

# Academic Committee Minutes

30 November 2022, 14.00 – 16.00

## MS Teams

<b>Ex-Officio Members</b>	
Prof Geoff Smith	Vice-Chancellor & CEO (Chair)
Prof Niamh Downing	Provost & Deputy Vice-Chancellor
Prof Castulus Kolo	President, Macromedia University & Non-exec Director
Maria Charalambous	Director of Learning & Teaching
Samantha Grady	Director of Student Experience
Prof Lawrence Phillips	Associate Provost
Prof Gill Stark	Associate Provost
Geraldine Akinboyewa	Head of Registry (Interim)
Carl Teigh	Chief Finance Officer
Dan Lanigan	Chief Commercial Officer
Valérie de Saegher	Director of Human Resources
Annie McNamara	Director of Academic Services (Interim)
Pam Taylor	Head of Student Support
Stine Ostergaard Kaus	Student Union President
Maxinne Huybreckx	Student Union Vice-President
<b>Elected</b>	
Amparo Lallana	Ac Representative - Director level
Prof Zubin Sethna	Ac Representative - Director level
Oliver Sterland	Ac Representative - Ass Prof/Sen Lecturer level
Elise Goodman	Professional Service Representative
<b>In Attendance</b>	
Claire Legg	Strategic Projects Coordinator (minutes)
<b>Opening Items</b>	
<b>1.</b>	<b>Welcome, apologies and declarations of interest</b>
	<p>The Chair welcomed everyone to the meeting and acknowledged the efforts of all staff involved in the validation of courses on the new curriculum model. The Chair noted the increasing number of commendations but also the opportunity to strengthen the model further still through the conditions and recommendations of the many external panel members.</p> <p>Apologies were received from: Prof. Niamh Downing, Geraldine Akinboyewa, Dan Lanigan, Maxinne Huybreckx and Oliver Sterland.</p> <p>The President of Macromedia University &amp; Non-exec Director noted he wouldn't take part in any discussion concerning Macromedia. There were no other declarations of interest.</p>
	<b>Chair</b>
<b>2.</b>	<b>Minutes and actions of the previous meeting (papers)</b>
	<p>The minutes were accepted as a true and accurate record of the meeting held on 6 July 2022.</p>
	<b>Chair</b>

	It was confirmed that the action from the previous meeting to <i>work with Timetabling to review calendar/exam dates, and give final consideration to the length of the Easter break</i> was complete.	
<b>Part A: Items for Discussion and / or Approval</b>		
<b>3.</b>	<p><b>Chair's Report and Chair's Actions (papers)</b></p> <p><b>3.1. Committee Terms of Reference &amp; membership</b></p> <ul style="list-style-type: none"> <li>The Chair noted that as it is nearly the end of the 3<sup>rd</sup> year there will need to be elections, as well as the need to replace Ana-Maria Pascal. This will be done when the new Head of Governance arrives.</li> </ul> <p><b>3.2. Academic Regulations variation – Macromedia (Chairs Action)</b></p> <ul style="list-style-type: none"> <li>The Chair noted that the action has been taken and variations to the Academic Regulations have been approved.</li> </ul> <p><b>3.3. Academic Calendar 23/24 (Chair's Action)</b></p> <ul style="list-style-type: none"> <li>The Chair noted that the final version of the calendar was approved, following updates based on comments from the group.</li> </ul>	<b>Chair</b>
<b>4.</b>	<p><b>Student Voice Update (verbal)</b></p> <p>The Director of Student Experience updated the Committee that course panels have been reintroduced this term. Of the 97 rep vacancies, 92 were elected on time and 74 were trained on time. The remaining are being followed-up. Part of the training is to ensure reps are truly representative of their peers.</p> <p>Reps were asked to submit feedback in advance which was shared with course teams. The first course panel took place last week with good feedback from the reps. The team will reflect on possible improvements to the process for next year and address any feedback from course panels.</p>	<b>Dir of Student Experience and SU Reps</b>
<b>5.</b>	<p><b>Process for Closing a Programme or Course-Teach Out (Paper and Tracker)</b></p> <p>The Director of Academic Services noted that the paper covers the principles for managing the closing of a programme and course teach-out. There is also a request to approve the extension of validation periods of courses that will now be in cessation. Rather than go to Quality Committee, it was decided this should be expedited to Academic Committee so that the team can start to planning teach-out arrangements asap.</p> <p>The Committee approved the paper.</p>	<b>Head of Registry</b>
<b>6.</b>	<p><b>Request for Approval of Extension to Validation</b></p> <p>The Director of Learning &amp; Teaching reported to the Committee that Regent's was due to validate the PGCHE in January and submit for reaccreditation (to Advance HE) in March. However, Advance HE is revising its framework and so they have granted an extension so that Regent's can design the PGCHE offer based on the new framework, once approved next year.</p>	<b>Head of Registry</b>

	<p>The Director of Academic Services requested authority from the committee to extend the validation of courses that are being taught out. There will be a clear action plan, involving students, to ensure academic standards are maintained and student feedback managed whilst programmes are being taught out.</p> <p>The Student Union President noted concerns raised by students on the quality of teaching for courses in teach-out and whether there would be fewer academic staff on the courses. The Director of Academic Services noted these concerns and provided reassurance that the structured approach will ensure that the integrity of the academic offer is protected through to the end of teach-out. The Associate Provost (Lawrence) noted that programmes are being rolled in and out year by year, and that the same tutors will be delivering them. The Director of Learning &amp; Teaching and Ac Representative - Director level (Zubin) also provided reassurances that the commitment to courses on the old model won't be compromised.</p> <p>The Committee approved the request for extension.</p>	
<p><b>7.</b></p>	<p><b>Academic Ethics Review Policy (paper)</b></p> <p>The Associate Provost (LP) noted that the policy is due for periodic review, as well as there being a new research ethics review process for taught programmes and academic research which has been introduced via a new portal. Changes to the policy are largely a refresh – the main updates are to section 6 which covers the new portal. Primary ethical review will be done at programme level, but the university-level review panel will look at more complex cases. It has been reviewed by the Research Ethics Committee.</p> <p>The President of Macromedia University &amp; Non-exec Director queried the lack of information on the composition of the Research Ethics Review Panel as well as information on how the decision process is taken/possible replies. The Associate Provost noted that the Review Panel is another committee, so has a constitution in the committee structure. Section 6 deals with the process. Any contentious projects will be deemed higher risk and go to the committee for full review.</p> <p>The Committee approved the policy.</p>	<p><b>Associate Provost (LP)</b></p>
<p><b>8.</b></p>	<p><b>Draft Academic Committee Assurance &amp; Annual Report 2021/22 (paper)</b></p> <p>The Chief Finance Officer noted that the paper is included as a draft and that normally the Annual Monitoring Reports would form part of this. The report needs approval from this committee before going to the Board on 19 January 2023. Provost and Deputy Vice-Chancellor to confirm whether an additional CPC meeting is required early next year.</p> <p>The Director of Academic Services noted that due to the importance of the AMR section it should go through LTSEC in the normal process and therefore not be included in the January Board papers. The Chair noted that the reason for the delay is understandable capacity constraints due to working on the</p>	<p><b>Chair</b></p>

	<p>new Curriculum Model. The Chief Finance Officer noted the next Board meeting after January would be March.</p> <p>The Chair noted that the report has followed the same format for a few years and that the teams might want to consider evolving the approach/structure of the paper toward a more <i>outcomes</i>-driven focus. The Director of Academic Services noted they would be happy to discuss how this could be done with the new Head of Governance.</p> <p>The committee were happy with the work in progress and the proposed approach to including the AMR element.</p>	
<b>Part B: Items for Noting</b>		
<p><b>9.</b></p>	<p><b>Update on Student Recruitment (paper)</b></p> <p>On behalf of the COO, the Chief Finance Officer noted that comms went out last week confirming the exceptional Autumn outcome, with Spring figures also looking strong. Risks to note are around visa compliance for students from higher-risk countries, as well as risk of any potential changes in government policy on international students (the team continues to monitor this).</p> <p>The Committee noted this update.</p>	<p><b>Chief Commercial Officer</b></p>
<p><b>10.</b></p>	<p><b>NSS Survey 2022 (paper)</b></p> <p>The Director of Student Experience noted Regent's overall satisfaction rate of 82.5%, 3<sup>rd</sup> in London and 9<sup>th</sup> in England for overall satisfaction. Question 27 won't be included next year but other questions are likely to emerge for benchmarking. Regent's is looking to include some optional questions next year: e.g., how likely to recommend to a friend, though this won't be benchmarked.</p> <p>Response rates have declined in recent years - mixed picture for different courses. Exploring options e.g., giving time to complete in class, enhanced messaging, reintroduction of the prize draw.</p> <p>Tools are being deployed in the 3 areas for improvement and action plans for the 3 lowest performing courses will go to the next LTSEC. Next steps include ensuring consistent use of Blackboard (both new curriculum and teach out), maintaining best practice on student voice, and continued review and work on timetabling management and elective selection.</p> <p>The Committee noted the paper.</p>	<p><b>Provost &amp; Director of Student Experience</b></p>
<p><b>11.</b></p>	<p><b>Preparation for the TEF (paper)</b></p> <p>The Director of Student Experience noted that the TEF submission is due in January 2023. Guidance came out in October, so timeframes are tight. There have been significant changes to approach and outcomes.</p>	<p><b>Provost &amp; Director of Student Experience</b></p>

	<p>The 3 areas are: overall outcomes, student experience, and student outcomes. An optional student submission has been introduced this year and Regent's student body <i>is</i> taking part.</p> <p>A working group led by the Provost and Deputy Vice-Chancellor is meeting weekly and drawing on knowledge from across the university to draft the submission. It will be shared with the working group, external stakeholders, and this Committee. The deadline for submission is January, so it will require approval by an extraordinary meeting.</p> <p>The Committee noted the paper.</p>	
<p><b>12.</b></p>	<p><b>Progress to improve student continuation rates (paper)</b></p> <p>The Chair highlighted the need to focus on improving student continuation. The new Curriculum Model should naturally help with this, but it will also be important to embrace the whole raft of activities/inputs in the paper.</p> <p>The Director of Student Experience gave an overview of the paper, noting the difference between external and internal definitions.</p> <p>The report lists a range of initiatives designed to help improve this measure.</p> <p>The Committee noted the paper.</p>	<p><b>Provost &amp; Deputy Vice-Chancellor</b></p>
<p><b>13.</b></p>	<p><b>Draft Sub Committee Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>• Quality Committee, Research Committee, Learning Teaching &amp; Student Experience Committee, Admissions Panel</li> <li>• CPC minutes deferred due to postponed meeting.</li> </ul> <p>The Committee noted the minutes.</p>	<p><b>Sub Committee Chairs</b></p>
<p><b>14.</b></p>	<p><b>Conferment list (paper)</b></p> <p>The Committee noted the paper.</p>	<p><b>Chair</b></p>
<p><b>15.</b></p>	<p><b>Risk Management Update (Strategic Risk Register)</b></p> <p>The Chief Finance Officer noted two risks the committee needs to be aware of on retention and visas. Retention is linked to the continuation paper discussed in item 12. On visas, the working group has now closed. There will be a report to the Audit and Risk Committee in January.</p> <p>The Committee noted the risk register.</p>	<p><b>Chair</b></p>
<p><b>Closing Items</b></p>		
<p><b>16.</b></p>	<p><b>Confidentiality</b></p>	<p><b>Chair</b></p>
<p><b>17.</b></p>	<p><b>Communication from the committee</b></p> <p>No communications from the committee were noted.</p>	<p><b>Chair</b></p>

18.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Update on Head of Governance recruitment</li> </ul> <p>The Chief Finance Officer updated the Committee that the new Head of Governance will start on 20<sup>th</sup> February. Most of the next round of committee meetings will be before they start, so the Chief Finance Officer and Project Manager will cover committee arrangements in the interim. The Director of Academic Services has covered Prevent and submitted the return in the interim. The Chief Transformation Officer may be better placed to cover GDPR/DPO in the interim. Chief Finance Officer to continue coordinating governance committees until new Head of arrives</p>	Chair
19.	<p><b>Next meetings:</b></p> <ul style="list-style-type: none"> <li>- 23 March 2023</li> <li>- 5 July 2023</li> </ul> <p><i>Please notify the Chair / Secretary of any items in advance of the meeting and send any papers at least a week before the meeting date to be included in the circulation.</i></p>	Chair