

ACADEMIC BOARD

AGENDA

For the meeting on Wednesday 3 June 2015 at 3pm in the Management Seminar Room (MX 001)



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

Members are reminded that the items of business in Parts 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, 29 May 2015**.

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

There will be a presentation at 3pm by Simon Higman on the draft Statutes which members of Academic Board are encouraged to attend. The formal meeting will begin at 3.30pm.

FORMAL BUSINESS

1. **WELCOME AND APOLOGIES**

2. **MINUTES**

To confirm the Minutes of the last meeting held on **Wednesday 25 March 2015** (M 15/01 - M 15/61).

Attached

3. **MATTERS ARISING**

To note that Mr Massiah, Director of Information Technology, will retain his status as an *ex officio* member of Academic Board until the introduction of the new Statutes.

4. **ACTIONS TAKEN BY THE CHAIR**

To note the Principal has not taken any actions on behalf of the Academic Board since the meeting on 25 March 2015.

5. **UNSTARRING OF ITEMS**

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

6. **FORMAL REPORTS**

Principal's Report

To receive a written report from the Principal.

AB/15/24

Reports from the Deputy Principal and the Vice-Principals

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

Report from the Students' Union President

To receive an oral report from the Students' Union President.

Report from the Council

To receive an oral report from the Academic Board representative on Council on the Council meeting held on 13 May 2015.

To receive the minutes of the Council meeting held on 4 March 2015.

AB/15/25

PART A: STRATEGY DISCUSSION

7. PGR STUDENTS AND THE DOCTORAL SCHOOL

A presentation to introduce the Doctoral School by the Dean and Associate Dean of the Doctoral School

PART B: MAJOR ITEMS OF BUSINESS

8. MEETING OUR COMPLIANCE OBLIGATIONS

To receive an update on recent developments in the sector

AB/15/26

9. DRAFT STATUTES AND STANDING ORDERS

To consider the final draft of the revised Statutes and Standing Orders.

AB/15/27

To note the current academic units of the College

AB/15/28

10. ELECTRONIC EXAM PAPER MANAGEMENT

To receive a presentation on an electronic management system for exam papers

AB/15/29

11. TEACHING AND LEARNING STRATEGY

To receive a report on the College's Teaching and Learning Strategy for 2015-2020

AB/15/30

12. STUDENT RECRUITMENT

To receive an oral update on UG, PGT and PGR applications received to date for admission in 2015.

13. POSTGRADUATE ENTRY REQUIREMENTS

To receive a report on postgraduate English language entry requirements for 2016/17.

AB/15/31

14. REGULATIONS WORKING GROUP

To approve changes to the following Regulations, to come into force from 2015/16:

AB/15/32

Undergraduate Regulations;

Postgraduate Taught Regulations;

Regulations on the conduct of assessment;

Regulations on assessment offences;

Regulations on access arrangements for assessment;

Research Degrees Regulations;

The Ratification and Revocation of awards.

15. STUDENT ACADEMIC APPEALS AND COMPLAINTS

To receive a report on the student academic appeals and complaints in relation to the 2013-14 academic session from the Head of Academic Quality and Policy. AB/15/33

16. HONORARY DEGREES

To consider recommendations for the conferral of Honorary Degrees in 2016, prior to consideration by the Council at its meeting on 1 July 2015. AB/15/34

17. HONORARY TITLES AND ACADEMIC PROMOTIONS

To receive a paper on the award of honorary titles and to note the list of academic promotions conferred throughout 2013-14, and for 2014-15. AB/15/35

18. ACADEMIC BOARD STANDING ORDERS AND PROCEDURES

To consider proposed amendments to the current Standing Orders of Academic Board and procedures to support their operation. AB/15/36

19. ANNUAL REPORT TO COUNCIL

To note that the annual report of the business of Academic Board will be circulated for approval following this meeting. The report will be submitted to the October meeting of Council.

PART C: ITEMS FOR FORMAL APPROVAL

* **20. PERIODIC DEPARTMENTAL REVIEWS**

To receive the PDR Report and Action Plan following the Centre for Criminology and Sociology Periodic Departmental Review held in November 2014. AB/15/37

To receive the PDR Report and Action Plan following the Department of Computer Science Periodic Departmental Review held in December 2014. AB/15/38

To receive the updated Action Plan arising from the Periodic Departmental Review of the Department of Earth Sciences held in March 2014. AB/15/39

* **21. PROPOSED CHANGES TO CONSTITUTIONS AND TERMS OF REFERENCE**

To approve the proposed minor changes to the membership of Research Degrees Programmes Committee. AB/15/40

* **22. PUBLICATION**

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

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

PART D: ITEMS FOR REPORT

* **23. ANNUAL REVIEWS**

To receive the Faculty scrutiny reports of the Annual Review of Undergraduate programmes for 2013-14. AB/15/41

- To receive the Faculty scrutiny reports of the Annual Review of Postgraduate Taught programmes for 2013-14. AB/15/42
- To receive the Faculty scrutiny reports of the Annual Review of Postgraduate Research programmes for 2013-14. AB/15/43
- * **24. FACULTY BOARDS**
- To receive a combined report from the meetings of the Faculty Boards held in May 2015. AB/15/44
- * **25. ACADEMIC BOARD EXECUTIVE COMMITTEE**
- To receive the unconfirmed notes of the meeting of the Academic Board Executive Committee held on 13 May 2015. AB/15/45
- * **26. ACADEMIC PLANNING COMMITTEE**
- To receive the minutes of the meetings of the Academic Planning Committee held on 9 March 2015 AB/15/46
- * **27. RESEARCH COMMITTEE**
- To receive the minutes of the meetings of the Research Committee held on 17 March and 30 April 2015 AB/15/47
- * **28. LEARNING, TEACHING AND QUALITY COMMITTEE**
- To receive the minutes of the meetings of the Learning, Teaching and Quality Committee held on 11 March 2015. AB/15/48
- * **DATES OF THE NEXT MEETINGS:**
 Wednesday 9 December 2015, 3pm
 Wednesday 9 March 2016, 3pm
 Wednesday 1 June 2016, 3pm