



AGENDA

The meeting will be held at 14:00 via Microsoft Teams

Preliminary Items		Item	Led by
1	Apologies	Verbal	Professor P Slee
2	Declarations of interest	Verbal	Professor P Slee
3	Minutes of the last meeting held on 09 February 2022	ACB-2122-031 CONFIDENTIAL	Professor P Slee
4	Matters arising - <i>nothing to report</i>	Verbal	K Harvey
5	Chair's Action – <i>nothing to report</i>	Verbal	Professor P Slee
Reports from Officers		Item	Led by
6	Vice Chancellor's Update	Verbal	Professor P Slee
7	Report from the Students' Union	ACB-2122-032 CONFIDENTIAL	P Simwaka M Darroch
8	Student Recruitment Update	ACB-2122-033 CONFIDENTIAL <i>To follow</i>	T Lancaster
9	Conferral of Emeritus Professors and Visiting Titles	ACB-2122-034 CONFIDENTIAL	Professor P Slee
Quality & Student Matters		Item	Led by
10	Academic Assurance Report	ACB-2122-035 CONFIDENTIAL	L Jones
11	Development of the Academic Regulations	ACB-2122-036 CONFIDENTIAL	Professor P Cardew
12	Update on Degree Apprenticeships	ACB-2122-037 CONFIDENTIAL	Professor P Cardew

13	OfS Consultation on Quality and Standards (B Conditions)	ACB-2122-038 CONFIDENTIAL	Professor P Cardew
14	Planning for the Teaching Excellence Framework Submission 2022	ACB-2122-039 CONFIDENTIAL	Professor P Cardew
15	Access & Participation Monitoring Update	Presentation	A Fern
16	Graduation Ceremonies – Presiding Officer	ACB-2122-040	C Thomas

Research Matters

		Item	Led by
17	Research & Enterprise Income (HE-BCI)	ACB-2122-041 CONFIDENTIAL	Professor C Barnes

Governance Matters

18	Board of Governors Effectiveness Review	Verbal	C Thomas
19	Academic Board Sub-Committees – APCG	ACB-2122-042 <i>To follow</i>	C Thomas

Reports from Committees / Groups

		Item	Led by
20 *	Academic Quality & Standards Committee	ACB-2122-043 CONFIDENTIAL	Professor P Cardew
21 *	Honorary Awards Committee	No report	
22 *	Research & Enterprise Committee	ACB-2122-044 CONFIDENTIAL <i>To follow</i>	Professor A Slade
23 *	Access and Participation Scrutiny Committee	No report	

Other Business

		Item	Led by
24	Schedule of Business 2021/22	ACB-2122-045 OPEN	Professor P Slee
25	Any Other Business	Verbal	Professor P Slee

Details of next meeting:

The next meeting of the Academic Board will be held at 14:00 on 06 July 2022 via MS Teams.

■ *Shaded items indicate that the Board is being asked to make a decision.*

**Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that she or he wishes the item to be open for debate*

Graduation – Presiding officer

Purpose

To note the delegation of authority from the Vice Chancellor to Deans of School, in addition to Deputy and Pro-Vice Chancellors to preside at graduation ceremonies.

Key Issues

Graduation ceremonies will return in July 2022 following their suspension during the pandemic. The ceremonies in July 2022 will take place over seven days and require more flexibility in the designation of the presiding office, to manage the number of graduands and guests.

1. The University has announced graduation ceremonies for the classes of 2020, 2021, and 2022 from 14-22 July to be held in Leeds first direct Arena. There will be seven full days of ceremonies in July, three each day, at 10:00, 13:00 and 16:00. This could represent a significant increase in time commitment from colleagues across the university and the scale and formal requires some flexibility in their operation for this year and to allow further development in future years.
2. At present the Vice Chancellor is designated as the presiding officer with only Deputy Vice Chancellors currently authorised to deputise. Deans of School will therefore also be authorised and designated as the presiding officer for ceremonies. This will also allow us to retain flexibility in how we organise ceremonies and celebration events in future years and based on student feedback allow us to focus celebrations not only around a University ceremony but a student's academic school and course team.

Author

Alison Barker, Head of Events, Alumni & Partners
13/04/2022

Approval Route

Dee Reid, Director of External Relations, April 2022
University Executive Team, April 2022

Academic Board Sub-Committees – Academic Programmes & Collaborations Group

Purpose of Report

Academic Board is invited to endorse a proposal to amend its governance structure and recognise the Academic Programmes & Collaborations Group as a sub-committee.

Action Requested

The report is **for decision**

Key Issues

1. It is proposed to amend the terms of reference of the Academic Programmes & Collaborations Group (APCG) in order to make it a formal sub-committee of the Academic Board. The Group's remit to the Academic Board will be advisory and it will also form a part of the new Degree Apprenticeships governance structure to align discussions about academic planning and collaborations across all types of provision.

Governance considerations

2. The current terms of reference and membership profile of APCG are attached. It is not proposed to make any substantive changes to these as part of this process.
3. As a sub-committee of Academic Board however, it should be noted that any future changes to its terms of reference or membership profile should be approved by Academic Board in line with the University's Articles of Government (Article 6) and the Standing Orders.
4. Consideration should also be given to the Standing Orders when scheduling meetings, circulating papers and in the conduct of meetings. A summary report of the most recent meeting should be included on the agenda for Academic Board meetings.
5. Article 6 also requires the approval of the Board of Governors to formally establish a new Academic Board sub-committee.

Recommendations and next steps

6. Academic Board members are invited to consider this proposal and recommend that the Board of Governors gives its approval at its meeting on 20 May 2022.

Appendices

Appendix A – APCG Terms of Reference & Membership Profile

Legal / Regulatory Implications

Adherence to the University's Articles of Government and the Standing Order of Academic Board and its sub-committees.

Author

Name: Kate Harvey, Secretariat Manager

Date: April 2022

Approval Route

Name: Caroline Thomas, Registrar & Secretary

Date: April 2022



Terms of Reference

The Academic Planning and Collaborations Group is an operational working group and sub-committee of the Academic Board which advises the Academic Board and has delegated authority to ~~will~~ receive proposals for **new courses** and **partnerships** and carry out the following scrutiny:

For New Courses:

- Course title;
- Market demand / opportunity and internal /external competition;
- Resources (physical and academic staff);
- Impact on other courses.

For New Collaborative Partnerships:

- Nature and standings of partner;
- Region;
- Resources;
- Impact on other courses;
- Impact on other activity in the region.

Proposals will be supported, either by the 'standing' school representatives, or through participation from the course team developing the proposal.

Proposals endorsed by the Group can move forward to formal validation. Where there are issues which need to be resolved prior to validation, proposals will be referred back to the relevant School for action.

The Group will also receive and consider proposals for **suspension of recruitment, course withdrawals** and **articulation agreements**.

Membership Profile

Members: 10

Quorum: 5

Ex-officio Members:

- Deputy Vice Chancellor – Vice Chancellor's Group (Chair) – Tracey Lancaster
- Deputy Vice Chancellor Academic – Phil Cardew
- Director of University Recruitment – Chris Watts
- Acting Director of Student Administration – Stephen Murphy
- Acting Director of Quality – Lee Jones
- Pro Vice Chancellor Business Engagement – Chris Prince

- Head of Apprenticeships – Ian Maude
- Director of Strategic Insight and Business Analysis – Andrew Fern
- Deputy Secretary – Alison Kennell
- Quality Officer (Secretary) – Louise Allen

An ex-officio member may appoint an alternate or proxy to attend meetings on their behalf, with the prior authorisation of the Chair.

Wider Membership Group

The following colleagues will be invited to comment on proposals prior to APCG meetings and may be invited to attend meetings as appropriate:

School representatives – Dean or nominee*

- Leeds School of Arts – Lisa Stansbie
- Cultural Studies and Humanities – Andrew Cooper
- Built Environment, Engineering and Computing – Akintola Akintoye
- Education – Steve Burton
- Sport – Peter Mackreth
- Events, Tourism and Hospitality Management – Rhodri Thomas
- Health – Duncan Sharp
- Social Sciences – John Craig
- Leeds Business School – George Lodorfos
- Leeds Law School – Deveral Capps

Marketing

- Charlotte Renwick

Estates

- Victoria Hague

Libraries and Learning Innovation

- Helen Howard

International Recruitment & Partnerships

- Joe Rossiter

Distance Learning Unit

- Sarah Grund

IT Services

- Ian Maitland

Admissions

- Bex Spurr

Global Engagement

- Jeanne Keay

* Additional School colleagues may be invited to present proposals to the meeting as appropriate.

This Constitution of the Committee is made by resolution of the Academic Board on 27 April 2022.



Schedule of business 2021/22

Executive Summary

The report presents the Academic Board's schedule of business for 2021/22 and will be considered at each meeting across the academic year and updated accordingly.

For this and future meetings members of the Board will be invited to contribute to the agenda, with items for future meetings added to the schedule.

Action Requested

The report is **for information and to note**

Author

Name: Kate Harvey, Secretariat Manager

Date: April 2022

Academic Board Schedule of Meetings and Business 2021-22

03 November 2021	09 February 2022	27 April 2022	06 July 2022
<i>Deadline: 27 October 2021</i>	<i>Deadline: 31 January 2022</i>	<i>Deadline 18 April 2022</i>	<i>Deadline: 27 June 2022</i>
NSS Outcomes 2020/21	Home undergraduate Entry Tariffs -2023	Research & Enterprise Income (HE-BCI)	Admissions Policy
Annual Research & Enterprise Activity Report	Future regulation of quality and standards (title TBC)	Access & Participation Plan Monitoring Update	Register of Collaborations and Partnerships
Update on the conferment of honorary awards	Report from the Director of Research & Enterprise	OfS Consultations – B3 Conditions	Annual Review of the course approved to use the Fitness to Practise Policy and Procedures
Annual Statement on Research Integrity		Development of Academic Regulations	Annual Statement on Research Integrity
Degree Algorithms		TEF Planning	Academic Regulations (amendments)
		Degree Apprenticeships Update	Amendments to the Terms of Reference and Memberships for the Academic Board and its Committees
		Board of Governors Effectiveness Review	Academic Board Elections
		Academic Board Sub-Committees - APCG	Research Excellence Framework (REF) Results
		Graduations	Access & Participation Plan – Variations for 2023/24
			Proposed dates for Academic Board Committee meetings for 2022/23
Standing Items			
<ul style="list-style-type: none"> Membership & terms of reference (first meeting only) 	<ul style="list-style-type: none"> Report from the Chair 	<ul style="list-style-type: none"> Academic Assurance Report 	
<ul style="list-style-type: none"> Declarations of interest 	<ul style="list-style-type: none"> Report from the Students' Union 		
<ul style="list-style-type: none"> Minutes of the last meeting 	<ul style="list-style-type: none"> Student recruitment / applications / enrolment update 		
<ul style="list-style-type: none"> Matters arising Chair's Action (note "Nothing to report" on agenda if no updates) 	<ul style="list-style-type: none"> Reports / Minutes from committees 		
<ul style="list-style-type: none"> Schedule of business 	<ul style="list-style-type: none"> Conferral of Emeritus Professors and Visiting Titles 		

Academic Board Schedule of Meetings and Business 2021-22