



Academic Board Meeting Agenda and Minutes

Meeting Date:	Thursday 21 July 2020	Time:	2-4 pm
Chair:	Dr Nick Papé	Room:	Online
Board Secretary:	Dr Abdur Rahim	Signed off by the Chair:	Yes
Minute taker:	Dr Abdur Rahim		

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0. Abbreviation/Acronym List

AB	Academic Board
BoD	Board of Directors
CAMR	College Annual Monitoring Report
CAW	Covid-19 Action Working Party
CAWLearn	Covid-19 Action Working Party Learning & Teaching sub-group
COB	College Oversight Board
GD	Google Drive
HoPAM	Head of Programmes and Academic Monitoring
HoSE	Head of Student Engagement
LCC	London Churchill College
OfS	Office for Students
PEG	Principal's Executive Group
PM	Programme Manager
QAA	Quality Assurance Agency
QSR	Quality & Standards Review
SOR	Senior Office Registry
SQAO	Senior Quality Assurance Officer



1. Attendance and Apologies

Name	Role
Dr Nick Papé (NP)	Principal (Chair)
Don Dulari	Personal Tutor
Dr Abdur Rahim (AR)	Registrar
Dr Jo Cahill (JC)	External Consultant
Fatemah Kaniz (FK)	Student Representative
Golam Faqruzzaman (GF)	Programme Leader
Gregory Clark (GC)	External Consultant
Kennedy Ukane (SS)	Student Representative
Maksim Alam (MA)	Senior Quality Assurance Officer
Mehfuzul Haque (MH)	Programme Manager
Rahaman Hasan (RH)	Head of Programmes and Monitoring and Head of Student Engagement (Interim)
Sraboni Sikder (SS)	Lecturer
Anuradha Dehal (AD)	Executive Assistant
Apologies	
No apologies received	

2. Welcome by the Chair

- 2.1. The meeting was attended via GD 'Hangout Meet' by all members;
- 2.2. The Chair welcomed members and thanked them for their attendance, noting especially that the two External Consultants (ExCs) to the Board were also present.

3. Minutes of the Previous Meeting (17 March 2020)

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

4. Matters Arising

No.:	Action (shaded actions are carried forward from previous meetings)	Respon- sible	Status
4.1.	Include monitoring protected characteristics in the HR Strategy and Policy	MK / HRO	Completed
4.2.	To send the HR Policy and Strategy to the external board members.	AR	Completed
4.3.	To produce a list of main changes in all updated documents	MA	Completed
4.4.	To take key points out of the student report and produce an action plan.	AR / MA	Completed
4.5.	To send policies which have not been reviewed by ExCs.	AR / MA	Completed
4.6.	To consider informal process for complaints in the Work Experience Operational Manual (WEOM).	MA	Completed

5. Principal's Report

- 5.1. Received and noted: Principal written report

5.2. Key points:

- 5.2.1. The College has formed the Covid-19 Action Working Party (CAW), meeting on a weekly basis, to oversee operational steps the College is taking to mitigate the impact of the pandemic, particularly in academic areas;
- 5.2.2. Both physical campuses (WC and BH) were closed to staff and students on 25 March 2020 and will fully reopen in accordance with government guidelines but not earlier than 01 September 2020;
- 5.2.3. All staff are working from home until further notice;



- 5.2.4. All staff are communicating via email; all meetings are conducted via Google Drive 'Hangouts';
- 5.2.5. The Academic Department is currently delivering courses online supported by the IT Department; there is a high prevalence of satisfaction from both staff and students;
- 5.2.6. The College continues to focus resources on a number of internal and external audits;
- 5.2.7. The Audits support our application for Registration with OfS; the OfS decision was originally expected by end December 2019 but with changes in QSR procedures delays are occurring;
- 5.2.8. The final QSR report from QAA has been concluded and submitted to OfS on 27 April 2020, as part of the information needed for the registration decision. LCC has responded to concerns advised in the audits and judgements giving further clarity to ongoing actions and plans for the future. Action plans have been developed for all aspects of corporate and academic activities and these represent a substantial resource for our registration application;
- 5.2.9. The current information from OfS advises our application will not be considered until end of July 2020 at the earliest, due to the need to prioritise resources on HEI's dealing with the impact of the Covid-19 pandemic;
- 5.2.10. We have applied to OfS for permission to educate all continuing students at Barclay Hall for academic year 2020-2021; this involves a change in location for any continuing Whitechapel students;
- 5.2.11. NP presented the COB recommendations list to AB. It was received and noted.
- 5.2.12. The HR Strategy has been developed by the Board of Directors and external resources, to produce a coherent, applicable and comprehensive document to guide the College in its dealings with all members of staff. Particularly noteworthy is the College's drive to retain academics on a full time or fractional basis;
- 5.2.13. The College has 25-30% students completing each term (unequal) and are not recruiting students until the OfS registration decision is confirmed, thus we have a reducing student population over the January 2020, April 2020 and September 2020 terms. Our staffing requirements are therefore reduced accordingly; we have used the Government's Job Retention Scheme (furlough) to support some staff and managed to keep redundancies to a minimum.
- 5.2.14. NP informed AB members the sad news of Tim Priestman's passing, but we are fortunate that our HoPAM has taken on the interim HoSE role; the staff continue to work to improve the student experience introducing improvements particularly to workplace Monitoring and provision; further we have an active SEG which involves students at all levels.
- 5.2.15. The College is vacating Whitechapel campus from 30 July 2020 and Barclay Hall campus will remain our main campus.

6. Chair's Action

6.1. Received and Validated

- 6.1.1. The membership validated approval by Chair's Action of the following policies:
 - Data Protection Policy v3.1
 - Public Information Policy v5.1
 - Whistleblowing Policy and Procedure v2.1



6.2. Received and Noted

6.2.1. The membership noted the following documents:

- Pearson Temporary Distance Learning report
- Definition of the Pass Rate Explanatory Notes V1

7. Academic Monitoring

7.1. Received and noted: HoPAM written report

7.2. Key points

- 7.2.1. The College is currently not actively discussing the development of new programmes;
- 7.2.2. Covid-19 has a significant impact on the operation and delivery of the current programmes. The College has designated CAWLearn, a sub-group of CAW, to address these preparations;
- 7.2.3. RH presented CAWLearn report, which examined three models of teaching and learning methods post and during Covid-19 pandemic:

7.3. CAWLearn Three Models

7.3.1. 100% Face to Face

- 7.3.1.1. Government guidelines play a significant role in this model; the sub-group considered the College could not be sure that government guidelines would accept the appropriateness of this by September 2020 as there seems a possibility and prediction of a second wave of virus spread.
- 7.3.1.2. Current student numbers and group sizes could not be accommodated under with the requirement to maintain social distance instructions at LCC campuses;
- 7.3.1.3. CAWLearn does not propose this option for consideration.

7.3.2. 100% Online

- 7.3.2.1. With accumulated experience from the April 2020 term, where LCC delivered the provision in 100% online mode, the College is prepared if 100% online delivery is required for September 2020;
- 7.3.2.2. CAW Learn has considerable feedback from both staff and students and announces April 2020 as a success story in the College's first ever 100% online mode. This mode of delivery is an option the College can adopt for September 2020.
- 7.3.2.3. Government and Pearson guidelines and instructions will play pivotal roles in our decision-making;
- 7.3.2.4. CAW Learn proposes 100% Online delivery for AB consideration as a possible method.

7.3.3. Blended Learning (50/50):

- 7.3.3.1. CAWLearn has considered this mode in depth again noting further communication with Pearson is necessary and Government guidelines will play an important role in the College's decision-making. For any campus occupation, the College needs to ensure that physical resources are safe for student and staff occupancy. The Class planner would be adjusted to accommodate this mode and presented to PEG in August 2020 for agreement; staff hours



allocation will need to be considered; dialogue has been initiated with Pearson on exactly how 50/50 split will apply to Units; Moodle will be developed to become more interactive

7.3.3.2. After considerable discussion, CAWLearn proposed Blended Learning (50/50) delivery for AB consideration, as the preferred method.

7.3.4. Approved

7.3.4.1. AB members discussed all three options and voted unanimously to approve the Blended Learning (50/50) proposal;

7.3.2. The College has decided not to recruit any new permanent academic staff until OfS registration decision is received;

7.3.3. Several academic staff are on furlough and expected to return from September 2020.

8. Student Representatives Report

8.1. Received and noted: Student Representative verbal report

8.2. Key points:

8.2.1. KU stated that College delivering courses online supported by the academic and support staff has been very much appreciated, with a high prevalence of satisfaction from students;

8.2.2. Student representatives are encouraging their classmates to attend the online classes regularly.

8.2.3. FK and KU confirmed that Covid-19 has forced all of us to reimagine how we as student re-engage with an holistic learning experience. While it presents its challenges, it is also a massive opportunity to break out of old habits and create new, impactful, relevant modes of learning that take advantage of technology. FK stated that this new College venture has been well received by students.

9. College Policies and Procedures from QESC (Tor 1)

9.1. Received and Approved

9.1.1. Equality and Diversity Policy: approved and to be sent for further review by ExCs;

9.1.2. Personal Tutoring and Enabling Student Development Policy: approved and to be sent for further review by ExCs;

9.1.3. Public Information Policy: approved;

9.1.4. Suspension of Studies Policy: approved;

9.1.5. Withdrawal of Studies Policy: approved;

9.1.6. Complaints Policy and Procedure: approved and to be sent for further review by ExCs. JC requested that allowance is made for annual reporting of complaints, to enable trends analysis.

9.1.7. Academic Appeals Policy and Procedure: approved and to be sent for further review by ExCs. JC suggested inclusion of a section on annual monitoring of appeals including a review of the timeliness of processes and review appeals in relation to protected characteristics. Further clarity of panel composition would enhance the policy. Some presentational enhancement recommended (check 4.2 and 4.3.1.7) and consider mention of supporting students during the appeals process;



- 9.1.8. College Provision Review Policy: approved and to be sent for further review by ExCs. JC suggested inclusion of possible review outcomes, Approval, Non-approval, Recommendations, Commendations and/or Conditions, noting the importance in Section 3.4 to include feedback from employers/WBL providers;
- 9.1.9. College Annual Monitoring Report (CAMR): approved and to be sent for further review by ExCs;
- 9.1.10. Action: MA & AR to send policies which have not been reviewed by External Board members

9.2. Received and Noted

- 9.2.1. Attendance Policy: included for information only as still in draft form.

10. Boards and Committees Minutes (ToR 2)

10.1. Meetings

- 10.1.1. Registrar advised the following Sub-Boards and Committees Meetings:
 - QESC: 30 June 2020
 - Assessment & Progression Board: 15 April 2020; 01 May 2020; 24 June 2020
 - Programme Committee: 09 March 2020; 01 June 2020
 - MRAC 11 February 2020
- 10.1.2. No Chair's reports received; noted that reports based on sub-Group Meetings Minutes are to be submitted to AB to include any issue the relevant Chair considers appropriate for the AB to review.

11. Enhancement Action Plan

- 11.1. SQAQO presented the Enhancement Action Plan, which addresses matters that arise from student reports through various committees and group meetings. In addition, some actions are derived from End-of-Term student surveys. This document is administered by the Quality Assurance team and progression of actions are monitored by the PEG

11.2. Approved

- 11.2.1. Enhancement Action Plan.

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

12.1. Received and noted

- 12.1.1. SQAQO written report

12.2. Approved

- 12.2.1. Academic Risk Register

12.3. Noted

- 12.3.1. Academic Risk Register to be reviewed to include a statement on equality impact assessment.
- 12.3.2. LCC is currently following guidance by the OfS, DfE and Department for Health for operating during this epidemic.
- 12.3.3. The student satisfaction report showed an excellent response rate for the NSS survey.



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

- 13.1. Registrar presented the partial Academic Offence Panel report to AB members. The full report will be presented to the Academic Board in November 2020.

14. Programme Development (ToR 5)

- 14.1. Received and noted: HoPAM written report

14.2. Key points:

- 14.2.1. APB schedule was circulated showing all student assignment submissions are all online. LCC has reviewed assessments and class presentations will be changed to reflect submissions online.
- 14.2.2. Three actions were taken following the Pearson Academic Management Review.
- 14.2.3. LCC has approval for 4 (four) RQF programmes which will commence after OfS registration.

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

- 15.1. Received and noted: HoSE report

15.2. Key points

- 15.2.1. SE Department is producing video tutorials addressing students' services. As all currently services are offered to students on remote platforms, these video tutorials are expected to aid student understanding on how to access student services. Pilot test of few tutorials were run with number of students and received positive feedback. The tutorials will also be beneficial for staff.
- 15.2.2. SE team has started the process to capture virtual student feedback from students via semi-structured interviews. Outcome will be to produce student feedback in video format;
- 15.2.3. E-forms are created for all student-facing forms and are accessible via the Student Portal and Moodle. All students have been emailed advising this resource. This exercise has completed the final outstanding action identified via Pearson AMR 2020;
- 15.2.4. The online alumni event is scheduled to take place in July 2020.

16. Students with Additional Needs (ToR 6)

- 16.1. There are no students registered with additional needs at LCC and therefore no report on this item.
- 16.2. Registrar to research other Alternative Providers in relation to additional needs students and how APs facilitate these students within their College.

17. Management of Academic Staff (ToR 10)

- 17.1. Received and noted: PM written report

17.2. Key points:

- 17.2.1. Submission & assessment for the academic year of Sep 2019 – Apr 2020 has now been completed;
- 17.2.2. EE (BUS & HSC) Visits for 2020 are postponed until pandemic allows;
- 17.2.3. Peer Review for April 2020 undertaken;
- 17.2.4. Programme Committee Meeting Minutes were provided for AB.



18. Strategic Objectives including Academic Partnerships

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

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

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

20. Any Other Business (AOB)

20.1. MA presented QAA/QSR Action Plan

20.2. Approved

20.2.1. AB approved QAA/QSR Action Plan, subject to minor amendments

21. Date and Time of Next Meeting

21.1. The next meeting will take place on Thursday 24 November 2020 at 2pm at Barclay Hall.

Meeting closed 4.10 pm.

Signed:

**Dr Nick Papé
Chair, Academic Board
London Churchill College
24 November 2020**



22. Approval Documentation Summary

No:	Ref	Document	Status	Comment
22.1.	7.1.1	Data Protection Policy v3.1	Approved	Chair's Action validated
22.2.	7.1.1	Public Information Policy v5.1	Approved	Chair's Action validated
22.3.	7.1.1	Whistleblowing Policy and Procedure v2.1	Approved	Chair's Action validated
22.4.	8.3.4.1	Blended Learning (50/50) proposal	Approved	
22.5.	10.1.1	Equality and Diversity Policy;	Approved	Review by ExCs
22.6.	10.1.2	Personal Tutoring and Enabling Student Development Policy	Approved	Review by ExCs
22.7.	10.1.3	Public Information Policy	Approved	
22.8.	10.1.4	Suspension of Studies Policy	Approved	
22.9.	10.1.5	Withdrawal of Studies Policy	Approved	
22.10.	10.1.6	Complaints Policy and Procedure	Approved	EIA Review by ExCs
22.11.	10.1.7	Academic Appeals Policy and Procedure	Approved	EIA Review by ExCs
22.12.	10.1.8.	College Provision Review Policy	Approved	EIA Review by ExCs
22.13.	10.1.9	Personal Tutoring Policy	Approved	EIA Review by ExCs
22.14.	10.1.10	CAMR	Approved	Review by ExCs
22.15.	10.2.1	Attendance Policy	Not approved	Draft for information
22.16.	12.2.1	Enhancement Action Plan	Approved	
22.17.	13.2.1.	Academic Risk Register	Approved	
22.18.	23.2.1	QAA/QSR Action Plan	Approved	Review by ExCs

23. Final Action Points

No	Action (shaded actions are carried forward from previous meetings)	Responsible	Deadline
23.1.	MA & AR to send policies which have not been reviewed by ExCs,	MA & AR	20 Aug 2020
23.2.	AR to research other Alternative Providers in relation to additional needs students and how AP facilitate these students within their College.	AR	20 Aug 2020
23.3.	Action: AR & MA to send the updated version of QAA/QSR Action Plan to ExCs for review.	MA & AR	Completed