# UNIVERSITY OF FORWARD THINKING WESTMINSTER

**APPROVED**

## MINUTES OF THE MEETING OF THE ACADEMIC COUNCIL HELD ON WEDNESDAY 23 JUNE 2021 VIA MICROSOFT TEAMS

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| PRESENT: | Dr Peter Bonfield (Chair) | Dr Nicholas Lambrou |
| | Jordan Blanchard | Professor Andrew Linn |
| | John Cappock (from Minute 20.49.10) | Caroline Lloyd |
| | Dr Simon Courtenage | Professor Graham Meikle |
| | Dr Paul Curley | Ismahan Nur |
| | Adrian Dutch | Dr Andy Pitchford |
| | Professor Alex Hughes (Deputy Chair) | Jane Stonestreet |
| | Dr Sal Jarvis (Deputy Chair) | Professor Harry Thapar |
| | Professor Janet Jones | Dr Stefan van Dellen |
| | Professor Malcolm Kirkup | |

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| IN ATTENDANCE: | Professor Lynne Berry (Observer) | Elaine McMillan (Secretary) |
| | Tony Burke (Minutes 20.51 to 20.56) | John Peck (Minutes 20.51 to 20.56) |
| | David Burt (Clerk) (to Minute 20.50) | Professor Gunter Saunders (Minutes 20.51 to 20.56) |
| | Zahra Butt, UWSU (Observer) | |
| | Dr David Cunningham (to Minute 20.50) | Emma Standen |
| | Jacqueline Lynch (Minutes 20.51 to 20.56) | Fatma Zein, UWSU (Observer) |

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| APOLOGIES: | Vedia Can | Dr Leigh Wilson |
| | Padamjeet Mehta | |

## 20.49   ANNOUNCEMENTS

20.49.1    The Chair welcomed all members, regular attendees and observers.

20.49.2    Members noted apologies detailed above and that Ismahan Nur – UWSU Vice-President (Postgraduate) attended as a substitute for Padamjeet Mehta.

20.49.3    The Chair thanked the UWSU Vice-President (Postgraduate) for all her work on Postgraduate education.

20.49.4    The Chair thanked Vedia Can, Postgraduate student representative, for her contributions to the work of Academic Council.

20.49.5    Members did not declare any interest in the business on the agenda.

20.49.6    The Chair confirmed that there were no requests to discuss starred agenda items (Minutes 20.43 to 20.47) or raise matters not on the agenda. The Chair noted that a matter raised in advance by a College academic representative that is outside the remit of Academic Council will be discussed by the representative and the Pro Vice-Chancellor (Research).

20.49.7    Members had not submitted any questions in advance of the meeting.

**Chair's report**

20.49.8    The Chair introduced the agenda and reminded members of the purpose of Academic Council.

20.49.9 The Chair briefed members on the upcoming Court of Governors and University Executive Board Strategy mid-term review workshop and report and the process to publish refreshed Strategy to 2028.

20.49.10 The Chair highlighted that the nominations period for election of representatives to Academic Council is open.

20.49.11 The Chair responded to questions from members on plans to return onsite for the next semester and international students concerns around restrictions for red list countries.

**20.50    RESEARCH EXCELLENCE FRAMEWORK SUBMISSION**

20.50.1 Dr David Cunningham, REF Director, briefed members on the process, key outcomes and lessons learned from the University's recent submission to the Research Excellence Framework (REF) (Document AC 210623A).

20.50.2 A member proposed that Academic Council has greater engagement with research planning and REF preparation for the next submission.

20.50.3 Members discussed institutional support for impact studies, investment in research, whether further detail is available on colleague EDI data and how the University might perform against the sector in REF2021.

20.50.4 The Chair encouraged members to attend public engagement and other events to promote the case studies.

**20.51    ACADEMIC INTEGRITY POLICY**

20.51.1 The Deputy Vice-Chancellor (DVC) for Education presented the updated policy (Document AC 210623B), which is recommended by the Teaching Committee.

20.51.2 **APPROVED** Updated Academic Integrity Policy to be implemented from 1 August 2021, subject to correction of a typographical error identified at the meeting.

**20.52    ASSESSMENT AND FEEDBACK POLICY**

20.52.1 The DVC (Education) presented the updated policy (Document AC 210623C), which is recommended by the Teaching Committee.

20.52.2 A member raised a concern about reference in the policy to the deadline for completing marking and moderation, which is covered also in the Academic Regulations.

20.52.3 **APPROVED** Updated Assessment and Feedback Policy to be implemented from 1 September 2021, subject to amendment to references to deadlines in Section 22 Feedback arrangements and time limits.

**20.53    POLICY ON THE USE OF RECORDING FOR EDUCATIONAL PURPOSES**

20.53.1 The Pro Vice-Chancellor (PVC) for People and Culture presented the proposed re-titled policy (Document AC 210623D), which is recommended by the Teaching Committee and had been updated since its submission to the April meeting.

20.53.2 The PVC (People and Culture) explained late amendments to the proposed policy (Document AC 210623D addendum), which reflect discussions with UCU and were circulated to members by email immediately prior to the meeting.

20.53.3 A member noted that UCU and management continue discussions on the approved Intellectual Property Policy referred to in Section 8.2.

20.53.4    **APPROVED** Updated Policy on the Use of Recording for Educational Purposes, including the late amendments, to be implemented from 1 July 2021.

**20.54    POLICY ON PEER DEVELOPMENT OF TEACHING PRACTICE**

20.54.1    The DVC (Education) presented the updated and retitled policy (Document AC 210623E), which is recommended by the Teaching Committee.

20.54.2    **APPROVED** Updated Policy on Peer Development of Teaching Practice to be implemented from 1 September 2021.

**20.55    PERSONAL TUTORING POLICY**

20.55.1    The DVC (Education) presented the updated policy (Document AC 210623F), which is recommended by the Teaching Committee.

20.55.2    A member challenged the proposal to expand the group of colleagues who can be Personal Tutors beyond academic colleagues. The DVC (Education) noted the concerns and confirmed that all Personal Tutors will have appropriate qualifications and training. The Director of Student and Academic Services explained that the policy sets parameters for what is expected from a Personal Tutor whatever their background and substantive role.

20.55.3    **APPROVED** Updated Personal Tutoring Policy to be implemented from 1 September 2021.

**20.56    RELIGION, BELIEF AND STUDY POLICY: CODE OF PRACTICE TO SUPPORT STUDENTS**

20.56.1    The DVC (Education) presented the updated policy (Document AC 210623G), which is recommended by the Teaching Committee.

20.56.2    **APPROVED** Updated Religion, Belief and Study Policy to be implemented from 1 September 2021.

**20.57    MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

20.57.1    **AGREED** Minutes of the Academic Council meeting held on 7 April 2021 (Document AC 210623H) are an accurate record of the meeting, subject to a correction to the meeting date.

20.57.2    Members received and noted an update on actions from previous meetings (Document AC 210623I).

20.57.3    **Academic Council membership structure (Action 20.38.3.1)** Members noted that, following support from Academic Council members by email, the Court of Governors approved the revised membership structure (Document AC 210623I Appendix A) for implementation from 1 August 2021.

20.57.4    **Course development, review and revalidation governance structure (Action 20.41.8.1 and 20.41.11.1)** Members noted that no additional members were proposed for the Portfolio Planning Committee and that the University Planning Committee also approved the terms of reference of membership.

20.57.5    **Course development, review and revalidation governance structure (Minute 20.41.12)** **AGREED** Members will review the commissioning brief by email in late July 2021 and delegate authority to the Chair to approve the commissioning brief (or refer it back to the Portfolio Planning Committee), having considered members' comments.

**20.58      REGULATIONS 2021/22**

20.58.1      **APPROVED** Updated Academic Regulations (Document AC 210623J), recommended by the Teaching Committee, to be implemented from 1 August 2021.

20.58.2      **APPROVED** Updated Research Degree Academic Regulations (Document AC 210623K), recommended by the Research Committee, to be implemented from 1 September 2021.

20.58.3      **AGREED** Members recommend the updated Student Disciplinary Regulations (Document AC 210623L) to the Court for implementation from 1 August 2021.

20.58.4      **APPROVED** Updated Fitness for Registration and Practice Regulations (Document AC 210623M), recommended by the Teaching Committee, to be implemented from 1 August 2021.

20.58.5      **APPROVED** Updated Student Complaints Procedure (Document AC 210623N), recommended by the Teaching Committee, to be implemented from 1 August 2021.

20.58.6      **APPROVED** The following Course Specific Regulation (Document AC 210623O), recommended by the Teaching Committee, to be implemented from 1 September 2021.

"*For the MSc, PGCert, PGDip Transport Planning and Management, students will be permitted to take one module as part of a short course with the University. Students wishing to progress to the target award of PGCert/PGDip would then be able to apply for the Transport Planning and Management course as normal using the Admissions procedures and would be permitted to apply for RPCL* [Recognition of Prior Certificated Learning] *for credits they have gained as part of the short course with the University of Westminster.*

*There is no award conferred following the completion of the module(s) on the short course and therefore module marks will count towards classification of the award they are applying for. The module mark would be transferred to the new course record as part of the RPCL process.*

*The maximum number of RPL* [Recognition of Prior Learning] *credits which may count towards the requirements of an award would still apply*"

**20.59      POSTGRADUATE TAUGHT EXPERIENCE SURVEY**

20.59.1      Members received a report on an analysis of the first tranche of the Postgraduate Taught Experience Survey 2021 statistical results (Document AC 210623P).

**20.60      ACADEMIC COUNCIL STANDING ORDERS 2021-24**

20.60.1      **APPROVED** Revised Standing Orders and Annex A Role Description for Member of Academic Council (Document AC 210623Q) to be implemented from 1 August 2021. **[Post-meeting note:** Implementation date amended from 1 June 2021 post-meeting; error identified in the cover sheet]

**20.61      LIST OF APPROVED COURSE CLOSURES**

20.61.1      Members received a summary of course closures approved in 2020/21 by the Curriculum Review and Innovation Committee (Document AC 210623R).

**20.62      DRAFT SUMMARY OF ACADEMIC COUNCIL DECISIONS 2020/21**

20.62.1      Members received a summary of decisions taken by Academic Council this academic year (Document AC 210623S). The report is circulated to Academic Council sub-committees for information.

**20.63     SUB-COMMITTEE BUSINESS**

20.63.1    Members received a report on the business conducted at meetings of the following sub-committees since the last meeting of Academic Council (Document AC 210623T):

   i.    Course Validation Standing Panel – 28 April 2021
   ii.   Graduate School Board – 5 May 2021
   iii.  Teaching Committee – 19 May 2021
   iv.   Portfolio Planning Committee – 21 April and 28 May 2021

20.63.2    Members noted that draft minutes from the Research Committee meeting on 9 June 2021 and the Knowledge Exchange Committee meeting on 10 June 2021 were not available in time for inclusion in the report; the draft minutes will be available via the Reading Room on receipt.

**20.64     ACADEMIC INTEGRITY REPORT**

20.64.1    Members received an update report on the recommendations identified in the Academic Integrity Annual Report submitted in January 2021 (Document AC 210623U).

**20.65     DATES OF FUTURE MEETINGS**

All meetings start at 1.45pm and will be conducted via Microsoft Teams until further notice.

Wednesday 20 October 2021
Wednesday 8 December 2021
Wednesday 23 February 2022
Wednesday 6 April 2022
Wednesday 22 June 2022

**20.66     ANY OTHER BUSINESS**

20.66.1    Members did not raise any other matters for discussion.