

CONFIRMED MINUTES OF THE MEETING HELD ON 27 APRIL 2022

PRESENT (via Zoom):

Zainab Ata	Praise Ishola	Dr Alison Purvis
Elena Bowley	Dr Claire Ketnor	Prof David Shepherd
Prof Rory Duncan	Dr Rebecca Mallett	Dr David Smith (from item 5.1)
Prof John Francis	Dr Neil McKay	Dr Lucian Tipi
Dr Elizabeth Freeman (from item 5.2)	Dr Christine O'Leary	Susan Wakefield
Dr Geff Green	Adeyemi Otebolaku	Prof Chris Wigginton
Prof Sir Chris Husbands (Chair)	Dr Toni Schwarz	Dr Rob Wilson
Catriona Hynes		

APOLOGIES:

Dr Helen Best, Dr John Freeman, Dr Samantha Giove, Dr Rebecca Hodgson, Prof Kevin Kerrigan, Prof Eileen McAuliffe, Dr Vishal Parikh

IN ATTENDANCE:

Dr Phil Bloor, Head of Admissions (item 5.1)
 Michaela Boryslawskyj, University Secretary
 Prof Doug Cleaver, Director of the Doctoral School (item 6.2)
 Leopold Green, Head of Academic Quality & Standards
 Dan Lally, Head of Business Engagement and Growth (items 5.3)
 Ben Machin, Governance Senior Adviser (Secretary)
 Joe Rennie, Group Director of Student and Academic Services
 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/2/22/1
---------------	-------------------------------	----------------------

- 1.1 In opening the meeting, the Chair:
- Noted the apologies received.
 - Welcomed the recently appointed Pro Vice-Chancellor (Research and Innovation) to the Academic Board.
 - Thanked, on behalf of the Academic Board, the retiring Dean of College (Social Sciences and Arts) and the departing Dean of College (Business, Technology and Engineering) for their contributions to the Board and wider University.

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

- 2.1 The Academic Board **approved** the minutes of the meeting on 19 January 2022 as a correct record.

Agenda item 3	Academic Assurance Committee feedback	Minute Ref AB/2/22/3
---------------	--	----------------------

- 3.1 In providing feedback from the Academic Assurance Committee (“AAC”) meeting held on 02 February 2022 (AAC/1/22/M), the Chair highlighted to members that the Committee had:
- Made recommendations to enhance Ofsted preparedness.
 - Commented that elements of consumer protection should be considered to form part of the continuing narrative.
 - Sought assurances that mechanisms and procedures were in place to minimise the impact of industrial action on learning, including the awarding of degrees in circumstances where there may be incomplete marks available.

- 3.2 The Chair informed members that:
- Planned industrial action had been announced and said that plans were being activated to minimise the impact on students.
 - An Ofsted update would be received under agenda item 5.3 (min ref: AB/2/22/7).

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

Agenda item 4	Matters Arising and Action Tracker	Minute Ref AB/2/22/4
---------------	---	-----------------------------

4.1 There were no identified matters arising.

4.2 The Action Tracker was reviewed, and the Chair confirmed that additional modelling in relation to the to the Degree Algorithm proposals has been received (min ref: AB/1/22/8.3) and would be considered under agenda item 6.1 (min ref: AB/2/22/6).

Agenda item 5.1	Admissions Policies	Minute Ref AB/2/22/5
Paper Ref AB/2/22/5.1	To follow	

- 5.1 Following a recent review, the paper presented revisions to the University’s Admissions Policy, Minimum Entry Requirements Policy and Appeals and Complaints Procedure for Applicants to the Academic Board. In introducing the paper, the Head of Admissions provided an overview on the purpose of each policy and informed members:
- The revisions are part of a regular cycle of review and updates have considered significant external events including Brexit and Covid-19.
 - The policies support the University in meeting the expectations of the new UUK Guild HE Code of Practice for Admission.
 - Approved policies are published to meet Competition and Markets Authority (CMA) regulatory requirements.
 - Feedback from management and governance groups has been incorporated into the versions being presented for approval.
 - The revised Admissions Policy reflects changes in regulation and practice including the incorporation of references to virtual engagement and updates in terminology.
 - The revised Minimum Entry Requirements Policy has been updated to reflect changes in the qualification environment.
 - The revised Appeals and Complaints Procedure for Applicants brings the procedure in line with sector practice through expansion of the grounds for appeal and the introduction of an initial informal stage.
 - The revised policies have been reviewed by colleagues in Legal Services and Information Governance.

5.2 Key points from the subsequent discussion were as follows:

- The Head of Admissions will liaise directly with College Officers to provide guidance on module pre-requisites. As part of CMA requirements, applicants receive course and module information alongside their offer letter.
- Accessibility of the policy documents will be enhanced prior to publication.
- References to criminal convictions are consistent with existing policies and will continue to be kept under review.
- Terminology in relation to care experience should be re-phrased.
- The policy documents would benefit from identifying the version and approval / review dates.
- The minimum entry criteria for doctoral programmes was confirmed at upper second-class honours degree.
- Proposals for a new approach to advanced standing will be brought forward to a future meeting of the Academic Board.
- Alignment will need to be maintained with the University's Under 18's Admissions Policy and Process, which is currently in development.

5.3 The Academic Board **approved** the admissions policies, subject to the amendments suggested.

Agenda item 5.2	Student Experience Update	Minute Ref AB/2/22/6
Paper Ref AB/2/22/5.2		

6.1 The report gave the Academic Board insight into how the University is ensuring the continued delivery of a high-quality academic experience, to students for the remainder of the 2021/22 academic year. The Deputy Vice-Chancellor (Academic) presented the report which covered the following headline points:

- The National Student Survey 2022 will close on 30 April 2022.
- The Advance HE Postgraduate Taught Experience Survey will close on 10 June 2022.
- The first in-person celebration of the University's Inspirational Student Awards was held on 7 April 2022. The event is an important illustration of the outstanding student contribution to the University community.
- The Student Voice Repository has been established to collate student feedback from several sources and a monthly Student Voice bulletin is produced which is shared across the University.
- Models of academic advising have been agreed and courses have had the opportunity to timetable academic advising sessions against a core module where these are not already integrated into module delivery.
- The core function of the Jisc learning analytics platform to support academic advice to students and the adoption of attendance monitoring in degree apprenticeship provision has been successfully implemented.
- Research has been undertaken to explore and capture examples of practice in relation to two areas in the National Student Survey 2021 linked to student satisfaction.
- The Industrial Action group, and Academic Delivery Group, continue to meet to share understanding, insight and to minimise disruption to students from industrial action (also see min ref: AB/2/22/3).
- An internal audit on student retention has been commissioned as part of the University's ongoing Internal Audit programme and will take place in the upcoming weeks.
- The University Taught Portfolio Group has met for the first time and is planning for Confirmation and Clearing, progressing work on course viability, and has revised the entry threshold for 2023/24.
- An update on 2021/22 student appeals and complaints was presented, and a comparative analysis against previous academic years will be shared with Academic Board in September.

- An update on 2021/22 academic integrity was presented which covered statistics for the Colleges of Health, Wellbeing and Life Sciences and Social Sciences and Arts.
- Progress has been made with the Hallam Model in ensuring that the inclusive prompts are now embedded in the validation process.

The Deputy Vice-Chancellor (Academic) informed members the report to June Academic Board meeting will feature an update on the experiences of international students, in consideration of ongoing international developments.

- 6.2 Members of the Academic Board thanked the Deputy Vice-Chancellor (Academic) for the update. Key points from the subsequent discussion were as follows:
- The success of the Inspirational Student Awards was commended, and congratulations was conveyed to all the students involved.
 - The availability of the videos, created for the Inspirational Student Awards, for wider use by the University and Students' Union will be explored. This may be subject to data use restrictions.
 - The Students' Union has been working closely with the University to raise awareness and encourage completion of the National Student Survey.
 - The 2023 lower point threshold for entry has been informed by external consultants.
 - Colleges have arranged sessions to provide additional assessment support.
 - There are regular meetings to assess and minimise the impact of any industrial action (also cited in AB/2/22/3.2).
 - The Dean of Students and College Officers will be meeting to discuss appeals and complaints in further detail.
 - Academic Integrity data was requested for the College of Business, Technology and Engineering.
 - The Students' Union are working with the Vice-Chancellor and Deputy Vice-Chancellor (Academic) to identify areas where academic support could be enhanced and to highlight any areas of concern.

ACTION: Head of Student Policy and Compliance and Dean of Students

- 6.3 The Academic Board **noted** the update on the student experience.

<p>Agenda item 5.3 Paper Ref AB/2/22/5.3</p>	<p>Apprenticeships and Ofsted Update</p>	<p>Minute Ref AB/2/22/7</p>
--	---	-----------------------------

- 7.1 The report provided the Academic Board with the findings of Ofsted's Full Inspection of the University's apprenticeship provision which took place in February 2022 and shared the headline areas for improvement within the University's Apprenticeship Quality Improvement Plan for 2022. In presenting the report, the Director of Skills and Partnerships informed members:
- The inspection team carried out 11 curriculum "deep dives", with over 120 colleagues across the University involved with the inspection.
 - The University achieved a Grade 2 (Good) rating and safeguarding was found to be effective.
 - The Further Education and Skills Handbook outlines the expected timescales for next inspection for a 'Good' provider and the rating achieved, the next Full Inspection is normally five years, although it's imperative the University always remains Ofsted ready.
 - The next two years will be critical to drive the changes identified in the areas for improvement.
- 7.2 The Academic Board congratulated the Director of Skills and Partnership and all staff involved in the delivery of a coherent and successful inspection, recognising the increasing scale of the provision across the University. In the subsequent discussion, the following key points were raised:

- There was agreement that Associate Deans (Teaching and Learning) inputs are welcomed in areas identified for improvement to pedagogical approaches.
- There is ongoing work in Students' Union to develop student representatives for apprenticeship students.
- In response to a question on the Ofsted expectations in relation to Safeguarding, the University Secretary informed members:
 - The Further Education and Skills Inspection handbook for Ofsted covers the apprenticeship provision.
 - The Safeguarding assessment is reliant on an approach which draws heavily on the Keeping children safe in education (KCSIE) statutory guidance which is principally statutory guidance for schools and colleges focussed on 'children'.
 - There is an emphasis on handling concerns around harmful sexual behaviour which is aligned to the ongoing work in response to the Office for Students expectations statement.
 - Areas for improvement in relation to safeguarding will be considered at next meeting of the University Safeguarding Board.

7.3 The Academic Board **noted** the report.

Agenda item	5.4	Standard Assessment Regulations 2022/23	Minute Ref	AB/2/22/8
Paper Ref	AB/2/22/5.4			

- 8.1 In introducing the Standard Assessment Regulations for 2022/23, the Head of Student Policy and Compliance highlighted the following amendments to the Academic Board:
- Incorporation of outputs from the review of the Degree Algorithm for undergraduate and integrated masters' courses (min ref: AB/1/22/8).
 - Inclusion of additional examples for Regulation 10 (withdrawal for non-engagement) based on empirical data from student casework.

- 8.2 In considering the proposed updates, the following was raised in discussion:
- The Head of Student Policy and Compliance clarified that figures reported on the number of students that could be impacted by changes to the Degree Algorithm were a 'potential' figure and a 'rationalised' figure.
 - In response to a question on the additional modelling for the Degree Algorithm review (min ref: AB/2/22/4) and the impact on the degree awarding gap, the Head of Student Policy and Compliance informed members this is less than initially anticipated, noting the Board's previous comments (min ref: AB/1/22/8).
 - The Board commented it was important to have clarity over student conduct that would be considered as non-engagement and that which falls under the Fitness to Practise framework. The Head of Student Policy and Compliance confirmed the expectation to monitor attendance across the University and that Fitness to Practise issues continue to be managed separately.

8.3 The Academic Board **approved** the Standard Assessment Regulations for 2022/23.

Agenda item	6.1	Teaching and Learning Committee Report	Minute Ref	AB/2/22/9
Paper Ref	AB/2/22/6.1			

- 9.1 The report, in conjunction with the unconfirmed record of the meeting on 30 March 2022 (AB-2-22-12.2), updated the Academic Board on business progressed by the Teaching & Learning Committee and includes items with recommendations for Academic Board approval. The Deputy Vice-Chancellor (Academic), as Committee Chair, confirmed the following:
- The Academic Board is asked to approve the:
 - Mandatory use of the University Grade Descriptor
 - Updated Policy for Assessment
 - Design principles for Level 4 and Foundation Year assessment

- The Academic Board is asked to note the Committee’s approval of the Learning, Teaching and Assessment Framework.
- The Standard Assessment Regulations for 2022/23 are recommended to the Academic Board for approval (min ref: AB/2/22/8).
- It was determined for coherency and efficiency, proposals on Undergraduate Taught Curriculum Structures should be presented alongside other proposals at the June Academic Board.

9.2 The Academic Board noted the detailed scrutiny from the Teaching and Learning Committee and the following points were raised in discussion:

- In response to a question on the use of the Degree Algorithm, the approach to numerical assessment was detailed. Further work is ongoing to develop illustrative examples and guidance for staff.
- The Head of Student Policy and Compliance offered support for colleagues in diagnostic radiography in reviewing the current approach to assessment.
- It was highlighted that Professional, Statutory and Regulatory Body requirements are being considered to ensure exemptions are in place where appropriate.
- The Deputy Vice-Chancellor (Academic) confirmed that details on the transition to Grade-Based Assessment will be presented to the Academic Board following further development.
- The proposed Assessment Design and Delivery Principles for Foundation Year and Level Four have been principally designed in consideration of student success and progression. It remains an important principle that these levels are designed to enable students to succeed at level five and onwards.
- A period of transition and integration was recognised with several synchronous pieces of work culminating in an overall framework that will be subject to a period of assessment following implementation.

9.3 The Academic Board

1) **Approved** the:

- Mandatory use of the University Grade Descriptor
- Updated Policy for Assessment
- Design principles for Level Four and Foundation Year assessment

2) **Noted** the approvals and report of the Committee.

Agenda item 6.2

Researcher Development Concordat Annual Report

Minute Ref AB/2/22/10

Paper Ref AB/2/22/6.2

10.1 The Director of the Doctoral School presented the annual report (April 2021 – March 2022), as part of the University’s commitment as a signatory to the Concordat to Support the Career Development of Researchers. This document sets out the University’s strategic objectives, measure of success, implementation plan and progress. The following points were highlighted to members:

- This was a new process being overseen by the Researcher Concordat Operations Group,
- The Concordat has three overarching goals that cover:
 - Environment and culture.
 - Employment.
 - Professional and career development.

The Pro-Vice Chancellor (Research and Innovation) outlined support for the report and highlighted to members that some of the challenges highlighted are not restricted to research and innovation in the UK, and there was further work to be done to support researchers.

10.2 The Academic Board commended the report and received assurance from the Director of the Doctoral School there was a commitment to embedding appropriate representation for newly qualified researchers on committees.

10.3 The Academic Board **noted** the report and the requirements for publication.

<p>Agenda item 6.3 Paper Ref AB/2/22/6.3 STRICTLY CONFIDENTIAL</p>	<p>Honorary Awards Committee Interim Report</p>	<p>Minute Ref AB/2/22/11</p>
--	--	------------------------------

11.1 The report updated the Academic Board on the progress of Honorary Doctorate Nominations for 2022 and provided members with a shortlist of individuals the Committee recommends for consideration of an award. In introducing the report, the Head of Governance and Sector Regulation confirmed that, subject to due diligence processes and contact with the nominees, a confirmed list would be presented to the Academic Board ahead of the graduation ceremonies in the autumn.

Members were reminded that all nominations remain strictly confidential until publicly announced by the University on acceptance.

11.2 The Academic Board **approved** the proposed nominations and delegation to the Vice Chancellor to finalise conferment and consider any exceptional awards.

<p>Agenda item 6.4 Paper Ref AB/2/22/6.4</p>	<p>Academic Board: Appointments</p>	<p>Minute Ref AB/2/22/12</p>
--	--	------------------------------

12.1 The report presented to the Academic Board a minor amendment to the procedures for appointment (approved through Chairs action in February 2022), and a membership update following the completion of the appointment process for selected members. In introducing the report, the University Secretary reminded members of the reasons for instigating the procedures (min ref: AB/1/22/12), and confirmed:

- That in following the Academic Board procedures for appointment, nominations for College Leadership (Academic) selected members were received from the Deans of College along with a proposed term of office.
- The Academic Board Selection Panel Selection Panel had appointed to the eight vacancies and allocated a combination of two-year and three-year terms of office.
- The Academic Board Selection Panel Selection Panel appointments had not resulted in an exact split in terms of College membership, however, the Panel strived to ensure an inclusive membership across a limited number of positions.
- The indicative proposed membership for the 2022/23 academic year.

12.2 The Academic Board:

- **Noted** the appointment procedure and membership updates, and
- **Approved** the College Leaders (Academic) nominations.

<p>Agenda item 7 Paper Ref AB/2/22/7</p>	<p>Regulation and External Policy Update</p>	<p>Minute Ref AB/2/22/13</p>
--	---	------------------------------

13.1 The report outlined to Academic Board the published and proposed B conditions of the Office for Students Conditions of Registration which relate to quality and standards.

13.2 Academic Board **noted** the changes and proposed changes reported.

<p>Agenda item 8 Paper Ref AB/2/22/8</p>	<p>Quality and Standards Report</p>	<p>Minute Ref AB/2/22/14</p>
--	--	------------------------------

14.1 The report was deferred to the next meeting.

Agenda item 9 Paper Ref AB/2/22/9	Student Casework: Fitness to Practise	Minute Ref AB/2/22/15
15.1	The report provided the Academic Board with an annual statistical review of the operation of the Fitness to Practise Regulations for the 2020/21 academic year. The analysis highlights risks, trends, and anomalies to inform thinking on areas which may need review.	
15.2	The Academic Board noted the report.	
Agenda item 10 Paper Ref AB/2/22/10	Open Research Statement	Minute Ref AB/2/22/16
16.1	The paper presented an open research position statement which sets out how the University's research community is encouraged and supported to adopt open research as part of their academic practice.	
16.2	The Academic Board noted the report.	
Agenda item 11 Paper Ref AB/2/22/11	Students Union: Election Outcomes	Minute Ref AB/2/22/17
17.1	The report provided an update to the Academic Board on the outcomes of the Student Union Elections for the full time Student Officers, which were held in March 2022. The voter turnout represents the highest turnout ever achieved at Sheffield Hallam Students' Union and achieves the turnout target set to be achieved by the year 2025. All six posts were successfully filled.	
17.2	The Academic Board noted the report.	
Agenda item 12.1 Paper Ref AB/2/22/12.1	Unconfirmed minutes of the Research and Innovation Committee held on 03 March 2022	Minute Ref AB/2/22/18
18.1	The Academic Board received and noted the unconfirmed minutes.	
Agenda item 12.2 Paper Ref AB/2/22/12.2	Unconfirmed minutes of the Teaching and Learning Committee held on 30 March 2022	Minute Ref AB/2/22/19
19.1	The Academic Board received and noted the unconfirmed minutes.	
Agenda item 13 Paper Ref AB/2/22/13	Annual Business Cycle	Minute Ref AB/2/22/20
20.1	The Academic Board noted the forward programme.	
Agenda item 14	Other Urgent Business	Minute Ref AB/2/22/21
21.1	The current Students' Union President and College Officers indicated this would be their final meeting of the Academic Board, as their terms of office are due to end. The Chair conveyed the Academic Board's thanks to the outgoing Students Union representatives for their contributions to the Academic Board, noting their scrutiny and challenge has been thoughtful and helpful.	
Agenda item 15	Date of the next meeting	Minute Ref AB/2/22/22
22.1	29 June 2022.	
Agenda item 16	Review of meeting	Minute Ref AB/2/22/23
23.1	The Chair thanked all staff and students present in the meeting for their detailed contributions that included 49 interventions (42 from members of staff and 7 from students; 24 from male, 25 from female).	