

CONFIRMED MINUTES OF THE MEETING HELD ON 19 JANUARY 2022

PRESENT (via Zoom):

Prof Sir Chris Husbands (Chair)	Dr Rebecca Hodgson	Adeyemi Otebolaku
Zainab Ata	Catriona Hynes	Dr Alison Purvis
Dr Helen Best	Praise Ishola	Prof David Shepherd
Elena Bowley	Prof Kevin Kerrigan	Dr David Smith
Prof John Francis	Dr Claire Ketnor	Dr Lucian Tipi
Dr John Freeman	Prof Eileen McAuliffe	Susan Wakefield
Dr Geff Green	Dr Neil McKay	Prof Chris Wigginton
Dr Samantha Giove	Dr Christine O'Leary	Dr Rob Wilson

APOLOGIES:

Dr Elizabeth Freeman, Dr Rebecca Mallett, Dr Lisa Mooney, Dr Vishal Parikh, Dr Toni Schwarz

IN ATTENDANCE:

Michaela Boryslawskyj, University Secretary
 Prof Doug Cleaver, Director of the Doctoral School (item 6)
 Leopold Green, Head of Academic Quality & Standards
 Dan Lally, Head of Business Engagement and Growth (items 3-5)
 Ben Machin, Governance Senior Adviser (Minute Secretary)
 Prof John Pymm, Director of Academic Development and Diversity
 Joe Rennie, Group Director of Student and Academic Services
 Erin Shires, Graduate Intern (observer)
 Carolyn Taylor, Head of Student Policy and Compliance
 Ruth Thei, Head of Governance and Sector Regulation
 Alison Wells, Director of Academic Services

Agenda item 1	Opening of the meeting	Minute Ref AB/1/22/1
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- 1.1 In opening the meeting, the Chair:
- Noted the apologies received.
 - Welcomed Erin Shires, Governance, Legal and Sector Regulation Graduate Intern, to the meeting as an observer.
 - Thanked, on behalf of the Academic Board, the retiring Pro-Vice Chancellor (Research and Innovation) for her contributions.
 - Congratulated Dr Lucian Tipi on his appointment to the Board of Governors.

Agenda item 2	Minutes of the Previous Meeting	Minute Ref AB/1/22/2
Paper Ref AB/4/21/M		

- 2.1 The Academic Board **approved** the minutes of the meeting on 22 September 2021 as a correct record.

Agenda item 3

Academic Assurance Committee feedback

Minute Ref AB/1/22/3

3.1 The Chair provided feedback from the Academic Assurance Committee (“AAC”) meeting held on 06 October 2021 (AAC/4/21/M). AAC was broadly content with the Academic Board’s scrutiny and would welcome further Academic Board reflection on areas of challenge in relation to Ofsted requirements on sexual harassment, key performance indicators and the Self-Assessment Report was received. The Director of Skills and Partnerships confirmed that several areas of the feedback are addressed in the Apprenticeships and Ofsted Update (min ref: AB/1/22/5).

3.2 The Academic Board **received** and **noted** the feedback.

Agenda item 4

Matters Arising and Action Tracker

Minute Ref AB/1/22/4

4.1 There were no identified matters arising.

4.2 The Action Tracker was reviewed, and the Chair confirmed the review of membership (min ref: AB/3/21/12) would be considered under agenda item 9.1 (min ref: AB/1/22/12).

Agenda item 5

Apprenticeships and Ofsted Update

Minute Ref AB/1/22/5

Paper Ref AB/1/22/5

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5.1 Academic Board considered the annual Apprenticeship Self-Assessment Report (SAR) which reflects on the 2020/21 academic year and addresses areas of challenge received from the Academic Assurance Committee on 06 October 2021 (AAC/4/21/M).

5.2 A minute confidential to the Academic Board was recorded.

5.3 The Academic Board **approved** the Apprenticeship Self-Assessment Report.

Agenda item 6

Annual Quality Review Report

Minute Ref AB/1/22/6

Paper Ref AB/1/22/6

6.1 The Annual Quality Review Report sets out how the University continues to exercise its responsibilities for the regulation, quality assurance, and enhancement of educational provision. The Head of Academic Quality and Standards informed the Academic Board that the University’s quality procedures for taught and research students are operating effectively to maintain standards and to assure and enhance the quality of its provision and meet all required regulatory mandates. The following points from the report were brought to the Academic Board’s attention:

- A sustained high volume of late curriculum modification both creates instability in the portfolio and gives rise to a range of compliance risks.
- The University has been operating a pared-down approach to governance through the pandemic which has reduced the number of committees. This will be reviewed.
- The development and implementation of a range of Employer Led awards, Higher Technical Qualifications, T Levels, Office for Students pilots for small awards, etc., are undergoing significant consideration as these become incorporated into the University’s academic framework.
- The forthcoming full inspection of Higher and Degree Apprenticeship (HDA) and Initial Teacher Training (ITT) provision by Ofsted continues to be a key area of focus in the first half of 2021.
- There is optimism about an improvement to the Ofsted rating of the apprenticeship provision following a full inspection.

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- The Future Strategy Programme is expected to have a positive impact on the academic quality and standards of the University's portfolio.

The Annual Quality Review is supported by several appendices, including the Annual Review of Research Degrees Activity (annex 1). The Director of the Doctoral School was invited to provide a supplementary overview of the report. The following points were drawn to the Academic Board's attention:

- The data provided is based on three surveys: the Postgraduate Research Experience Survey ("PRES"); an internal Annual Feedback and Monitoring Exercise; and Feedback from Directors of Study.
- There has been consistent engagement with research students throughout the pandemic.
- Research students, through the PRES, reported a high level of satisfaction with Library Services.
- The Mental Health and Wellbeing Research Group has made good progress with the key topics identified for 2020-21.
- The University has secured funding for three projects to improve opportunities for Black, Asian and minority ethnic students to undertake postgraduate research degrees.
- The move away from the Science Park is complete and work is ongoing to further develop research communities.
- The pandemic has impacted on funding for research students. A scheme introduced to provide students with an extension to their university PhD bursary was extended to UKRI (UK Research and Innovation)-funded students in January 2021. UKRI are consulting on a 'new deal' for research students.
- University funded extensions reported last year (paper ref: AB/1/21/4) were being well managed and within budget.

6.2 The Academic Board welcomed the report. In the subsequent discussion it was confirmed that:

- Late Curriculum modifications - Opportunities for process improvements are being explored to reduce errors in the curriculum catalogue and thereby achieve greater curriculum stability. The Students' Union noted the benefits of student engagement and consultation as a part of the modification process.
- Assurance was received that a single new collaborative programme in a higher risk geographical area is with an existing partner, and therefore does not extend the University's risk. The situation continues to be closely monitored.
- The identified common priorities and actions developed from the National Student Survey 2021 have provided clarity for course leaders in the action required to reverse the decline in student satisfaction. These will be further expanded to encompass the Postgraduate Taught provision.
- Academic Quality and Standards is working with an external company to implement new software to support annual review processes.

6.3 The Academic Board:

- **Endorsed** the Annual Quality Review Report and noted the recommendations therein.
- **Approved** the recommendations arising from recent Departmental and / or Collaborative Periodic Reviews

Agenda item 7.1

Student Experience Update

Minute Ref AB/1/22/7

Paper Ref AB/1/22/7.1

7.1 The report gave the Academic Board insight into how the University is ensuring the continued delivery

of a high-quality academic experience, to students through the Covid 19 pandemic and for the remainder of the 2021/22 academic year. The headline points included:

- Progress is being made against the action plan from the 2021 National Student Survey Results whilst looking ahead to the 2022 National Students Survey, which was launched on 06 January 2022.
- A pulse survey ‘Spaces and Places’ conducted in November 2021 explored the learning experiences of students as they study on campus and online. An analysis of the responses sets out thematic areas of for improvement.
- Autumn Delivery Schedule went smoothly, with no major disruptions to academic delivery.
- Disruption to student learning from industrial action appears to have been minimal.
- The ‘common language for learning’ has been disseminated for implementation.
- Assessment Support and arrangements for online examinations have been communicated to students, including arrangements for semester one and the move to a time-limited assessment.
- Contextual plans will be used at department level to make local adjustments as anticipated COVID pressures impact on delivery.
- A snapshot of 2021/22 appeals and complaints was presented, noting that timing was too early for a meaningful comparison to previous years.
- Limited 2021/22 submissions have been made so far to Academic Conduct Panels, with several actions under way to promote academic integrity and support processes for dealing with suspected misconduct.
- Several initiatives have been progressed in Academic Development and Diversity, including the embedding of inclusive and decolonising practices, the creation of a staff guide to inclusion and the establishment of groups for minoritised students at department level.

In reflecting on the report, the Pro Vice-Chancellor (Teaching and Learning) thanked contributors and wider colleagues from across the university who support the delivery of a good student experience.

- 7.2 The Academic Board welcomed the report and update on the student experience; discussion included:
- The Dean of Students thanked the Students’ Union for their input, citing the importance of a strong collaborative relationship to avoid duplicate reporting and for collating and sharing insights.
 - The Pulse Survey specifically targeted students who had on campus and online sessions scheduled back-to-back.
 - There will be ongoing reflections and considerations to the way in which students learn beyond the current academic year to achieve an appropriate balance between learning through face-to-face teaching and learning online.
 - There is a critical connection between the student taught experience and the broader civic and employer engagement work, including the student employability experience, which it would be helpful to reflect in future reporting.
 - The update provided on academic integrity and conduct continues to be an area of focus in this academic year.

7.3 The Academic Board **noted** the update on the student experience.

Agenda item	7.2	Undergraduate Degree Algorithm Review	Minute Ref	AB/1/22/8
Paper Ref	AB/1/22/7.2			Confidential
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8.1 A confidential report was received by the Academic Board.

8.2 A minute confidential to the Academic Board was recorded.

8.3 **Action: Head of Student Policy and Compliance**

Agenda item	7.3	University Response: 2020/21 Student Voice Report	Minute Ref	AB/1/22/9
Paper Ref	AB/1/22/7.3			

- 9.1 The paper presented the Academic Board with the Student Voice Report 2020/21 and the interim update on the University's response to the recommendations. The President of the Students' Union introduced members to the report, which is produced by the Students' Union and, for the first time, includes three College-specific recommendations reflecting feedback through the new College Officer model.

In introducing the University's response, the Dean of Students thanked all contributors to the report, commenting on the valuable independent insight the Student Voice Report provides into student experience. The following points were highlighted from the report for the Academic Board's attention:

- The Student Voice Report and University's response represent a continuous cycle of improvement.
- Some recommendations from the 2019/20 Student Voice Report are to be carried forward (detailed in section 2.2).
- Recommendations from the 2020/21 Student Voice Report (appendix A) have been grouped under the headings of 'Teaching and Learning', 'Wellbeing' and 'Being a Student in 2021'.
- The College Officer recommendations from the 2020/21 Student Voice Report are being progressed by the appropriate College Associate Deans.
- Actions on the recommendations relating to the Hallam Welcome and Wellbeing are complete.
- A new data sharing agreement has been reached.
- The response is one of two scheduled updates to the Academic Board but work on the recommendations will continue during the year.

- 9.2 The Academic Board thanked the Students' Union and the Dean of Students for an excellent report and interim response. Members commented on the importance of recognising the impact of the pandemic on student experience, taking a broad observation on long-standing issues, and maintaining a strong collaborative partnership with the Students' Union.

- 9.3 The Academic Board **noted** the University's response to the Student Voice Report and the actions to date.

Agenda item	8.1	Student Disciplinary Regulations - Annual Statistical Review 2020/21	Minute Ref	AB/1/22/10
Paper Ref	AB/1/22/8.1			
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- 10.1 The report provided the Academic Board with an annual statistical review of the operation of the Disciplinary Regulations and Procedures for students for the 2020/21 academic year. The analysis highlights risks, trends, and anomalies to inform thinking on areas which may need review.

- 10.2 The Academic Board **noted** the report.

Agenda item	8.2	Academic Standing Panel: Assessment Scaling and Exceptions for the 2020/21 Academic Year	Minute Ref	AB/1/22/11
Paper Ref	AB/1/22/8.2			

- 11.1 The paper reported to the Academic Board cases that had been reviewed by the Academic Standing Panel/University Central Panel in the 2020/21 academic year. It highlighted where considerations had been made for cohort scaling in any taught modules and incidences where the Standard Assessment Regulation had been waived.

- 11.2 The Academic Board **noted** the exceptions reported.

Agenda item	9.1	Academic Board: Constitution and Membership	Minute Ref	AB/1/22/12
Paper Ref	AB/1/22/9.1			

12.1	The report updated the Academic Board on its membership, provided feedback on the exploration into the use of diversity data, and proposed refreshed procedures for appointment.		
12.2	The Academic Board endorsed the proposed appointment procedures, agreed the next steps in the appointment of Academic Staff Representatives and an approach on the appointment of College Leadership (Academic), and noted the use of diversity data.		
Agenda item Paper Ref	9.2 AB/1/22/9.2	Honorary Awards Committee: Terms of Reference and Constitution	Minute Ref AB/1/22/13
13.1	The paper presented a proposed updated to the terms of reference for the Honorary Awards Committee.		
13.2	The Academic Board approved the terms of reference.		
Agenda item Paper Ref	10.1 AB/1/22/10.1	Unconfirmed minutes of the Research and Innovation Committee held on 08 December 2021	Minute Ref AB/1/22/14
14.1	The Academic Board received and noted the unconfirmed minutes.		
Agenda item Paper Ref	10.2 AB/1/22/10.2	Unconfirmed minutes of the Teaching and Learning Committee held on 25 November 2021	Minute Ref AB/1/22/15
15.1	The Academic Board received and noted the unconfirmed minutes.		
Agenda item Paper Ref	11 AB/1/22/11	Annual Business Cycle	Minute Ref AB/1/22/16
16.1	The Academic Board noted the forward programme.		
Agenda item	12	Date of the next meeting	Minute Ref AB/1/22/17
17.1	27 April 2022		
Agenda item	13	Review of the meeting	Minute Ref AB/1/22/18
18.1	The Chair thanked all staff and students present in the meeting for their excellent contribution that included 47 interventions (41 from members of staff and 6 from students; 24 from male, 23 from female).		
Agenda item	14	Other Urgent Business	Minute Ref AB/1/22/19
19.1	No urgent business was raised.		