

**CONFIRMED MINUTES OF THE MEETING HELD ON 1 JULY 2020**

**PRESENT:**

Prof Sir Chris Husbands (Chair)	Dr John Freeman	Dr Neil McKay
Andrew Adegbola	Dr Elizabeth Freeman	Prof Alison Metcalfe
Dr Julie Brunton	Geff Green	Prof Lisa Mooney
Elaine Buckley	Dr Rebecca Hodgson	Dr Christine O'Leary
Dr Claire Cornock	Catriona Hynes	Dr Vishal Parikh
Prof Roger Eccleston	Prof Kevin Kerrigan	Dr Toni Schwartz
Prof John Francis	Dr Eileen McAuliffe	Susan Wakefield

**APOLOGIES:**

Dr Helen Best	Dr Sam Giove	Prof Chris Wigginton
Michaela Boryslawskyj	Dr Lucian Tipi MB	Dr Rob Wilson

**IN ATTENDANCE:**

Leopold Green, Head of Academic Quality and Standards  
 Carolyn Taylor, Head of Student Policy and Compliance  
 Ruth Thei (Head of Governance and Sector Regulation, Secretary)  
 Alison Wells, Director of Academic Services  
 Pete Sweeney, Governance and Sector Regulations Adviser (Minute Secretary)  
 Hannah Boyce, Governance and Sector Regulation Senior Administrator

Agenda item 2	<b>Minutes of the Previous Meeting</b>	Minute Ref AB/20/25
Paper Ref AB/2/20M		

25.1 The Board approved the minutes of the meeting on 22 April 2020 as a correct record.

Agenda item 3	<b>Matters Arising</b>	Minute Ref AB/20/26
Paper Ref verbal		

26.1 There were no matters arising.

Agenda item 4.i	<b>Ensuring No Detriment in Assessment Outcomes</b>	Minute Ref AB/20/27
Paper Ref AB/3/20/4i		

27.1 The Chair reported that the Board would not now be asked to approve the changes to assessment for 2020/21 set out in section 2.3 of paper AB/3/20/4i. He explained that the University needed a fuller understanding of the impact of the changes made in 2019/20 before deciding whether similar measures were required in 2020/21. This impact could not be fully assessed until after the completion of the summer assessment boards in September 2020. The Academic Board would return to this at its next meeting on 23 September 2020.

27.2 The Board discussed the principles and operation of the various 'no detriment' measures. The following points were raised:

- I. 'No detriment' was a temporary measure and could not be the way in which the University routinely managed assessment. It would be necessary to transition back to a standard approach at some point.
- II. The approach to 2020/21 must take account of the fact that students may still not be studying in an ideal state. This could disproportionately impact on BAME groups and students from low socio-economic backgrounds. The Board was assured that an equality impact assessment of the changes in 19/20 was being carried out and would inform any future proposals.

- III. It was important that students clearly understood the processes currently being conducted by Departmental Assessment Boards to review performance at the cohort and individual level and to take action where there had been an impact.
- IV. The implementation of a centralised approach to investigating and considering student complaints relating to Covid-19 offered the opportunity to collate learning from these complaints more quickly. The Director of Academic Services assured the Board that such information was being disseminated where appropriate at College and Departmental level.

Agenda item 4ii  
Paper Ref

**Arrangements for Autumn 2020**

Minute Ref AB/20/28

- 28.1 The Board received verbal updates on the work taking place to ensure a high quality offer to students in 2020/21. This included:
- I. A set of design principles had been provided to staff. These had been supplemented by guidance and advice from various University teams.
  - II. Information had been issued to students regarding the arrangements for Autumn 2020 including the balance between on-site and on-line provision.
  - III. Five silver groups were overseeing the development of various aspects of delivery. These groups reported to the Gold Group.
  - IV. A blended learning website had been launched to support staff to develop and deliver a high quality offer to students.
  - V. The Hallam Model principles were being used as a positive way of framing what the University would be doing in Autumn 2020.

- 28.2 The Board discussed the need for greater flexibility around the design and delivery of apprenticeships and the potential challenges to the apprenticeship portfolio due to possible future redundancies in the wider economy. A variety of approaches would be needed given that some cohorts would be unable to study on campus because their employers would not permit them to attend. Other cohorts would have some on-campus experience which may require different types of delivery. It was acknowledged that such delivery would have resource implications and this was being looked at. The Board was told that there was a significant drop in students seeking placements. This was due to a combination of a decrease in both employer support and student demand for placements. However, there was an intensive support processes in place for students who did want to undertake a placement.

Agenda item 5  
Paper Ref AB/3/20/5

**Quality and Standards Highlights Report**

Minute Ref AB/20/29

- 29.1 The Board noted that the University has requested that a number of reviews be undertaken to consider the portfolio and curriculum to inform and prepare for Autumn 2020 delivery. The Academic Quality and Standards (AQS) team had worked in collaboration with Student and Academic Services to determine a robust approach and to establish a consistent way of providing support to academic colleagues, to make the required changes. AQS would provide a named contact to each Department and would work closely with Department Quality Leads and the Associate Deans of Teaching and Learning.

- 29.2 The Board expressed its appreciation for the work carried out by AQS over this period.

Agenda item 6  
Paper Ref AB/3/20/6

**Review of the Student Disciplinary Regulations**

Minute Ref AB/20/30

- 30.1 The report set out amendments to the Disciplinary Regulations for Students. The amendments comprised:
- A revised introduction.
  - Revisions to the Student Code of Conduct which underpinned the Disciplinary Regulations aimed at simplifying this Code.
  - Examples of behaviour that could be in breach of the Code included towards the

- beginning of the document rather than in an annex as previously.
- Clearly stated general principles.
  - Inclusion of anti-harassment behaviour described in the Student Anti-Harassment Policy with a view to removing that Policy.
  - Inclusion of timeframes for dealing with allegations in line with the Office of the Independent Adjudicator for Higher Education (OIA) good practice framework.

- 30.2 In discussion, members enquired about the University's approach to tracking the characteristics of students involved in disciplinary cases, training for investigators and panels and ensuring a consistent approach to outcomes. In response, the Head of Student Policy and Compliance reported:
- I. All disciplinary cases were tracked, including the characteristics of students found to be in breach of the Student Code of Conduct. This was used to target preventative action.
  - II. All investigators had undertaken training from an external company with further development sessions still to be delivered. The pool of investigators was not sufficiently diverse at the moment. However, it had been possible to increase the diversity of Student Disciplinary Panels.
  - III. Guidance for Chairs and members of disciplinary panels was currently being updated. The suggestion made at the meeting for a bank of precedents to help ensure a consistent approach was a good one. Student Policy and Compliance now had a full year of casework on which to base such information.

Agenda item 7	<b>Ofsted Readiness Update</b>	Minute Ref AB/20/31
Paper Ref Verbal		

- 31.1 The Board received an update on the University's readiness for the Ofsted monitoring visit which had been due to take place by the end of March 2020. At present, there was still no formal indication of when Ofsted might resume monitoring visits and inspections. The University continued its preparations for both. The Board noted that the extent of redundancies amongst the University's apprenticeship provision was still uncertain and could have implications for the monitoring visit if widespread.

Agenda item 8	<b>Pro-Vice Chancellor Portfolio Report</b>	Minute Ref AB/20/32
Paper Ref AB/3/20/8		

- 32.1 The Board received the reports.

Agenda item 9	<b>Academic Board Terms of Reference</b>	Minute Ref AB/20/33
Paper Ref AB/3/20/9		

- 33.1 The report set out the rationale for revisions to the terms of reference of the Academic Board that set out more clearly its responsibilities around regulatory approval, providing scrutiny and challenge to the University executive, and advising and assuring the Board of Governors via the Academic Assurance Committee.

- 33.2 In discussion, members welcomed the clarity the revisions provided around its relationship with the Academic Assurance Committee. It agreed the revised terms of reference as a basis for consultation with the Board of Governors subject to the addition of:
- I. Reference to 'the overall student experience' to the list of the Board's overall responsibilities, and;
  - II. The addition of an opening section to set the Academic Board's role and responsibilities within the context of the Board of Governors having overall oversight of educational character and mission.

- 33.3 Prior to the meeting, the Board had received an additional paper relating to the ongoing review and refresh of the University's constitutional documents. The Secretary invited members to submit comments on a set of appendices which would be uploaded to the SharePoint site immediately after the meeting.

**Action: Secretary**

Agenda item 10 Paper Ref AAC/2/20M	<b>Academic Assurance Committee Minutes: 22 May 2020</b>	Minute Ref AB/20/34
34.1	The Board <u>noted</u> the minutes	
Agenda item 11 Paper Ref	<b>Review of Meeting</b>	Minute Ref AB/20/35
35.1	The Chair thanked members for their contribution to discussions that had brought a wide range of comments from all categories of membership.	
Agenda item 12 Paper Ref AB/3/20/12	<b>Annual Business Cycle</b>	Minute Ref AB/20/36
36.1	The Board <u>noted</u> the forward programme	
Agenda item 13 Paper Ref	<b>Any Urgent Business</b>	Minute Ref AB/20/37
37.1	There was no urgent business	
Agenda item 14 Paper Ref	<b>Next Meeting</b>	Minute Ref AB/20/38
38.1	23 September 2020	