



Academic Board Meeting

Meeting Date:	Friday 22 nd November 2019	Time:	2-4 pm
Chair:	Rahaman Hasan	Room:	202
Minute taker:	Zahraa Rafiq	Signed off by the Chair:	Yes

Agenda

1. ATTENDANCE AND APOLOGIES
2. WELCOME BY THE CHAIR
3. MINUTES OF THE PREVIOUS MEETING (20TH NOVEMBER 2018)
4. MATTERS ARISING
5. RECEIPT OF STUDENT REPRESENTATIVES REPORT:
6. RECEIPT OF REPORTS FROM BOARDS AND COMMITTEES (TOR 1)
7. RECEIPT OF MATTERS FROM BOARDS AND COMMITTEES (TOR 2)
8. QA&E REPORTS, KPI PERFORMANCE, STUDENT SATISFACTION (TOR 3, TOR 7)
9. ACADEMIC STANDARDS AND STUDENT DISCIPLINE PROCEDURES (TOR 4)
10. PROGRAMME DEVELOPMENT (TOR 5)
11. STUDENT ENGAGEMENT REPORT (TOR 6, TOR 9)
12. STUDENTS WITH ADDITIONAL NEEDS (TOR 6)
13. MANAGEMENT OF ACADEMIC STAFF (TOR 10)
14. STRATEGIC OBJECTIVES INCLUDING ACADEMIC PARTNERSHIPS
15. ENHANCEMENT ACTION PLAN
16. RECEIPT OF EXTERNAL REPORTS FROM PEARSON (TOR 3)
17. ANY OTHER BUSINESS (AOB)
18. DATE AND TIME OF NEXT MEETING
19. FINAL ACTION POINTS

1. Attendance and Apologies

Name	Job Title
Rahaman Hasan (RH)	Head of Programmes and Monitoring (Chair)
Maksim Alam (MA)	Senior Quality Assurance Officer
Dr Jo Cahill (JC)	External Board Member
Gregory Clark (GC)	External Board Member
Dr Abdur Rahim (AR)	Registrar
Sraboni Sikder (SS)	Lecturer
Nigar Sultana (NS)	Lecturer
Dr Rhyddhi Chakraborty (RC)	Programme Leader
Golam Faqrzaman (GF)	Programme Leader
Mehfuzul Haque (MH)	Programme Manager
Sayed Sujan (SS)	Student Representative
Shams Uddin (SU)	Student Representative
Dr Nick Papé (NP)	Principal
Dr Aulay Mackenzie (AM)	Pro Vice-Chancellor (Observer)
Zahraa Rafiq (ZR)	Executive Assistant
Apologies	
Tim Priestman (TP)	Head of Student Engagement
Dr Neysha Ahmed (NA)	Head of Quality Assurance
Jennifer Newland (JN)	Lecturer/Work Based Learning Coordinator

2. Welcome by the Chair

- 2.1. RH welcomed members to the Academic Board and thanked them for their attendance. He has taken on the position of interim Chair as NP had other commitments but plans to attend the meeting later with Dr Aulay Mackenzie as an observer.
- 2.2. It was noted that three policies had been approved through Chair's Action: Safeguarding and Security Policy, Compensation Policy and Academic Freedom Policy.

3. Minutes of the Previous Meeting (20th November 2018)

- 3.1. The minutes were approved as an accurate record with a minor amendments.

4. Matters Arising

Action	Final Action Point	Responsible	Status
1.	To add the phrase 'to oversee' in ToR 10.	MA	Completed
2.	To define the stages in the Withdrawal of Studies Policy.	Quality Dept	Completed
3.	To meet the Quality Department by end of July 2019 to discuss how to engage all colleagues.	RH	Completed

5. Receipt of Student Representatives Report:

- 5.1. SS informed the meeting that the Principal has arranged training sessions for major meetings and student representatives have undertaken training for the COB. JC recommended that a member of the meeting should be identified to go through the papers and debrief students beforehand.
- 5.2. RH encouraged student representatives and all general students to be honest in the NSS survey so the College can improve. SS said that students should be given the opportunity to complete the survey during lectures. He also informed the AB that surveys used to be paper-based but are now completely electronic.

6. Receipt of Reports from Boards and Committees (Tor 1)

The following policies were presented by AR and MA to the AB for approval:

- 6.1. The Prevent Policy was approved.
- 6.2. The External Speakers and Events Policy was approved.
- 6.3. The HR Strategy and Policy was not approved. JC outlined that there is no mention of monitoring protected characteristics of staff. This will go to HR for amendments and Chair's Action.
- 6.4. The APB ToR was not approved. GC stated that there are grammatical errors and a lack of clarity about the Board's purpose. This was recommended for Chair's Action with the inclusion of analysis of data/pass rate and section clarifying purpose of APB focusing its mechanism with Progression, Assessment and Award.
- 6.5. The Revised Quality Cycle was approved. The next version will have section on validation. It was noted that the new quality code has not been featured in the report and some KPIs are worded in an immeasurable way.
- 6.6. JC suggested a tool of quality impact in the future for each policy as it is good practice to map policies against equality.

Action: Include monitoring protected characteristics in the HR Strategy and Policy.

Action: Correct grammatical errors, clarity on purpose and include statement about review of data analysis in the APB ToR.

Action: The wording of KPIs should be amended in the new review of the Quality Cycle in December.

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

7.1. There were no matters from Boards and Committees to be forwarded to AB.

8. QA&E Reports, KPI Performance, Student Satisfaction (Tor 3, ToR 7)

8.1. LCC has appealed against the judgement of QSR. The Prevent Review meeting with OfS was successful. An action plan was created from this and was provided for the AB's information.

8.2. Quality Department have been working with Registry to revise KPIs and PIs with NSS results. The NSS results should be addressed in the KPI/PIs and the TEF metrics.

8.3. GC noted that the Academic Risk Register is hard to navigate and suggested that reports are condensed in future. Furthermore, AB can receive only revised or amended sections in future rather than receiving the full register, unless requested by the board.

8.4. The Student Survey Summary Report was presented. The statistics from the NSS survey will put on KPI posters. Overall, Student Satisfaction rate was 93%, which is 9% higher than the sector average.

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

9.1. The overall academic integrity is 94% with no malpractices. This was received as impressive data. JC suggested that the cases should be specified. There is more diverse data in the AMR but the College should identify trends and personal characteristics in all data.

9.2. There were five appeals during the summer 2019 term and four complaints in total for 2019. A CoP should only be sent out after stage 2.

10. Programme Development (ToR 5)

10.1. APB schedule was circulated. It was stated that this explanation should be included in the ToR. Any conflict of interest must be declared. An electronic form was sent to all staff to capture all conflict of interest.

10.2. LCC has approval for 4 RQF programmes which will commence after OfS registration.

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

11.1. HoSE had given his apologies but provided the Student Engagement report. WBL data showed that in the last year, out of 79 students 71 have completed their work experience. Of the current students, 75 out of 98 have completed or are in the process of completing their work experience.

11.2. WBL department will get in touch with students who do not complete their placements and the students will have to find experience themselves. If they are unable to find a

work setting themselves, LCC WBL team will aim to facilitate placing them to a work setting with whom the College works closely.

- 11.3. There is a log book which tracks progress of students and a WBL leader visits 20% of employers. However, College's new strategy will demand WBL to visit 100% of these work settings or employers. Before students are sent to the work setting, there is an agreement between LCC and the employer; checks like Safeguarding and liability insurance at work place are completed.

Action: To report status update on students who did not complete their work experience to February PEG.

12. Students with Additional Needs (ToR 6)

- 12.1. There are no students registered with additional needs in 2018-19 Academic Year at LCC. No reporting on this item.

13. Management of Academic Staff (ToR 10)

- 13.1. The Academic Staff is sufficient. There will be no recruitment until OfS decision.

14. Strategic Objectives including Academic Partnerships

- 14.1. A report was provided by the Principal for the AB to consider. It was noted that all of the KPI data is excellent apart from attendance. There is an Attendance Action Plan to help combat this.

15. Enhancement Action Plan

- 15.1. The EAP to improve student outcomes was available for the AB's acknowledgement. Most of the actions are completed.

16. Receipt of External Reports from Pearson (ToR 3)

- 16.1. The External Examiner reports were attached for the AB's information. The feedback was positive, and the comments will be incorporated into good practice posters.
- 16.2. Programme Leaders have now drafted responses which will be sent to EE's once Quality Assurance department gives confirmation.
- 16.3. GC asked how the IV process is dealt with. RH clarified that once external reports are analysed, they go to the PEG where actions will be identified and then put into a Consolidated Action Plan.

17. Any Other Business (AOB)

- 17.1. No further business raised.

18. Date and Time of Next Meeting

The next meeting will take place on Tuesday 17th March 2020 at 2pm at Barclay Hall.

Meeting closed.

19. Final Action Points

No	Action	Responsible	Deadline
1	Include monitoring protected characteristics in the HR Strategy and Policy.	HR Dept	01/03/2020
2	Correct grammatical errors, clarify APB's purpose and include statement about review of data analysis in the APB ToR.	Quality Dept	01/03/2020
3	The wording of KPIs should be amended in the new review of the Quality Cycle in December.	Quality Dept	01/03/2020
4	To report status update on students who did not complete their work experience to February PEG.	Student Engagement Team	04/02/2020