

APPROVED

MINUTES OF THE MEETING OF THE ACADEMIC COUNCIL HELD ON WEDNESDAY 26 JUNE 2019 IN ROOM CH1.14 CAVENDISH HOUSE, 101 NEW CAVENDISH STREET.

PRESENT:	Dr Peter Bonfield (Chair) Mr John Begg Ms Vedia Can (except 18.46.1 to 18.46.4) Mr John Cappock Dr Simon Courtenage Dr Paul Curley Mr Adrian Dutch Professor Malcolm Kirkup Professor Terry Lamb	Professor Andrew Linn Ms Caroline Lloyd Professor Graham Meikle Miss Lareb Naseem Professor Jonathan Stockdale Ms Jane Stonestreet Professor Harry Thapar Dr Stefan van Dellen Dr Leigh Wilson
IN ATTENDANCE:	Ms Chris Bernard (Observer) Ms Selena Bolingbroke (Observer) Mr David Burt (Clerk) Mr Nicholas Catterall (Observer)	Mr Wayne Clark (for 18.46) Mrs Elaine McMillan (Secretary) Mrs Emma Standen Mr Simon Wylie (Observer) (18.44 and 18.45)
APOLOGIES:	Professor Roland Dannreuther (Deputy Chair) Ms Lubaba Khalid Professor Alex Hughes (Deputy Chair)	

18.44 ANNOUNCEMENTS

- 18.44.1 The Chair welcomed all members and observers Selena Bolingbroke (Halpin Partnership) and Chris Bernard, Nicholas Catterall and Simon Wylie (all independent governors) to the meeting.
- 18.44.2 Apologies were noted as detailed above.
- 18.44.3 No interests were declared.
- 18.44.4 The Chair confirmed there were no requests from members to discuss starred agenda items noting that one query on starred item had been addressed by the member and a colleague prior to the meeting.
- 18.44.5 A member made a request to discuss any obligation on the University to disclose student disciplinary records in job references under 'Any other business'. The Deputy Registrar, Academic Quality and Standards agreed to respond to the query outside the meeting and to provide an update for members via the Secretary. The Chair confirmed there were no other requests to discuss additional business.
- 18.44.6 Members did not raise any questions for the Chair.
- 18.44.7 **Chair's report:** The Chair introduced the agenda and reminded members of the purpose of the meeting.

18.45 KNOWLEDGE EXCHANGE STRATEGY – THE APPROACH

- 18.45.1 The Pro Vice-Chancellor (PVC) for Marketing and Enterprise, who has executive responsibility for the new Knowledge Exchange Framework (KEF), shared the latest developments on the

KEF with Academic Council and raised issues for discussion regarding the University's approach, strategy and support for knowledge exchange (Document AC 190626A).

18.45.2 Members noted that two key individuals in the national implementation of the KEF attended the University's recent staff conference 'Excelling in the Knowledge Exchange Framework' and as a result the University is well informed about current thinking, KEF consultations and expectations.

18.45.3 Members held a lengthy discussion about the University's knowledge exchange activities and approach with the PVC (Marketing and Enterprise). The PVC (Marketing and Enterprise) highlighted three specific issues on which he would like members' views:

- the support structure for knowledge exchange; within Colleges and Schools and Professional Services;
- what we should focus on and what we should stop doing; and
- what mechanisms the University might have to energise colleagues to engage more in key knowledge exchange areas.

18.45.4 In summary, the discussion covered:

- The KEF definition of graduate start-ups
- University support for graduate start-ups, entrepreneurship and enterprise (linked to our Employability Strategy), including a focus on inclusion and removing barriers
- KEF metrics and measuring knowledge exchange activities
- Relationship between knowledge exchange and research, including income generation targets
- Recording, reporting and communicating comprehensively and systematically the breadth of high quality of knowledge exchange activities that are already happening across the University as well as any new initiatives to deliver the emerging Knowledge Exchange Strategy
- Opportunities to make links between different KEF metrics through a narrative submission
- The extent to which identification of need and problems in our communities - and our potential to impact positively on those issues - drives or informs our knowledge exchange activities
- How much of our knowledge exchange activity will go beyond our immediate University sites to London boroughs without local universities
- Collaboration with the Students' Union, for whom enterprise is one of four key themes from September 2019
- Availability of external strategic funding to support new activities, initiatives and outcomes
- Links with the University's research communities and with the national Industrial Strategy priorities
- Dedicated enterprise and entrepreneurship space in the University estate and opportunities for all students to engage and benefit
- Incentives of enough worth (not necessarily monetary) to lead to a change in working behaviour or practices

18.45.4.1 **ACTION PVC (Marketing and Enterprise)** to circulate via the Secretary the recent National Centre for Universities and Business report on the achievements of university and business collaborative partnerships.

18.45.5 Members noted that our priority for knowledge exchange is supporting our students, our reputation, our impactful research, our communities and our wellbeing not income generation; however, there are likely to be some areas where such activities support our core income streams.

18.46 POSTGRADUATE STUDENT EXPERIENCE

Postgraduate Taught Experience Survey

- 18.46.1 The KPI Enhancement Manager, Wayne Clark, presented the interim results from the 2019 Postgraduate Taught Experience Survey (PTES) - the pre-eminent survey of the experience of postgraduate taught (PGT) students in the UK (Document AC 190626B).
- 18.46.2 Members noted that benchmarking data is not available until July 2019.
- 18.46.3 Members discussed with the KPI Enhancement Manager the impact of response rates on the outcomes of the survey and how representative the respondents are of the University's PGT student community.
- 18.46.4 In response to comments from members, the KPI Enhancement Manager agreed to explore further any differences in the characteristics of respondents and non-respondents and whether the free text included comment about a sense of belonging as a distinct cohort. He agreed also to share comments about the Students' Union with the UWSU Chief Executive Officer.

Improving the experience of doctoral students

- 18.46.5 The Director of the Graduate School, Leigh Wilson, presented a paper setting out the Graduate School Board's strategy for improving the experience of doctoral students (Document AC 190626C) and introduced the Board's 'Doctoral Student Experience' project, which will begin in 2019-20.
- 18.46.6 In summary, the discussion covered:
- Opportunity for teams of doctoral students in different disciplines to work together as 'consultants' for an external organisation to identify solutions to a business or social problem
 - Support for distance learning doctoral students
 - A more diverse development programme for doctoral students, potentially as part of a continuum of research skills development from undergraduate to early-career researchers and beyond, and incorporating enterprise skills
 - Success measures for the project/strategy and how they will be evidenced

18.47 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- 18.47.1 **AGREED** Minutes of the Academic Council meeting held on 10 April 2019 (Document AC 190626D) are an accurate record of the meeting.
- 18.47.2 Members received and noted an update on actions from previous meetings (Document AC 190626E).
- 18.47.3 **Research Strategy (Minute 18.36):** Members noted that the Deputy Vice-Chancellor (DVC) for Research has published the final Strategy for Research Development and Support 2018-2023 on the intranet.
- 18.47.4 **Research Strategy (Minute 18.36):** Members approved the REF Code of Practice by correspondence between meetings. Members received the final version of the Code for the record (Document AC 190626E Appendix A).
- 18.47.5 **Transparent publication of workload allocation (Minute 18.36.5):** Members noted that the University roles guidance and tariff document and College tariff document supplements are published on the intranet.

Members discussed the timing of publication of individual colleague allocations, noting that the process of construction begins in early July and publication is expected by September; minor variations occur during the year to enable the University to be flexible according to demand.

A member reported that individual allocations are archived and inaccessible towards the end of the second semester, which restricts colleagues' ability to add in extra activities they have completed during the year.

- 18.47.6 **Any other business - External Examiners (Minute 18.43):** The Deputy Registrar, Academic Quality and Standards confirmed that the University can provide access to Blackboard for External Examiners but not OneDrive and SharePoint
- 18.47.7 **APPROVED University calendar 2019-20 (Minute 18.27.6):** The published 2019-20 calendar to be amended to reflect the UK Government's decision to move the Early May Bank Holiday (Document AC 190626E Appendix B). The University will observe this revised bank holiday and therefore will be open as normal on Monday 4 May 2020 and will close on Friday 8 May 2020.
- 18.47.8 Members noted a summary of Academic Council decisions 2018-19 for dissemination to committees (Document AC 190626F).
- 18.48 STUDENT CODE OF CONDUCT AND STUDENT DISCIPLINARY REGULATIONS 2019-20**
- 18.48.1 **AGREED** Revised Code of Conduct and Disciplinary Regulations (Document AC 190626G), as recommended by the Teaching Committee, to be submitted to the Court of Governors for approval.
- 18.49 STUDENT REPRESENTATION ARRANGEMENTS – REVIEW OUTCOMES**
- 18.49.1 Members noted the outcomes of a review of implementation of the new arrangements and recommendations for enhancements (Document AC 190626H), which have been considered and agreed by the Teaching Committee.
- 18.50 ACADEMIC REGULATIONS 2019-20**
- 18.50.1 **APPROVED** Revised Academic Regulations (Document AC 190626I), as recommended by the Teaching Committee, to be implemented with effect from 1 September 2019.
- 18.51 COURSE SPECIFIC REGULATIONS (Document AC 190626J)**
- Course specific regulations – LLB Law**
- 18.51.1 **APPROVED** The following course specific regulations, which are recommended by the Chair, Teaching Committee, are to be implemented with effect from 1 August 2019:
- An additional Assessment Board will take place in September to consider the results from the Law Progression Summer School.
 - Law students at level 4 and 5 may replace 20 optional credits with modules from the Law Progression Programme to complete that level or to enable progression to the next level.
 - Law students at Level 6 may replace 40 optional credits with modules from the Law Progression Programme to enable completion of their studies in the same year of study.
- Course specific regulation – MA Museums, Galleries and Contemporary Culture with Professional Experience**
- 18.51.2 **APPROVED** The following course specific regulation, which is recommended by the Chair, Teaching Committee, is to be implemented with effect from 1 August 2019:

Students are required to have a provisional average mark of 60% in their Semester 1 modules, calculated across the Core module and their best two Option modules, to continue with their registration on the two-year MA. Students who do not meet this requirement, or who are unable to secure a placement, will be transferred to the one-year MA.

18.52 COMMITTEE TERMS OF REFERENCE

Teaching Committee

18.52.1 Members noted that, due to changes to the portfolios of the Students' Union Sabbatical Officers, the Committee proposes to remove the Co-Chair Student Experience Committee (UWSU President) from the membership and to add two UWSU Vice-Presidents nominated by the UWSU President to the membership.

18.52.2 **APPROVED** Revised Committee terms of reference and membership (Document AC 190626Ki) to be implemented with effect from 1 September 2019.

Knowledge Exchange Committee

18.52.3 Due to non-submission of the proposed terms of reference and membership (Document AC 190626Kii), the Chair, Knowledge Exchange Committee informed members orally of the Committee's proposal to amend the terms of reference and membership.

18.52.4 Members noted that the Committee considers that the Degree Apprenticeship Board (not the Knowledge Exchange Committee) should take a holistic view and have full responsibility for strategic leadership of apprenticeships and therefore there is no longer a requirement for the co-opted degree apprenticeship representatives in the Committee membership.

18.52.5 **APPROVED** Revised Committee terms of reference and membership to be implemented with immediate effect.

18.52.5.1 **ACTION Chair, Knowledge Exchange Committee** to submit the revised terms of reference and membership to the Academic Council Secretary prior to the next meeting.

Research Committee

18.52.6 Members noted that, due to delays in the election process for the Professors' and Readers' representatives in the membership, the Committee proposes exceptionally to amend the term of office for these members.

18.52.7 **APPROVED** With immediate effect, the term of office for the Committee's Professors' and Readers' representatives will run from 1 March to 28 February (29 February in a leap year) instead of from 1 August to 31 July.

18.53 GRADUATE ATTRIBUTES – GUIDANCE FOR STAFF

18.53.1 **ENDORSED** Members support the proposals (Document AC 190626M), approved by the Teaching Committee, to streamline guidance on the use of the Graduate Attributes and ensure alignment with the Transferable Skills.

18.54 ANNUAL MONITORING

18.54.1 Members noted the Stage 2 annual monitoring report (Document AC 190626N), which has been considered by the Teaching Committee.

18.55 COURSE CLOSURES 2018-19

18.55.1 Members noted the list of course closures (Document AC 190626O), which have been confirmed by the Curriculum Review and Innovation Committee (CRIC). Members noted that this is an incomplete list as CRIC are considering additional proposed closures.

18.56 SUB-COMMITTEE BUSINESS

18.56.1 Members received a report on the business conducted at meetings of the following sub-committees since the last meeting (Document 190626P):

- i. Course Validation Standing Panel – 12 June 2019
- ii. Graduate School Board – 8 May 2019
- iii. Teaching Committee – 15 May 2019

18.56.2 Members noted that draft minutes from the following meetings were not received in time for inclusion. The Academic Council Secretary will upload full draft minutes from these meetings to the online Academic Council Reading Room on receipt.

- Knowledge Exchange Committee – 15 May 2019
- Research Committee – 6 June 2019

18.57 DATES OF FUTURE MEETINGS

Wednesday 23 October 2019
Wednesday 4 December 2019
Wednesday 12 February 2020
Wednesday 1 April 2020
Wednesday 24 June 2020

All meetings take place from 1.45pm in Room CH1.14 Cavendish House, 101 New Cavendish Street.

18.58 ANY OTHER BUSINESS

Membership

18.58.1 On behalf of Academic Council, the Chair thanked retiring members John Begg (College representative, Westminster Business School) and Lareb Naseem (UWSU President) for their valued contribution to the work of Academic Council.

Evaluation of the meeting

18.58.2 The Chair invited Chris Bernard to lead an informal evaluation of the meeting and she invited all members to comment on their view of the meeting.

18.58.3 Comments included:

- When I joined Academic Council there was a lack of the students as a priority and now at every Council meeting the priority has been the students and how everything we do will benefit them or not
- The focus on three substantive items – each very relevant to the strategy - felt right. We did not try to do too much and there was really good discussion. We are fixing things and making progress
- At first look the agenda had mostly starred items but when I look at the substance of what has been discussed I can see the connection between things (Observer comment)
- I liked the focus on students (Observer comment)