
| Agenda item  Paper Ref | 11.1  AAC/2022-11-10/11 | **Items received from Academic Board:**  **Academic Board Chairs Action decisions** | | Minute Ref | AAC/2022-11-10/13 |
| 13.1 | The Committee **noted** the action taken. | | | | |
| Agenda item  Paper Ref | 11.2  AAC/2022-11-10/11 | **Items received from Academic Board:**  **Unconfirmed minutes of the Academic Board held on the 05 October 2022** | | Minute Ref | AAC/2022-11-10/14 |
| 14.1 | The Committee **received** the minutes of the October Academic Board meeting. | | | | |
| Agenda item  Paper Ref | 11.3  AAC/2022-11-10/11 | **Items received from Academic Board:**  **Office for Students’ Regulation Update** | | Minute Ref | AAC/2022-11-10/15 |
| 15.1 | The Committee **noted** the update. | | | | |
| Agenda Item  Paper Ref | 12  AAC/2022-11-10/12 | **Annual Business Cycle** | | Minute Ref | AAC/2022-11-10/16 |
| 16.1 | The Committee **noted** the forward schedule of business. | | | | |
| Agenda Item | 13 | **Other Urgent Business** | | Minute Ref | AAC/2022-11-10/17 |
| 17.1 | No urgent business was identified. | | | | |
| Agenda Item | 14 | **Date of Next Meeting** | | Minute Ref | AAC/2022-11-10/18 |
| 18.1 | The Committee will next meet on 16 March 2023. | | | | |
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