



## **Academic Board Meeting**

Meeting Date: Tuesday 19<sup>th</sup> March 2019

Time: 2-4:30 pm

Chair: Dr. Nick Papé

Room: Principals Office

Minute taker: Zahraa Rafiq/Ralph Brown

Signed off by the Chair: Yes

### **Agenda**

- 1. IN ATTENDANCE**
- 2. WELCOME BY THE CHAIR**
- 3. MINUTES OF THE PREVIOUS MEETING (20<sup>TH</sup> NOVEMBER 2018)**
- 4. MATTERS ARISING**
- 5. MINUTES OF THE SPECIAL ACB MEETING (20<sup>TH</sup> DECEMBER 2018)**
- 6. MATTERS ARISING**
- 7. RECEIPT AND APPROVAL OF COLLEGE POLICIES AND PROCEDURES**
- 8. RECEIPT OF STUDENT REPRESENTATIVES REPORT**
- 9. STUDENT ENGAGEMENT AND WORK EXPERIENCE REPORT**
- 10. RECEIPT OF INTERNAL REPORTS PLUS STUDENT PERFORMANCE STATISTICS**
- 11. PRINCIPAL'S REPORT**
- 12. REGISTRAR'S REPORT (VERBAL)**
- 13. RECEIPT OF REPORTS FROM BOARDS AND COMMITTEES**
- 14. APPROVAL OF HND BUSINESS PAMR, HND HSC PAMR, HND HM PAMR**
- 15. ANY OTHER BUSINESS (AOB)**
- 16. FINAL ACTION POINTS**
- 17. DATE AND TIME OF NEXT MEETING**

## 1. In Attendance

Name	Job Title
Dr. Nick Papé (NP)	Principal (Chair)
Ralph Brown (RB)	Registrar
MWI Oli (MO)	Director of Studies
Gregory Clark (GC)	External Board Member
Nasser Amin (NA)	Senior Quality Assurance Officer
Graham Morrell (GM)	Non-Executive Member (Observer)
Tim Priestman (TP)	Head of Student Engagement
Sisi Wang (SW)	Programme Leader
Rhyddi Chakraborty (RC)	Programme Leader
Abu Munsur Hossain (AMH)	Programme Leader
Mehfuzul Haque (MH)	Programme Manager
Rahaman Hasan (RH)	Head of Programmes and Monitoring
Mirza Khan (MK)	Student Representative
Sayeed Sujan (SS)	Student Representative
Rudolph Smith (RS)	Student Representative
Zahraa Rafiq (ZR)	Executive Assistant
Apologies for Absence	
Name	Job Title
Syed Murshed (SM)	Director of IT and Monitoring
Dr. Jo Cahill (JC)	External Board Member
Sraboni Sikder (SS)	Personal Tutor

## 2. Welcome by the Chair

- 2.1. NP welcomed all members present and conducted introductions around the table. He gave a special introduction to Graham Morrell (GM), a non-executive member of the COB, as he was attending the meeting as an observer. It was noted that if any matters relating to COB arise, GM can contribute.
- 2.2. NP stated that the Agenda of the meeting is for the Academic Board to make decisions on authorisations of policies, procedures, forms and handbooks.

## 3. Minutes of the Previous Meeting (20<sup>th</sup> November 2018)

- 3.1. The minutes were accepted as an accurate record

## 4. Matters Arising

4.1. None; the actions of the previous meeting on 20<sup>th</sup> November 2018 were all marked as complete.

## **5. Minutes of the Special AcB Meeting (20<sup>th</sup> December 2018)**

5.1. The minutes were accepted as an accurate record (02).

## **6. Matters Arising**

6.1. None; the actions of the meeting on 20<sup>th</sup> December 2018 were all marked as complete.

## **7. Receipt and Approval of College Policies and Procedures**

There were several processes of reforming policies for recommendation to the AcB. NA stated that the policies had been through the SEG, the PEG and the QESC. The function of this meeting is to ratify those changes and approve submissions.

7.1. The following were approved:

- 7.1.1. The Academic Appeals Form and Academic Appeals Policy
- 7.1.2. The Student Complaints Procedure and the Students Complaints Form
- 7.1.3. The Annual Monitoring Policy (subject to minor changes).
- 7.1.4. The Attendance Policy.
- 7.1.5. The Brand Advocate Policy.
- 7.1.6. The Collaborative Partnerships Policy (subject to minor changes).
- 7.1.7. The Internal Verification Policy (subject to minor changes).
- 7.1.8. The Learning Resource Centre & IT Using Policy (subject to minor changes).
- 7.1.9. The Learning Resources Strategy.
- 7.1.10. The Personal Tutoring and Enabling Student Development Policy
- 7.1.11. The Recording Lectures Policy was approved.
- 7.1.12. The Programme Closure Policy was approved (subject to minor changes).
- 7.1.13. The Programme Design and Development Policy (subject to minor changes).
- 7.1.14. The Programme Modification Policy
- 7.1.15. The Progression and Completion Policy (subject to minor changes).
- 7.1.16. The Recognition of Prior Learning Policy (RPL).
- 7.1.17. The Recruitment, Selection and Admission Policy.
- 7.1.18. The Student Code of Conduct and Disciplinary Procedure.
- 7.1.19. The Student Support and Reasonable Adjustments Policy.
- 7.1.20. The Teaching Observation Policy and Procedure
- 7.1.21. The Work Experience Policy.
- 7.1.22. The Staff Malpractice Policy
- 7.1.23. The Enhancement Action Plan.
- 7.1.24. The Quality Cycle.
- 7.1.25. The MARS document
- 7.1.26. QESC ToR

The following were not approved:

- 7.1.27. The WBL Handbook has still to be updated and when confirmed will be submitted for approval by Chair's action.
- 7.1.28. Mitigating Circumstances Policy: it was agreed that NA will contact GC to agree on some changed wording and then be submit for approval by Chair's action.

**Action 1: NA will contact GC to agree on the correct wording for the Mitigating Circumstances Policy and will then submit the policy for approval.**

## **8. Receipt of Student Representatives Report**

Feedback from student representatives (oral)

- 8.1. MK stated that he is greatly appreciative that student representatives now have more status and recognition as they have been given lanyards and a board with their pictures on.
- 8.2. RS raised a concern about timetables as many students have commitments outside the College and find that the teaching schedule could be more flexible.

## **9. Student Engagement and Work Experience Report**

- 9.1. TP stated that student representatives now have a purpose-designed lanyard
- 9.2. TP stated that special College email addresses will be set up for them soon.
- 9.3. TP mentioned upcoming trips and events for students. NP asked if these are funded by the College. It was stated that trips are only funded by the College if they are related to assessments, if not, students must pay a portion.

## **10. Receipt of Internal Reports plus Student Performance Statistics**

- 10.1. RH reported on KPIs from January 2018. The College recruited 258 students and have retained 191. 26% left as some were suspended due to attendance or academic reasons.
- 10.2. RH informed the meeting that there is CPL training to take place involving MRAC members.
- 10.3. RH stated that LCC meets the requirement for learning resources and will do so once recruitment to the Barking campus is confirmed.

## **11. Principal's Report**

- 11.1. NP informed the meeting of a scheduled telephone conference with OfS and advised members of the planned three -phase audit by AdvanceHE, currently scheduled for April 2019
- 11.2. NP informed that on 14 March 2019 the first Governance and Management Conference took place and the College are implementing recommendations immediately.
- 11.3. Volume 6 of the Academic Journal has been published and distributed and being uploaded to the LCC website. The Call for Papers for Volume 7 is now advertised.

## 12. Registrar's Report (Verbal)

### 12.1. Report on Student Conduct Procedures

(including Complaints and Appeals)

#### 12.1.1. Analysis of complaints or incidents for 2018/19

Total incidents for the year – 11

#### **Termly split**

Autumn Term – 55%

Spring Term – 45%

Total 100%

#### **Analysis by Term**

##### Autumn Term

There was one non-specific course incident totalling 16.66% for the term and 9% of the overall total so far.

HND HSC - 2 cases = 33% of the total for the term and 18.1% of the total overall so far.

HND BUS - 3 cases = 50% of the total for the term and 27.27% of the total overall

HND HM - 0 cases

3 out of 6 or 50% of cases were resolved informally

3 out of 6 or 50% of cases was formally dealt with at Stage 2

##### Spring Term

HND HSC - 1 cases = 20% of the total for the term and 9% of the total overall

HND BUS - 3 cases = 28.573% of the total for the term and 10% of the total overall

HND HM - 1 case = 20% of the total for the term and 9% of the overall total

3 out of 5 or 71.60% of cases were resolved informally

1 out of 5 or 20% of cases were dealt with at Stage 1

1 out of 5 or 20% of cases were dealt with at stage 2

Summer Term – n/a

#### **Overall**

HND BUS had 55% of total incidents recorded = 6 incidents. Four were resolved informally and two resolved at stage 2;

HND HSC had 27.27% of total incidents recorded = 3 incidents. One was resolved informally and two at stage 2.

HND HM had 9% of total incidents recorded = 1 incidents. One was resolved at Stage 1

Non-Specific had 20% of total incidents recorded = 4 incidents. Three were resolved informally and one at Stage 3.

## **Appeals:**

### Autumn Term 2018

20/11/2018 – HND Business – Resolved at Stage 1 following panel meeting. Appeal upheld.

### Spring Term 2019

28/01/2019 – HND Business – College Procedures exhausted. Not resolved. COP Letter issued

11/02/2019 – HND Business – Appeal dismissed at Stage 1. No further Appeal received

11/02/2019 – HND HSC – Appeal dismissed at Stage 1 as no supporting evidence was provided.

## **12.2. Report on Students with Additional Needs**

- 12.2.1. There have been no cases of student with Additional Needs so far, this Academic Year. No new Support Agreement Plans have therefore been entered.
- 12.2.2. GC commented that it would have been much preferable to have received a written report and that the College could consider written reports in future.
- 12.2.3. NP stated that he had requested RB and other reporters that a verbal report would be acceptable on this occasion but it is normal practice to provide written reports.

## **13. Receipt of Reports from Boards and Committees**

- 13.1. Quality Enhancement Steering Committee (QESC): We will be holding a Worksop to address the action plan for QAA recommendations
- 13.2. An additional Quality Officer is to be hired.
- 13.3. Recruitment Admissions Committee (RAC): There was a proposed name change to 'MRAC' which was dependent on the MARS document. The ToR can be updated through Chair's action.
- 13.4. Programmes Committee Meeting: Nothing was reported.
- 13.5. Assessment and Progression Boards: Pearson RQF specification confirms the previous 'retake' unit has now become 'repeat' unit.

## **14. Approval of HND Business PAMR, HND HSC PAMR, HND HM PAMR**

- 14.1. The HND Business PAMR, HND HSC PAMR, HND HM PAMR were all approved.

## **15. Any Other Business (AOB)**

- 15.1. MRAC will now have oversight of the MARS document.

## 16. Final Action Points

No	Action	Responsible	Deadline
1	To agree on the correct wording for the 'Mitigating Circumstances Policy' and submit for approval	NA/GC	02/04/2019

## 17. Date and Time of Next Meeting

The next meeting will take place on Tuesday 23<sup>rd</sup> July 2019 at 2pm at Cavell Street.

Meeting closed.

Signed by Chair



Dr Nick Papé  
26 March 2019