



Minutes of the meeting held on 1 June 2016

Present: Professor P Layzell (Chair), Professor T Armstrong, Ms N Cheema, Professor R Deem, Professor J Fiadeiro, Professor D Gilbert, Professor M Gold, Professor S Halperin, Professor J John, Professor R Kemp, Mr S Kendrick, Dr C Kremmydas, Professor J McKee, Professor R Meek, Dr D Morrill, Professor S Murphy, Professor K Normington, Professor B O'Keefe, Professor J Phillips, Professor B Rankov, Ms S Simon, Dr G Smith, Professor M Spagat, Professor P Teixeira-Dias, Mr J Tuck, Professor J Unerman, Dr D Watling

Secretary: Mrs A Sendall

Observers: Miss C Cartwright, Mr D German, Mr S Higman, Ms J Roberts, Ms E Wilkinson

Apologies: Professor S Ansari, Ms F Badmus, Professor J Bennett, Professor J Crampton, Professor S Downes, Professor T Evans, Professor P Hogg, Mr S Massiah, Ms C Mason, Dr D Matthey, Professor E McGirr, Dr A Miskimmon, Professor G Pieri, Professor J Powell, Professor K Rastle, Professor E Schafer, Professor D Tourish, Mr J Brannan, Ms S Waud, Professor K Willis

1. Welcome and Apologies

The Chair welcomed members to the meeting and noted apologies. The Chair thanked those members for whom it was their last meeting. The ex officio members were: 16/47

Mr Simon Higman, College Secretary and Registrar 16/48  
Professor Jeffrey Unerman, Head of School of Management  
Professor Jonathan Phillips, Head of Department of History  
Professor Alister Miskimmon, Head of Department of Politics and International Relations  
Professor James McKee, Head of School of Maths and ISG  
Ms Nayab Cheema, Students' Union President  
Ms Faith Badmus, student representative  
Ms Charlotte Mason, student representative

The following elected members have also come to the end of their first term of office: 16/49  
Professor Jonathan Powell, Classics  
Professor Jason Crampton, Maths  
Professor Sean Murphy, Maths  
Dr Graham Smith, History  
Dr Dawn Watling, Psychology

The Chair noted that provided the new Statutes were approved by the Privy Council, this would also be the last meeting for Mr Sammy Massiah, Director of Information Technology. 16/50

The Chair asked members whether, following the change of venue for the previous meeting, it would be preferable to always meet in a flat venue, or if the lecture theatre style was more appropriate. The Board agreed that if a discussion item were to be held, the flat room was more conducive to conversation but otherwise the lecture style was preferable. 16/51

2. Minutes

	The Minutes of the last meeting held on <b>Wednesday 9 March 2016</b> (M16/01-M16/46) were confirmed.	16/52
<b>3.</b>	<b>Matters Arising</b>	
	There were no matters arising.	16/53
<b>4.</b>	<b>Actions Taken by the Chair</b>	
	The Board noted that no actions have been taken by the Principal on behalf of the Academic Board since the last meeting held on 9 March 2016.	16/54
<b>5.</b>	<b>Unstarring Of Items</b>	
	Item 24, the minutes of the meeting of Academic Board Executive Committee, was unstarred and would be discussed at the end of the main business.	16/55
<b>6.</b>	<b>Formal Reports</b>	
6.1	<u>Principal's Report</u>	
	The Principal drew attention to the recently-issued Government White Paper, 'Higher education: success as a knowledge economy'. Further details were emerging about how the Teaching Excellence Framework would operate and how it might impact the College.	16/56
	It was noted that the Strategic Planning and Change team were working on the metrics by which we would be measured, and that there would be significant work to do in the Autumn term on this matter.	16/57
6.2	<u>Reports from the Deputy Principal and the Vice-Principals</u>	
	The Vice Principal (External Engagement) reported that there had recently been a DLHE consultation and 6 of the 10 members of the S10 network had met, which provided the opportunity for Heads of Careers across the sector to discuss matters. It was noted there will be a new DLHE survey after 18 months to 2 years which is positive for the College as we are not well-served by the 6 month post-graduation survey. This is due to the fact that we are a non-vocational education institution which means it can take our students longer to find graduate-level work.	16/58
	The Deputy Principal reported that the Estates development was going well. The Library was due to 'top-out' in July, and the Residences project North of the A30 was on schedule.	16/59
	The Vice Principal (Education) noted the announcement in the Queen's Speech that the Office for Students would have the right to remove Degree Awarding Powers which had not previously been indicated. Within College, the Mark Management system was now live in time for the meetings of the Sub-boards of Examiners, the Teaching Excellence Awards have been agreed upon, and there will be a trial next year with the online completion of the Evasys Course Unit Feedback questionnaires; more volunteers were being sought to take part in this pilot. The Vice Principal also noted that she had been part of some interesting discussions on the way furniture in the new Engineering building could facilitate group work.	16/60
	The Vice Principal (Staffing) advised members that the next round of Professorial Banding was about to begin and the assessment of submissions would take place in September. She noted that there was still a need for assessors, particularly from the Faculty of Science and colleagues	16/61

were asked to encourage people to volunteer. The Student First project was still in its early phase of discovery and there would be action points by October.

A query was raised regarding the College's partnership with Pearson. It was confirmed that the Collaborative Provisions Committee had reviewed the contract at the end of the initial 5 year period, and it had been agreed that this would not be renewed. 16/62

### 6.3 Report from the Council

The Board received the minutes of the meeting of Council from 24 February. 16/63

The Academic Board representative on Council advised that at the meeting which took place on 11 May, the College Council passed the Second Resolution of the Statutes, discussed property and developments in that area and approved the Freedom of Speech policy. Council also received a presentation on graduate employment, and requested a report on changes in the Higher Education market. 16/64

### 7. **Royal Holloway In The HEI Market**

The Board received a presentation from Marie Ennis, the Director of Communications and External Relations on the College's position and identity within the UK market. 16/65

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[REDACTED]

[REDACTED]

16/73

The Board thanked Ms Ennis for her presentation.

16/74

**8. Taking The Longer View: Graduate Destinations Beyond Six Months**

The Board received a presentation from Professor Bob O’Keefe and Ms Elizabeth Wilkinson on the College survey of graduate employability.

16/75

The presentation highlighted that for graduates of the College, the biggest differential in salary was between 2.5 and 3.5 years after graduation when respondents had settled into a career path.

16/76

The Careers Service has undertaken work with departments whose students historically find it difficult to find work after graduation, either because of the nature of their degree or because the job market can seem overly complicated to navigate.

16/77

Tools and information to help graduates are available on Moodle, which remains available to graduates until the November after graduation. Heads of Departments were asked to ensure their final year students were aware of this facility, as well as to encourage students on Masters programmes to engage with the Careers Service over the Summer.

16/78

The Board thanked Professor O’Keefe and Ms Wilkinson for their presentation.

16/79

**9. Amendments to the Constitution of The University Of London**

The Chair presented the proposal of the University of London to amend its constitution to allow universities to seek membership of the federation, but also for current federal colleges to seek university title in their own right.

16/80

It was confirmed that this did not mean the University of London was being dissolved, and the College would still be able to award both University of London as well as Royal Holloway and Bedford New College degrees.

16/81

The Board agreed to support the proposals of the University.

16/82

**10. Academic Board Standing Orders**

10.1 The Secretary advised the Board that the Standing Orders needed to be approved at this meeting to ensure that the governance of the Board would be supported in the next academic year, provided the new Statutes were approved by the Privy Council. This was particularly important to ensure that elections could take place at the start of the next academic year.

16/83

There was some concern that additional detail was required to support the way in which the election process would be managed. It was agreed that these would be drawn up in collaboration with the College Secretary’s Office to be in line with the election procedures for

16/84

Council, as appropriate. Further information was also requested about the remit of the Academic Board Executive Committee which would be added. Two possible points of contradiction between the Regulations of Council and the proposed Standing Orders were identified. It was agreed these would be addressed outside of the meeting.

10.2 The Board approved the Standing Orders to take effect from 1 September 2016, subject to the additions identified in relation to election process, the Academic Board Executive Committee remit and any necessary minor changing to wording to ensure alignment with Council regulations. , 16/85

10.3 The Board considered the proposed membership of Academic Board under the new Statutes, and agreed to recommend this to Council for final approval. 16/86

The Board considered the temporary measure proposed to ensure full academic representation on Council during the transition between the current and proposed Statutes. It was proposed that the current Academic Board representative on Council would remain on Council for one or two meetings to ensure that academic representation was not affected by the transition and timings of the election. The Board agreed to this proposal. 16/87

### **11. Amendment To Department Name**

The Dean of Arts and Social Sciences informed the Board that following the introduction of the joint honours Drama and Dance degree programme, and the proposed introduction of the single honours Dance programme, the department wished to amend its name to reflect the importance of the Dance offering. 16/88

The Board agreed to recommend the proposed name change to Council for their final confirmation. 16/89

### **12. Student Academic Appeals And Complaints**

The Board were informed that there had been an increase in the number of appeals, as well as an increase in the number which were being upheld. There was, however, no evidence of any systematic fault or failure. Follow up action has been taken in relation to all cases where an appeal has been upheld. 16/90

The number of complaints which had been received remains on a par with previous years. Only one complaint was upheld this year. Complaints continue to be received predominantly from postgraduate students and primarily in relation to their supervision. This matter will be discussed at an away day for Directors of Graduate Studies which will be taking place in late June. 16/91

### **13. Feedback From Student Support Discussion**

The Secretary presented an oral update on the feedback which had been gathered from the discussion at the previous meeting of Academic Board. 16/92

It was noted that Personal Advisers needed more support and the College was implementing a Customer Management System (CMS) which will track a student's interactions with College's services and help the Personal Adviser have a better understanding of their students' journey at College. This will complement the Student Dashboard which is currently under development. 16/93

In response to the concerns raised about the mental health support available to students, the College has drafted a letter which will be send to the local NHS trust and is due to be finalised 16/94

shortly. The Board asked if Council could be made aware of this letter, as it was felt their backing would be beneficial. It was agreed that this would be done.

#### **14. Regulations**

It had been identified that two references to the current Statutes had not been removed from the o the Regulations which had been approved by the Board at its meeting in March. The Board noted the references would no longer be correct from the next academic session and approved the necessary amendments to the Regulations. 16/95

#### **15. Teaching Expectations**

The Vice Principal (Education) informed the Board that following the creation of Research Expectations, the matter of Teaching Expectations had been raised in order to reflect the importance of high quality teaching within the College. 16/96

This document had been considered and developed by members of the Learning, Teaching and Quality Committee and it was anticipated that it would act as a reminder for members of staff and was designed to support them throughout their careers. 16/97

The Board discussed the reference which was made to teaching-focused promotions and how this would feed into the next promotions round. It was confirmed that this was currently being worked on and would be ready for the next round. 16/98

The Board noted that the document referred to 'modules' rather than courses and questioned the change in terminology. The Vice Principal (Education) advised that this would be the terminology going forward, and that degree programmes would continue to be referred to as 'programmes'. 16/99

*Secretary's note: This was presented to the Board in AB/16/03 Appendix F and approved.* 16/100

#### **16. Honorary Degrees**

The College Secretary expressed regret that only two nominations had been made for award in 2017, and it had been hoped that the College would have been able to award all five of the possible Honorary Degrees available. 16/101

The two nominations which had been received were presented to the Board and it was agreed that these should be recommended to Council for final approval. 16/102

#### **17. Honorary Titles And Academic Promotions**

The Board received the list of Honorary Titles and academic promotions which had been conferred throughout 2015-16, and were in place for 2016-17. 16/103

The Board noted that in this document, the promotions to Senior Lecturer were listed above Senior Lecturer (Teaching Focused) which could present the perception that the Teaching Focused promotion was lesser in some way. This was noted and would be amended for future years. 16/104

#### **18. Annual Report To Council**

The Secretary noted that the annual report of the business of Academic Board will be circulated for approval following this meeting, prior to submission to the meeting of Council in October. 16/105

<b>19. Proposed Changes To Constitutions And Terms Of Reference</b>	
The Board noted that there had been no requests to make changes.	16/106
<b>20. Publication</b>	
The Board agreed that no items required broad dissemination around the College.	16/107
Paper AB/16/27 Honorary Degrees is classed as FOI exempt as this information is due for future publication.	16/108
<b>21. Faculty Boards</b>	
The Board received a combined report from the meetings of the Faculty Boards held in May 2016.	16/109
<b>22. Annual reviews</b>	
The Board received the Faculty scrutiny reports of the Annual Review of Undergraduate, Postgraduate Taught and Postgraduate Research programmes for 2014-15	16/110
<b>23. Periodic Departmental Reviews</b>	
The Board received the updated Action Plan following the School of Biological Sciences Periodic Departmental Review held in March 2015.	16/111
<b>24. Academic Board Executive Committee</b>	
The Board received the unconfirmed notes of the meeting of the Academic Board Executive Committee held on 9 May 2016.	16/112
The minutes were unstarred for discussion of the proposed introduction of applying a weighting to the first year of undergraduate study. It was noted that the item had been intended for discussion at this meeting of Academic Board, but that the item had been redirected to a meeting of the College Executive Group and was now not scheduled for discussion.	16/113
There was concern expressed that the delay in considering the matter at Academic Board would result in the implementation of the proposal being put back by a year. The Board discussed the various differing points of view on the proposal, and the reasons for these opinions. It was agreed that the matter could be discussed at the next meeting in December if there was felt to be a strong case to do so.	16/114
<b>25. Academic Planning Committee</b>	
The Board received the minutes of the meetings of the Academic Planning Committee held on 7 March and 7 April 2016.	16/115
<b>26. Collaborative Provisions Committee</b>	
The Board received the minutes of the meeting of the Collaborative Provision Committee held on 26 January 2016.	16/116
<b>27. Departmental Grants Group</b>	

The Board received the minutes of the meetings of the Departmental Grants Group held on 23 February 2016. 16/117

**28. Research Committee**

The Board received the minutes of the meetings of the Research Committee held on 14 January and the 7 March 2016. 16/118

**29. Learning, Teaching And Quality Committee**

The Board received the minutes of the meetings of the Learning, Teaching and Quality Committee held on 26 November 2015, 20 January 2016 and 15 March 2016. 16/119

**30. Date of the Next Meeting**

The Board noted that the next meeting would be held on Wednesday 7 December 2016, 3pm in a location to be confirmed. 16/120