



Minutes of the 04 November 2020 meeting (held via Microsoft Teams)

Present: Professor Peter Slee (Chair), Professor Akintola Akintoye, Professor Cathy Barnes, Frances Bostyn, Dr Oliver Bray, Deveral Capps, Professor Phil Cardew, Professor Andrew Cooper, Professor John Craig, Kate Cunningham, Martin Green, Sherry Iqbal, Jeanne Keay, Stratis Koutsoukos, Tracey Lancaster, Professor George Lodorfos, Pete Mackreth, Jo Norry, Professor Damien Page, Barbara Pereira, Professor Chris Prince, Nicola Queenan, Professor Ruth Robbins, Sarah Roe, Professor Andrew Slade, Dr Duncan Sharp, Professor Lisa Stansbie, Professor Rhodri Thomas, Christopher Till, Professor Emma Wood,

In attendance: Rachael Andrews (Secretary), Cielo Cartwright, Kate Harvey, Lee Jones, Caroline Thomas*, Susan Smith, Mark Stow,

Apologies: Professor Ruth Pickford, Rasha Ibrahim,

*As indicated in the proceedings

Preliminary Items

Terms of Reference and Membership

- 001.2021 The Academic Board received its Terms of Reference and membership for the academic year 2020/21. Key updates included:
- (a) Sue Sherwin, Dean of the School of Health & Community Studies had left the University and Dr Duncan Sharp will now occupy two positions
 - (b) Priscilla Preston, Director of Student Services had left the University and Jo Norry will now occupy two positions.
 - (c) Barbara Colledge had left the University and the position will remain vacant until further notice
 - (d) Amy Simcock, representative of the Professional Service Staff had left the University and an election had taken place to seek a new representative. Kate Cunningham was elected as the new representative following a ballot.
 - (e) The nominated Students' Union representative's terms of office would be adjusted to end on 31 August to align them with the academic year.
- 002.2021 The Academic Board would be asked to ratify the outcome of the elections and the realignment of the Students' Union representative's terms of office under its Matters Arising.

Declaration of interest

001.2021 No declarations of interest were made

Minutes

002.2021 The Committee **agreed** that the minutes of its meeting on 01 July 2020 were an accurate record.

Matters arising

003.2021 Since the last meeting, the following had taken place:

- (a) Amy Simcock had stepped down from the Academic Board and an election had taken place to seek a new Professional Service Staff representative. Following a ballot, Kate Cunningham was appointed.
- (b) In consultation with the Students' Union, the terms of office for the position of Students' Union representatives on the Academic Board would be re-aligned to coincide with the academic year, rather than the sabbatical officer term of office to allow students in the position to attend during their academic year.
- (c) The Chair of the Honorary Awards Committee nominated Dr Oliver Bray and Dee Reid as Academic Board representative and Director of Service representative respectively to the Honorary Awards Committee and a Chair's Action had been produced

004.2021 The Academic Board:

- (a) **Ratified** the appointment of Kate Cunningham as Professional Service Staff representative following an election
- (b) **Ratified** Dr Oliver Bray and Dee Reid to the Honorary Awards membership following a Chair's Action.
- (c) **Approve** the alignment for the terms of office for the Students' Union representatives on the Academic Board to end on 31 August 2021, in line with the academic year.

Reports from Officers

Minute 005.2021 c-e are exempt from publication under section 43 (2) (Commercial Interests) of the Freedom of Information Act 2000.

Vice Chancellor's Update

- 005.2021 (a) The Vice Chancellor provided a summary of sector updates and higher education developments since the last meeting on 01 July 2020
- (b) The University continued to work remote remotely and adjustments had been made across the entire campus which enabled course to be delivered by blended learning and were reported to be working well. Risk assessment had been undertaken regularly, and a 'Covid-Secure' campus had been achieved. The Department of

Education had referred to the University's efforts as 'exemplar' and Universities UK (UUK) had circulated the Outbreak Response Plan as an example of good practice. Infection rates continued to remain present within the student community, but rates were now significantly decreasing since the start of term and since the opening of campus, there had been no reports of transmission of infection on campus.

Development of the next Strategic Planning Framework

Minute 006.2021 b-c and 007.2021 are exempt from publication under section 43 (2) (Commercial Interests) of the Freedom of Information Act 2000.

- 006.2021 (a) The Vice Chancellor provided an update on the development of the next strategic plan which was currently under consideration. The Vice Chancellor was currently meeting with key colleagues from across the University and the governing body to discuss what they thought were the University's priorities should be for the next five-year plan.
- 007.2021 The Academic Board **agreed** that an update on the development of the next strategic plan would be given at the next meeting.

Report from the Students' Union

- 008.2021 (a) The Academic Board received a report from the Students' Union (SU) providing an update on the work and activities undertaken since the last meeting on 01 July 2020
- (b) The new sabbatical officers had been in office since 01 July and all officers were working towards their objectives. These objectives related to achieving a sense of belong for Black, Asian and Minoritized Ethnicity (BAME) students, fostering good relationships with the Leeds community, increased participations in organised sports, reforming student housing and anti-racism campaign and supporting students from marginalised communities.
- (c) The SU has provided training to over 600 course representatives drawn from all Schools at both undergraduate and postgraduate level. There were currently 28 societies in existence and the SU were currently supporting these societies to remain operational whilst being covid-safe.
- (d) It was discussed that although operations were now remote, recruitment and feedback gathering from course representatives had still remained positive so far and IT provisions such as 'My Beckett' and Microsoft Teams had been vital. An 'Have Your Say' feedback portal had been created to provide a streamlined approach so that schools could respond to feedback more promptly.

- (e) It was highlighted that it would be useful to see positive feedback within the SU report presented to the Academic Board which would showcase achievements within the Schools. A review of the forum agenda to help restructure conversations and allow more opportunities to highlight the positives more may be useful.

009.2021 The Academic Board **AGREED** that an end of year report would be useful to see the year in review and help identify where any issues remain.

Access and Participation Plan Update

Minute 010.2021 b-c are exempt from publication under section 43 (2) (Commercial Interests) of the Freedom of Information Act 2000.

010.2021 (a) The Academic Board received an update on the progress made against the Access and Participation Plan (APP), and the work which had been undertaken by the Access and Participation Scrutiny Committee (APSC)

011.2021 It was **noted** that a further update from APSC on progress of targets would be presented at the next Academic Board meeting in February 2021

Minute 012.2021 b-d and 013.2021 are exempt from publication under section 43 (2) (Commercial Interests) of the Freedom of Information Act 2000.

Student Recruitment and Enrolment Update

012.2021 (a) The Academic Board received an update from the Deputy Vice Chancellor (Resources) providing the University's position on student recruitment for coming academic year 2020/21.

Conferral of Emeritus Professors and Visiting Titles

014.2021 The Academic Board **noted** the following titles which have been awarded by the Vice Chancellor in his capacity as Chair of the Academic Promotions Board:

(a) Emeritus Status

- I. Professor Fraser Brown
- II. Professor David Devins
- III. Professor Alan Simson

(b) Visiting Professor

- i. Rev. Professor Michelle Briggs

(c) Visiting Fellows

- i. Jon James
- ii. Neil Barnett
- iii. Ken Clare

(j) The following extensions to titles were made:

- i. Professor Ron Webster
- ii. Professor Nick Harris
- iii. Sharief Hendricks

Update on the conferment of Honorary Awards

- 015.2021 a. The Vice Chancellor provided an update on the conferment of Honorary Awards which is received by the Academic Board at its first meeting of the academic year
- b. Due to the COVID-19 pandemic, the Honorary Awards Committee proposed that it will not consider any additional honorary award recipients for the 2020/21 academic year. As the July 2020 ceremonies did not take place, those approved to receive an honorary degree in 2019/20 had not yet had the opportunity to attend a ceremony. Once graduation ceremonies are safe to continue, those outstanding will be given the opportunity to attend a ceremony and receive their honorary degree
- 016.2021 It was **noted** that the Honorary Awards Committee will next reconvene in October 2021 for the 2021/22 academic cycle.

Quality & Student Matters

Minute 019.2021c is exempt from publication under section 43 (2) (Commercial Interests) of the Freedom of Information Act 2000.

Degree Outcomes Statement

- 017.2021 a. The Academic Board received a report from the Deputy Vice Chancellor (Academic) on the publication of the institutional degree outcome statement which was a requirement of Office for Students (OfS).
- b. The Degree Outcome statement is a wide-ranging review of the institutional degree classification profile assessment profile for the 5 year period 2014/15 – 2018/19. Undertaken by the Degree Standards Review Group, the statement provides assurances that the University is in-line with sector practices although there have been identified areas of improvement.
- 018.2021 The Academic Board **RECOMMENDS** that the Board of Governors receives the Degree Outcomes Statement and in its entirety for approval and subsequent publication.

Academic Year 2021/22

Minute 005.2021 b-e and 021.2021 are exempt from publication under section 43 (2) (Commercial Interests) of the Freedom of Information Act 2000.

- 019.2021 a. The Academic Board received a report from the Deputy Vice Chancellor (Academic) on the proposals for Academic Calendar for 2021/22

Academic Assurance Report

- 021.2021 a. The Academic Board received the latest Academic Assurance report as at October 2020
- b. Key highlights which the Academic Board considered included:
- i. The COVID-19 schema and revision regulations to support Stage 4 Exam Boards had maintained quality and standards during the semester 2 assessment period
 - ii. The Academic Quality & Standards Committee action plan had been updated to reflect additional work relating to areas such as the re-calibration of the Postgraduate pass mark and the degrees standards project
 - iii. Additional work with the SU to support delivery of 2020/21 priorities as proposed by the SU and gap analysis using the Inclusive Course design tool
 - iv. 'My Progress' will be fully implemented across the academic year 2020/21
- 022.2021 The Academic Board agreed that they had received sufficient evidence to provide assurance that there was ongoing compliance achieved across the University's academic standards.
- 023.2021 The Academic Board **RECOMMENDED** that the Board of Governors received the Academic Assurance report in its entirety as the necessary evidence and academic assurance for the Board's annual assurance statements.

National Student Survey (NSS) Outcomes 2019/20

Minute 024.2021 b-c are exempt from publication under section 43 (2) (Commercial Interests) of the Freedom of Information Act 2000.

- 024.2021 a. The Academic Board received a report from the Deputy Vice Chancellor (Academic) summarising the National Student Survey (NSS) 2020 outcomes.

Research Matters

Annual Research & Enterprise Activity Report

Minute 025.2021 b-f are exempt from publication under section 43 (2) (Commercial Interests) of the Freedom of Information Act 2000.

025.2021 a. The Academic Board received a report from the Director of Research & Enterprise providing an annual review of Research & Enterprise Activity across 2019/20

Reports from Committees/Groups

Academic Quality & Standards Committee

026.2021 The Academic Board received a summary of the Academic Quality & Standards Committee which met on 07 October 2020

Research & Enterprise Committee

027.2021 The Academic Board received a summary of the Research & Enterprise Committee which met on 15 October 2020

Other Business

Schedule of meetings and business 2020/21

028.2021 The Academic Board received its schedule of business for the 2020/21 academic year.

Date of next meeting

029.2021 The next meeting of the Academic Board would be held on 10 February 2021 at 14:00 via Microsoft Teams.

Other business

030.2021 No other business was raised.

Confirmed by the Committee/Board as a correct record and signed by the Chair:

Signed: _____ Date: _____