



Minutes of the Academic Board Meeting

Date:	Tuesday 23 rd July 2019	Time:	2pm – 4pm
Chair:	Dr Nick Papé	Room:	202, Barclay Hall
Minute Taker:	Zahraa Rafiq	Approved:	Yes

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1. Attendance and Apologies

Name	LCC Role
Dr Nick Papé (NP)	Principal (Chair)
Maksim Alam (MA)	Senior Quality Assurance Officer
Sam Koolmon (SK)	Senior Quality Academic Officer
Sisi Wang (SW)	Programme Leader
Mehfuzul Haque (MH)	Programme Manager
Rahaman Hasan (RH)	Head of Programmes and Academic Monitoring
Suroth Miah (SM)	Interim Head of Student Engagement
Dr Abdur Rahim (AR)	Interim Registrar
Jamal Hussain (JH)	Interim Marketing Manager
Sraboni Sikder (SS)	Personal Tutor
Golam Faquzzaman (GF)	Personal Tutor
Nigar Sultana (NS)	Lecturer
Gregory Clark (GC)	External Academic Board Member
David Bonner (DB)	Non-Executive Member (Observer)
Sayeed Sujan (SSu)	Student Representative
Zahraa Rafiq (ZR)	Executive Assistant
Apologies for Absence	
Jennifer Newland (JN)	Lecturer
Dr Rhyddhi Chakraborty (RC)	Programme Leader
Tim Priestman (TP)	Head of Student Engagement
Dr Jo Cahill	External Academic Board Member

2. Welcome and Introduction

- 2.1. NP welcomed members to the Academic Board (AB) meeting and conducted introductions around the table. He informed the AcB that several quality audits have taken place at LCC in the last few weeks.
- 2.2. The AB needs to address its Terms of Reference which is why the agenda items have been reworded to meet these objectives.
- 2.3. NP reported that OfS registration is still the main priority for the College. He was pleased to inform the meeting that Limited Designation has been granted enabling all students to complete studies at LCC.

3. Minutes of the Previous Meeting (19th March 2019)

- 3.1. The Minutes were approved as an accurate record with the minor amendment of RH's job title.

4. Matters Arising (from the Minutes)

No	Action	Responsible	Status
1	To agree on the correct wording for the 'Mitigating Circumstances Policy' and submit for approval	NA/GC	Complete

5. Terms of Reference (ToR)

- 5.1. NP requested that members consult and be familiar with the ToR.
- 5.2. GC pointed out that a minor amendment should be made to ToR 10.

Action: MA to add the phrase 'to oversee' in ToR 10.

6. Student Representative Report

- 6.1. SSu stated that there have been some concerns expressed by some students about teaching staff being difficult to understand and taking too many breaks.

7. Receipt and Approval of College Policies and Procedures (ToR 1)

- 7.1. The following were presented by QESC and approved by the AB:
 - 7.1.1. Adverse Occurrence Policy;
 - 7.1.2. Suspension of Studies Policy;
 - 7.1.3. Attendance Policy;
 - 7.1.4. Continuing Professional Development Policy;
 - 7.1.5. Remuneration and Admissions Policy (subject to a minor amendment);
 - 7.1.6. Recognition of Prior Learning Statement (subject to minor amendments);
 - 7.1.7. All Staff Meeting ToR;
 - 7.1.8. Academic Risk Register;
- 7.2. The following were presented by QESC and not approved by the AB:
 - 7.1.9. Withdrawal of Studies Policy (more specificity regarding the two stages requested).

Action: Quality Dept to define the stages in the Withdrawal of Studies Policy by August 1st, 2019.

- 7.3. The following was presented by QESC for the AB to note:
 - 7.1.10. The ToR of ARRC was presented for the Academic Board to note and is subject to BoD approval

8. Receipt of matters from Boards and Committees (ToR 2)

- 8.1. No report.

9. QA&E Reports, KPI performance, Student Satisfaction (ToR 3, ToR 7)

- 9.1. The KPI trends are excellent, particularly increased attendance rates.
- 9.2. The NSS satisfaction rates are up.

10. Academic Standards and student discipline procedures (ToR 4)

- 10.1. No specific report; covered in item 11 below

11. Programme Development (ToR 5)

- 11.1. **Received and noted**: Written Report from HoPAM
- 11.2. **Key points**: RH stated that only £1000 has been spent out of the CPD budget. This is because the College is not currently recruiting. There will additional expense to access the online journal;
- 11.3. The External Examiners reports are available and saved in the Google Drive;
- 11.4. JN has organised course training activities for staff; it was suggested as there was no staff take-up the training workshops would be more successful if College-led rather than individual-led;
- 11.5. **Action**: RH to meet the Quality Department by end July 2019 to discuss how to engage all colleagues

12. Student Engagement Report (ToR 6, ToR 9)

- 12.1. **Received and noted**: Written Report by HoSE alternate
- 12.2. **Key points**: SM confirmed he is acting as Interim HoSE until TP returns to the College.
- 12.3. List of trips for students submitted
- 12.4. Training emplaced for Student Representatives.
- 12.5. **Action**: None

13. Students with Additional Needs (ToR 8)

- 13.1. Nothing to report.

14. Management of Academic Staff (ToR 10)

- 14.1. **Received and noted**: Verbal Report by PM
- 14.2. **Key points**: Training program in place for tutors to encourage the development of staff.
- 14.3. From September 210 Tutors will be offered permanent full-time or permanent fractional contracts.
- 14.4. **Action**: None

15. Strategic Objectives including Academic Partnerships (ToR 11)

- 15.1. The College is in discussions with third parties to consider an HEI academic partnership. NP confirmed that the discussions include carefully agreeing responsibilities so that LCC can retain academic control.
- 15.2. There is an ongoing strong relationship with Pearson.

16. Enhancement Action Plan

- 16.1. MA reported that some of the actions are complete and some are ongoing. Through the VLE, good practices have been identified which will help to inform the Enhancement Action Plan.

17. Receipt of External Reports (Pearson) (ToR 3)

- 17.1. **Received and noted**: Written Report
- 17.2. **Key points**: During the April 2019 term, the external examiner visits took place and the outcomes were positive. They were pleased with the academic performance and praised the good practices of LCC. The reports are available and can be accessed through the Google Drive.
- 17.3. **Action**: None

18. Any Other Business (Previously notified to the secretary)

- 18.1. Nothing reported to the Secretary.

19. Date and Time of Next Meeting

- 19.1. Tuesday 19th November 2019
- 19.2. Meeting closed.

20. Final Action Points

No	Action	Responsible	Deadline
1	To add the phrase 'to oversee' in ToR 10.	MA	01/08/2019
2	To define the stages in the Withdrawal of Studies Policy.	Quality Department	01/08/2019