



# Academic Board Meeting Agenda and Minutes

<b>Meeting Date:</b>	Tuesday 17 <sup>th</sup> March 2020	<b>Time:</b>	2-4 pm
<b>Chair:</b>	Dr Nick Papé	<b>Room:</b>	202
<b>Board Secretary:</b>	Dr Abdur Rahim	<b>Signed off by the Chair:</b>	Yes
<b>Minute taker:</b>	Zahraa Rafiq		

## Agenda

1.	<b>Attendance and Apologies</b> .....	2
2.	<b>Welcome by the Chair</b> .....	2
3.	<b>Minutes of the Previous Meeting (22<sup>nd</sup> November 2019)</b> .....	2
4.	<b>Matters Arising</b> .....	2
5.	<b>Chair's Action</b> .....	3
	5.1. <i>Received and Approved</i> .....	3
	5.2. <i>Received and Noted</i> .....	3
	5.3. <i>Action</i> .....	3
6.	<b>Receipt of Student Representatives Report</b> .....	3
7.	<b>College Policies and Procedures from QESC (Tor 1)</b> .....	3
	7.1. <i>Received and Approved</i> .....	3
	7.2. <i>Received and Noted</i> .....	4
8.	<b>Receipt of matters from Boards and Committees (ToR 2)</b> .....	4
9.	<b>QA&amp;E Reports, KPI Performance, Student Satisfaction (Tor 3, ToR 7)</b> .....	4
	9.1. <i>Received and noted:</i> .....	4
	9.2. <i>Approved:</i> .....	4
	9.3. <i>Noted:</i> .....	4
10.	<b>Academic Standards and student discipline procedures (ToR 4)</b> .....	5
11.	<b>Programme Development (ToR 5)</b> .....	5
12.	<b>Student Engagement Report (ToR 6, ToR 9)</b> .....	5
	12.1. <i>Received and noted:</i> .....	5
13.	<b>Students with Additional Needs (ToR 6)</b> .....	5
14.	<b>Management of Academic Staff (ToR 10)</b> .....	6
	14.1. <i>Received and noted:</i> .....	6
	14.2. <i>Key points:</i> .....	6
15.	<b>Strategic Objectives including Academic Partnerships</b> .....	6
16.	<b>Enhancement Action Plan</b> .....	6
17.	<b>Receipt of External Reports from Pearson (ToR 3)</b> .....	6
18.	<b>Principal's Report</b> .....	6
	18.1. <i>Received and noted:</i> .....	6
	18.2. <i>Key points:</i> .....	6
19.	<b>Any Other Business (AOB)</b> .....	6
20.	<b>Date and Time of Next Meeting</b> .....	6
21.	<b>Final Action Points</b> .....	7

## 1. Attendance and Apologies

Name	Job Title
Dr Nick Papé (NP)	Principal (Chair)
Rahaman Hasan (RH)	Head of Programmes and Monitoring
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
Golam Faqrzaman (GF)	Programme Leader
Mehfuzul Haque (MH)	Programme Manager
Sayeed Sujun (SS)	Student Representative
Zahraa Rafiq (ZR)	Executive Assistant
<b>Apologies</b>	
Tim Priestman (TP)	Head of Student Engagement
Dr Rhyddhi Chakraborty (RC)	Programme Leader

## 2. Welcome by the Chair

- 2.1. The meeting was attended via Skype by the Chair and the External Board Members.
- 2.2. NP welcomed members to the meeting and thanked them for their attendance.

## 3. Minutes of the Previous Meeting (22<sup>nd</sup> November 2019)

- 3.1. The minutes were approved as an accurate record.

## 4. Matters Arising

Action	Final Action Point	Responsible	Status
1.	Include monitoring protected characteristics in the HR Strategy and Policy.	HR Department	On-going
2.	Correct grammatical errors, clarify APB's purpose and include statement about review of data analysis in the APB ToR.	MA	Completed
3.	The wording of KPIs should be amended in the new review of the Quality Cycle in December.	MA	Completed
4.	To report status update on students who did not complete their work experience to February PEG.	TP	Completed

## 5. Chair's Action

### 5.1. Received and Approved

- 5.1.1. The Quality Cycle v3.1
- 5.1.2. The Assessment and Progression Board Terms of Reference (ToR)
- 5.1.3. The Non-Executive Member (NEM) & Executive Handbook v2
- 5.1.4. The Work Experience Operational Manual (WEOM) v1

### 5.2. Received and Noted

- 5.2.1. The Academic Board Terms of Reference (ToR) has been approved by the Board of Directors
- 5.2.2. HR Policy & Strategy: approval to be undertaken by Chair's Action once External Members have opportunity to comment;

### 5.3. Action

- 5.3.1. MK to produce a list of main changes in all updated documents

**Action: AR to send GC and JC the HR Policy and Strategy.**

**Action: MA to send out notes with the changes made to the documents.**

## 6. Receipt of Student Representatives Report

- 6.1.1. **Received and noted:** Student Representative verbal report
- 6.1.2. **Key points:** It is the end of term and there are now fewer groups at the Whitechapel campus as that campus is in the process of closing.
- 6.1.3. Student representatives are encouraging their classmates to complete the student survey.
- 6.1.4. SRs have attended a Programme Committee Meeting and a Student Engagement Group meeting. In SEG, students requested for results to be published earlier due to university placements.
- 6.1.5. Events and trips are an on-going problem as there is not much engagement from students; was suggested that PTs and lecturers could do more to promote and encourage students to attend.
- 6.1.6. SS noted that Coronavirus has impacted attendance as less students are attending.

**Action: AR and MA to take key points out of the student report and produce an action plan.**

## 7. College Policies and Procedures from QESC (Tor 1)

### 7.1. Received and Approved

- 7.1.1. The Academic Misconduct Policy. Noted the QCF regulation is no longer included. It was recommended that terminology should be consistent throughout the policy and further proof-reading be undertaken;
- 7.1.2. The Internal Verification Policy;

- 7.1.3. Learning Teaching and Assessment Policy and Strategy was approved subject to review by External Members;
- 7.1.4. Progression and Completion Policy;
- 7.1.5. Recognition of Prior Learning (RPL) Policy and Procedure;
- 7.1.6. Work Experience Policy;
- 7.1.7. Work Experience Handbook was approved with minor amendments;
- 7.1.8. Student Representation Handbook;
- 7.1.9. Template of Equality Impact Assessment (EIA) Form;

**Recommendations:**

- a) All policies being reviewed or drafted should as part of the process undergo an EIA.
  - b) The completed form should then be appended to the policy to be approved.
  - c) An action plan be developed for the 2020-2021 and that all policies would be subject to an EIA.
  - d) Staff undertaking this work should be appropriately trained and made familiar with the assessment process and form to be completed
- 7.1.10. The Employer's Handbook;
  - 7.1.11. Safeguarding and Security Policy;
  - 7.1.12. Student Protection Plan was approved.
  - 7.1.13. Work Experience Operational Manual;

**7.2. Received and Noted**

- 7.2.1. Tuition Fee and Refund Policy was not approved and is subject to review.

Action: AR to send policies which have not been reviewed by External Board members

**Action: MA to consider informal process for complaints in the Work Experience Handbook.**

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

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

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

**9.1. Received and noted:**

- 9.1.1. SQAO written report

**9.2. Approved:**

- 9.2.1. Academic Risk Register

**9.3. Noted:**

- 9.3.1. Academic Risk Register should include a statement on equality impact assessment.

- 9.3.2. LCC is currently following guidance by the OfS, DfE and Department for Health and will include impact of COVID-19 in the Academic Risk Register.
- 9.3.3. There was a positive outcome from the Prevent Review Meeting on 18<sup>t</sup> February 2020.
- 9.3.4. The student satisfaction report showed an excellent response rate for the NSS survey.

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

- 10.1. Academic Offence Panel report will be presented to the Academic Board in November 2020.

## **11. Programme Development (ToR 5)**

- 11.1.1. **Received and noted:** HoPAM written report
- 11.1.2. **Key points:** APB schedule was circulated. It was stated that submissions are all online. LCC has reviewed assessments and class presentations will be changed to reflecting on the assignment which can be submitted online.
- 11.1.3. Three actions were taken following the Pearson Academic Management Review.
- 11.1.4. External Examiner dates have been confirmed for BUS. They will take place during May 2020. The dates for HM and HSC will be confirmed in due course.
- 11.1.5. LCC has approval for 4 RQF programmes which will commence after OfS registration.
- 11.1.6. The total pass rate for September 19 term is 90.81%. There has been a decrease since previous terms but is still beyond the threshold.

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

### **12.1. Received and noted:**

- 12.1.1. HoSE report
- 12.1.2. **Key points:** The SEG team is confident that the target for the NSS survey will be exceeded. 71 out of 79 students have completed or are completing their work experience from Groups E and B. Out of Groups C, D, F and I 80 out of 99 students have completed or are completing work experience.
- 12.1.3. There was a Business Pitching event which was successful.
- 12.1.4. The SEG budget has been reduced and some engagements will be reviewed in light of the pandemic.

## **13. Students with Additional Needs (ToR 6)**

- 13.1. There are no students registered with additional needs at LCC. No reporting on this item.

## **14. Management of Academic Staff (ToR 10)**

### **14.1. Received and noted:**

14.1.1. PM written report

### **14.2. Key points:**

14.2.1. The peer review schedule was shared.

14.2.2. Programme Committee Meeting Minutes were provided for AB.

## **15. Strategic Objectives including Academic Partnerships**

15.1. Reporting on strategic objectives developments delayed due to the pandemic.

## **16. Enhancement Action Plan**

16.1. There was nothing to report on the EAP. This will be sent out to AB members for their information.

## **17. Receipt of External Reports from Pearson (ToR 3)**

17.1. The response to External Examiner comments were available on Google Drive for information.

## **18. Principal's Report**

### **18.1. Received and noted:**

18.1.1. Principal written report

### **18.2. Key points:**

18.2.1. KPI figures were outstanding apart from attendance.

18.2.2. The budgets from January – March 2020 were circulated.

18.2.3. The Whitechapel campus will be closed in July 2020 and Barclay Hall will remain the main campus.

18.2.4. A call for papers for Journal V8 has been issued.

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

19.1. AR to advise all members of OfS registration decision as soon as available

## **20. Date and Time of Next Meeting**

20.1. The next meeting will take place on Tuesday 21<sup>st</sup> July 2020 at 2pm at Barclay Hall.

Meeting closed 3.45 pm.

## 21. Final Action Points

No	Action (shaded actions are carried forward from previous meetings)	Responsible	Deadline
1.	Include monitoring protected characteristics in the HR Strategy and Policy	MK and HR Department	21/07/2020
2.	To send the HR Policy and Strategy to the external board members.	AR	20/03/2020
3.	To produce a list of main changes in all updated documents	MK	30/03/2020
4.	To take key points out of the student report and produce an action plan.	AR and MA	30/03/2020
5.	To send policies which have not been reviewed by external board members to JC and GC.	AR and MA	20/03/2020
6.	To consider informal process for complaints in the Work Experience Handbook.	MA	07/04/2020