

MINUTES OF THE MEETING OF THE ACADEMIC COUNCIL HELD ON WEDNESDAY 22 FEBRUARY 2023 IN ROOM MG38 MARYLEBONE BUILDING AND VIA MICROSOFT TEAMS

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| PRESENT: | Dr Peter Bonfield (Chair) Abdelhafid Benamraoui ¹ Zahra Butt, UWSU Professor Alex Hughes (Deputy Chair) Dr Sal Jarvis (Deputy Chair) Professor Janet Jones ¹ Professor Malcolm Kirkup Professor Andrew Linn | Caroline Lloyd ¹ Professor Luke Mason Professor Graham Meikle ¹ Dr Andy Pitchford Jane Stonestreet ¹ Dr Kalpana Surendranath Professor Harry Thapar Ian Wilmot ² |
| IN ATTENDANCE: | Nandini Aggarwal ¹ (to Minute 22.26) David Burt (Clerk) ¹ Alessandra Foderaro Elaine McMillan (Secretary) | Henry Setter (to Minute 22.26) Dr Margherita Sprio Emma Standen ¹ Lucy Wright (to Minute 22.26) |
| APOLOGIES: | Stephen Bunbury John Cappock Chris Hinge (attendee) | Henryetta Simpson Dr Leigh Wilson |

22.25 ANNOUNCEMENTS

- 22.25.1 The Chair welcomed all members and attendees.
- 22.25.2 The Chair introduced Dr Margherita Sprio, who is a substitute covering for Dr Leigh Wilson's sabbatical.
- 22.25.3 The Chair informed members that PG student representative Savitha Jagannath had resigned from Academic Council and thanked Savitha for her contributions.
- 22.25.4 Members noted apologies as detailed above.
- 22.25.5 Members did not declare any conflicts of interest for the business on the agenda.
- 22.25.6 The Chair confirmed that there were no requests to discussed starred items or to raise matters not on the agenda.
- 22.25.7 Members did not submit any questions in advance of the meeting.

Chair's report

- 22.25.8 The Chair briefed members on sector issues and developments since the last meeting.
- 22.25.9 The Chair reminded members of the purpose of Academic Council and that all their views are valued.
- 22.25.10 The Chair thanked everyone involved in the production of the submission to the Teaching Excellence Framework (TEF) exercise.

¹ Attended via Microsoft Teams

² Acting University Secretary and Chief Operating Officer

22.25.11 The Chair introduced the meeting agenda.

22.26 LESSONS LEARNT FROM THE TEF SUBMISSION

22.26.1 The Deputy Vice-Chancellor (DVC) for Education thanked everyone involved in the production of the TEF submission (Document AC 230222A).

22.26.2 The DVC (Education), the Deputy Academic Registrar (Quality and Standards), the Head of the Centre for Education and Teaching Innovation (CETI), the Impact and Evaluation Officer (Lucy Wright), the UWSU President, the UWSU Vice-President, Undergraduate Education (Nandini Aggarwal) and the UWSU Advice and Wellbeing Manager (Henry Setter) gave a presentation on the lessons learnt from the TEF submission (Document AC 230222Ai). The presentation covered:

- Data dashboards and performance against benchmark
- Highlights of the TEF submission – positive lessons learnt; key strengths
- What we need to work on
- Education gain through transformative learning
- Evaluation
- Reflections from UWSU on areas to work on

22.26.3 Members split into three breakout groups, with each group considering one of the following questions and then feeding back to the full membership:

- **Education Gain:** To what extent does this reflect practice that is already in place at Westminster? Are there good examples of transformative learning that we could share?
- **Evaluation:** Looking forward, what current or new mechanisms could be improved or created to enhance our evaluation culture? How do we ensure we are taking an evidence-informed approach to improving our interventions?
- **Student Voice:** Taking student feedback seriously – how do we build student feedback into our new evaluation culture?

22.26.4 The DVC (Education) thanked members for their contributions and explained that the TEF Group will consider the feedback when planning next steps.

22.26.5 The DVC (Education) informed members that the TEF outcome is expected between July and September 2023.

22.27 OUR PHYSICAL ESTATE

22.27.1 The Acting University Secretary and Chief Operating Officer (USCOO) and the Deputy Director – Capital Development (Alessandra Foderaro) invited comments on the draft Estate Strategy 2022-2029 (Document AC 230222B).

22.27.2 Members commented individually on the draft. Suggestions for enhancements covered:

- commendations for the focus on students
- capacity for increased student numbers
- spaces for social activities, physical activity and sports, knowledge exchange activities, large-scale events (e.g., enrolment and exams), and to support wellbeing
- how central requirements dovetail with the requirements of a particular School
- design principles, authentic spaces and belonging
- student partnerships and students' design input into University spaces
- measures of success
- integration with other strategies, especially the Digital Strategy and the strategy for student residential accommodation

22.28 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

22.28.1 **AGREED** Members confirmed the minutes of the Academic Council meeting held on 7 December 2022 (Document AC 230222C) were an accurate record of the meeting.

22.28.2 **Education strategic KPIs progress report (Action 22.15.9.1):** Members noted that the Data Enhancement Manager responded to members' queries by email.

22.28.3 **Education strategic KPIs progress report (Action 22.15.12.1):** The DVC (Education) reported that a group is looking at learning analytics and how the data dashboards used, and the action was closed.

22.28.4 **Academic Council town hall/open meeting (Minute 22.16.3):** The Academic Council Secretary briefed members on the early discussions of the group planning the event.

22.28.5 The Academic Council Secretary informed members that the updated section of the Curriculum Framework³ related to core, option, and elective modules, due for approval this academic year, has been postponed to 2023/24.

22.29 ANNUAL EXTERNAL EXAMINERS REPORT 2021/22

22.29.1 Members noted the annual External Examiners report (Document AC 230222E) and accepted the recommendations agreed by the Teaching Committee.

22.30 ANY OTHER BUSINESS

22.30.1 The Chair informed members that the University is awaiting publication of the outcome of the Ofsted inspection of apprenticeship provision. The Chair thanked the team involved in delivering apprenticeships and involved in the inspection.

22.30.2 The Chair thanked Matthew Gooderson, a former academic representative for the College of Design, Creative and Digital Industries, for their contributions to the work of Academic Council and wished them success in their new role.

22.31 DATES OF FUTURE MEETINGS

All meetings start at 1.45pm and take place onsite (rooms to be confirmed) with remote participation available if members are unable to attend in person.

Wednesday 29 March 2023

Wednesday 21 June 2023

³ Approved by Academic Council in December 2021