

**ROYAL HOLLOWAY**  
University of London

**ACADEMIC BOARD**

The next meeting of the Academic Board will be held on **Wednesday, 5 March 2014 at 3pm in the Moore Annex Room 34 (MX034)**.

Tea and coffee will be served in the foyer outside the room from 2.30pm onwards.

Members are reminded that the items of business in Part C and Part D are starred. This means that those items will be taken as read, and approved or noted as appropriate, without discussion, unless any are unstarred by members contacting the Secretary by **5pm on Friday, 28 February 2014**.

Those papers not attached will be circulated shortly. Late papers circulated after the deadline for unstarring will be unstarred.

**AGENDA**

**FORMAL BUSINESS**

**1. MEMBERSHIP**

- 1.1 To receive a list of members of the Board. AB/14/01
- 1.2 To note that this will be the first meeting (in their current capacity) for the following Representative, Elected and Student members:  
Professor Stephen Downes as Head of Department of Music;  
Dr Katherine Brickell as Representative Member for Department of Geography;  
Dr Rosie Meek as Head of Department of Criminology and Sociology (observer).

**2. MINUTES**

To confirm the Minutes of the last meeting held on **Wednesday, 20 November 2013** Attached  
(M 13/099 - M 13/153).

**3. MATTERS ARISING**

To consider any matters arising, not elsewhere on the agenda.

Exemptions from anonymous marking in the Science Faculty

Arising from Min 13/143, to receive an oral report from the Chair of the Learning, Teaching and Quality Committee which reviewed the apparently comparatively high number of exemptions from anonymous marking in the Science Faculty in relation to the other two faculties.

Additional week in the Summer Term

Arising from Min 13/131, to receive an oral update from the Vice-Principal (Education) on the Academic Board decision to add an additional week in the Summer Term for revision classes before the formal examinations.

**4. ACTIONS TAKEN BY THE CHAIR**

To note the Principal, on behalf of the Academic Board, approved the proposed progression requirements for students on the International Foundation Programme for 2014-15. AB/14/02

## **5. UNSTARRING OF ITEMS**

To note the unstarring of any Part C or D items.

## **6. FORMAL REPORTS**

### **6.1 Principal's Report**

To receive a written report from the Principal.

AB/14/03

### **6.2 Reports from the Deputy Principal and the Vice-Principals**

To receive oral and written reports from the Deputy Principal and the Vice-Principals summarising key business undertaken in their areas, which will be reported to Council for information.

AB/14/04a,b

### **6.3 Report from the Council**

To receive an oral report from the Academic Board representative on Council on the Council meeting held on 2 October 2013.

To receive the minutes of the Council meetings held on 20 March and 2 October 2013.

AB/14/05a,b

## **PART A: STRATEGY DISCUSSION**

### **7. STUDENT EXPERIENCE**

7.1 To receive a progress report from the Director of Student Experience.

AB/14/06

7.2 To discuss the key priorities for enhancing the non-academic aspects of the student experience.

## **PART B: MAJOR ITEMS OF BUSINESS**

### **8. ESTATES MASTER PLAN**

To receive an oral report from the Deputy Principal on the development of the estate.

### **9. LIBRARY AND STUDENT SERVICE CENTRE DEVELOPMENT**

To receive a progress report on the new Library and Student Service Centre development.

AB/14/07

### **10. DOCTORAL SCHOOL**

To consider a report on the development of a Doctoral School.

AB/14/08

### **11. STUDENT RECRUITMENT**

11.1 To consider a report on the student intake targets for 2014-15.

AB/14/09

11.2 To consider a report on UG and PG applications received to date for admission in 2014.

AB/14/10

### **12. COLLEGE BOARD OF EXAMINERS EXECUTIVE COMMITTEE**

To receive a report on the key areas of business

AB/14/11

### **13. PERIODIC DEPARTMENTAL REVIEW**

To consider the Periodic Departmental Review report, together with the Action Plan following the Educational Development Periodic Departmental Review held in December 2012. AB/14/12

### **14. DATES OF TERM**

To approve dates of terms for 2015-16 and consider provisional dates for 2016-17 and 2017-18. AB/14/13

## **PART C: ITEMS FOR FORMAL APPROVAL**

### **\* 15. PROPOSED CHANGES TO CONSTITUTIONS AND TERMS OF REFERENCE**

15.1 To approve the minor amendments to the Terms of Reference of the Academic Board Executive Committee. AB/14/14

15.2 To approve the proposed changes to the membership and terms of reference for College Board of Examiners Executive Committee. AB/14/15

15.3 To approve the proposed changes to the membership and terms of reference for Learning, Teaching and Quality Committee. AB/14/16

### **\* 16. PUBLICATION**

16.1 To agree which, if any, items require broad dissemination around the College.

16.2 To confirm the designation of papers as exempt from the Freedom of Information Act requirements.

## **PART D: ITEMS FOR REPORT**

### **\* 18. ACADEMIC BOARD EXECUTIVE COMMITTEE**

To receive the unconfirmed notes of the meeting of the Academic Board Executive Committee held on 17 February 2014. AB/14/17

### **\* 19. ACADEMIC PLANNING COMMITTEE**

To receive the minutes of the meetings of the Academic Planning Committee held on 25 November and 12 December 2013. AB/14/18a,b

### **\* 20. COLLABORATIVE PROVISION COMMITTEE**

To receive the minutes of the meetings of the Collaborative Provision Committee held on 3 October 2013. AB/14/19

### **\* 22. RESEARCH COMMITTEE**

To receive the minutes of the meetings of the Research Committee held on 25 September and 11 December 2013. AB/14/20a,b

### **\* 23. LEARNING, TEACHING AND QUALITY COMMITTEE**

To receive the minutes of the meetings of the Learning, Teaching and Quality Committee held on 6 November 2013. AB/14/21

### **\* 24. CONFERRMENT OF HONORARY TITLES**

To note a paper on the conferment of honorary titles. AB/14/22

- \* **25. DATE OF NEXT MEETING:** Wednesday, 4 June 2014 at 3pm in MX034, with tea and coffee served in the foyer outside the room from 2.30pm onwards.

*Anna Sendall  
Academic Registrar  
February 2014*