



Minutes of the meeting held on 25 March 2015

Present	Professor P Layzell (In the Chair), Professor T Armstrong, Dr J Bennett, Mr A Clarke, Professor J Crampton, Professor R Deem, Professor A Gange, Professor D Gilbert, Professor M Gold, Professor P Hogg, Professor A Kahane, Professor R Kemp, Dr C Kremmydas, , Dr C Matos for Professor J Fiadeiro, Dr J McKee, Professor S Murphy, Professor K Normington, Professor B O'Keefe, Ms E Peagam, Professor J Phillips, Professor J Powell, Professor E Schafer, Professor A Sheppard, Dr G Smith, Professor M Spagat, Professor P Teixeira-Dias, Professor M Thirlwall for Professor P Burgess, Professor D Tourish, Mr J Tuck, Professor J Unerman, Professor K Willis
Secretary	Mrs A Sendall
Co-opted	Mr S Massiah, Ms S Simon
Observers	Miss C Cartwright, Mr S Higman, Mrs J Roberts, Mrs C Newsome, Ms E Wilkinson
Apologies	Professor S Downes, Dr J Hughes, Professor J John, Professor T Evans, Mr S Kendrick, Professor P Leman, Professor R Meek, Dr A Miskimmon, Professor D Rebellato, Mr C Wall, Dr D Watling, Ms S Waud

1. Membership

- The Board received a list of the members of the Board (AB/15/01) and noted apologies. 15/01
- The Chair noted that as per this membership list, the Board was balanced in terms of the Statutes. Owing to an oversight, Council has not yet formally recognised the Centre for Professional Studies as an academic department and therefore Steven Kendrick is given the membership status of 'in attendance'. 15/02
- The Chair noted that some members of the Board had previously expressed concern with the conduct of the call for nominations to fill a number of vacancies. A series of circumstances had arisen for which there were no clear procedures in place, and that best efforts had been used to manage the situation. To address these and other circumstances in the future, the Chair asked that work be undertaken to draw up procedures to provide a clear and unambiguous process for filling vacancies. These procedures will be circulated to all members of the Board for comment prior to the next meeting, where they will be formally considered for approval. No vacancies for elected members will be filled, should they arise, until these procedures have been approved by Academic Board. 15/03
- A question was raised about the membership status of the Director of Information Technology, as this member was currently co-opted as well as being ex-officio. It was agreed that the Secretary would clarify the matter. 15/04

2. Minutes	
	The minutes of the meeting of 10 December 2014 were confirmed as an accurate record of the meeting. 15/05
3. Matters Arising	
3.1	The Board did not have any matters to discuss which were not already covered by the agenda. 15/06
3.2	The Board noted that, following discussion at the Research Degrees Programme Committee on 29 January 2015, it had been agreed to permit an additional possible outcome of a 9 month referral for examiners to select should a student submit an incomplete thesis. The new regulations would come in to effect from the next academic session (2015-16). The formal regulation would be: <i>'Where the examiners have required the student to submit a finished thesis as the original one was not examined by reason of being incomplete, the completed thesis shall be submitted to the examiners within three months of the original decision. In such a case the candidate must undergo an oral examination. If the amended thesis is satisfactory, the examiners will report to the College Board of Examiners that the candidate has satisfied them unconditionally in the examination for the PhD degree. If the amended thesis is not satisfactory, the examiners will either (i) require the student to make minor amendments to the thesis specified by them within three months or (ii) require the student to make moderate amendments to the thesis specified by them within a period of up to nine months or (iii) determine that the student has not satisfied them in the examination under the provisions of paragraph 9.'</i> 15/07
3.3	The Board noted that procedures will be drawn up to support the operation of Academic Board. These will cover, in the first instance, elections (including announcements of upcoming vacancies; voting procedure and process; timescales; announcements of successful candidates; how announcements will be communicated) and alterations to membership. 15/08
4. Actions Taken by the Chair	
	It was noted that the Principal has not taken any actions on behalf of the Academic Board since the meeting on 10 December 2014. 15/09
5. Unstarring of Items	
	There were no requests to unstar any items on the agenda. 15/10
6. Formal Reports	
6.1	<u>Principal's Report</u>
	The Board received a written report from the Principal (AB/15/02). The Principal highlighted the following: 15/11
	<i>Competition and Markets Authority's Consultation on Draft Consumer Law Advice</i> – The Competition and Markets Authority (CMA) has decided that given the distinctive nature of the sector, it would be helpful to draft specific guidance for institutions. The draft guidance covers information provision, university terms and conditions, and complaint handling and will apply to all universities across the UK. A consultation is underway and the guidance will be finalised this month. Alongside advice to institutions, the CMA will publish materials aimed at students to make them more aware of their rights under consumer protection law. Once final guidance has been published, the College's Education Marketing Group will review marketing and 15/12

promotional materials to ensure that we are compliant with the guidance as well as reviewing published information for current students.

Leverhulme Doctoral Scholarship Scheme – In December 2014 the College was awarded one of only 14 doctoral scholarship schemes by the Leverhulme Trust. The scheme is valued at £1m and will fund 15 doctoral students over 5 years in a new Magna Carta Doctoral Centre for Individual Freedom. 15/13

Institute of Musical Research (IMR) – The School of Advanced Studies has recently reduced its range of activities following the advice of HEFCE, which resulted in plans to close the Institute of Musical Research. The College has stepped in to take over the IMR brand but will not be taking on any deficit or long-standing financial commitments. 15/14

Staff Recognition Awards Ceremony – The first Staff Recognition Awards Ceremony was held in February in which a number of staff were recognised for the exceptional contribution they have made to College life. The Principal noted that he looked forward to this continuing in future years and acknowledging the work undertaken by staff across the College. 15/15

The Principal noted that at a recent Staff Open Meeting the Campus Development Plan had been discussed. The Plan is valued at £155m with £70m being contributed from College reserves, £5m from a HEFCE STEM grant and an £80m loan from an insurance company. The Director of Operations, Simon Higman, will Chair a working group which will seek to minimise the disruption caused to campus during the works. 15/16

6.2 Reports from the Deputy Principal and the Vice-Principals

The Deputy Principal did not have any matters to highlight to the Board which were not already incorporated elsewhere on the agenda. 15/17

The Board received a written report from the Vice-Principal (Education) (AB/15/03) on top level recent activity in teaching and learning. The Vice-Principal highlighted the success of the Teaching Breakfasts and that it was hoped more would be held in the next academic year. 15/18

The Vice-Principals for Research & Enterprise, Staffing and External Engagement did not have any matters to highlight to the Board. 15/19

6.3 Report from the Students' Union President

The Students' Union President (Education and Campaigns) provided an oral update on a number of matters. The recent elections for sabbatical and executive officers had recently been concluded with the highest voter turn-out of recent years with 2020 students voting. Three new sabbatical officers and one existing officer had been re-elected, the results being:
President (Education and Campaigns) – Nayab Cheema
Co-President (Welfare and Diversity) – Jack Kilker
Co-President (Societies and Media) – Brianna Middleton-Macpherson
Co-President (Sports and Development) – Alex Reilly 15/20

There were no candidates for the position of Academic Affairs Officer, and by-elections will be held in May. The new President will attend the June meeting of Academic Board to introduce herself to the Board. 15/21

It was noted that the Strategic Plan for the Students' Union will be presented to the Trustee Board in May. The Students' Union is currently recruiting for a new CEO with interviews 15/22

scheduled to be held in mid-May. It is hoped a successor to Ian Dancy will be in post in time for September.

The President noted that the Students' Union is currently reviewing its equality policies and will shortly be providing unconscious bias training to all of its staff. The President noted that she had recently been working with academics on the benefits of anonymous and online marking. The Co-President (Welfare and Diversity) has arranged for a petting zoo to be on campus on 30 April as part of Stressbusters and all staff and students are welcome to attend. The Co-President (Societies and Media) and Co-President (Sports and Development) had recently held Societies Ball and Colours Ball respectively, both of which were successful and had very high attendance. 15/23

6.4 Report from the Council

The Academic Board representative on Council reported on the Council meeting held on 4 March 2015. The majority of discussion had centred on the financial due diligence for the Masterplan, but Council had also considered the results of REF 2014, how the estates plan affected relationships with the local community and the timing for the Statutes review. 15/24

The Board received the minutes of the Council meeting held on 18 November 2014 (AB/15/03). 15/25

7. **REF 2014**

The Board received a paper on the results of REF 2014 (AB/15/04) presented by the Vice-Principal (Research). The Vice-Principal (Research) noted that the College was 26th in the Grade Point Average ranking if single-subject institutions were removed. This is down from 24th last time, but it was felt this was still a good position to hold. 15/26

30% of the research submitted to the REF was 4*, and when compared to our main competitors in the Russell Group, the College outperformed a number of its members. The College had also outperformed many of its geographic competitors. 15/27

The College was ranked 15th for Research Output. An intentional strategy was used to submit only 3* and 4* research which reduced the number of staff submitted from 436 to 378FTEs but still captured most of the research for which the College received funding. It was recently announced that the net impact of QR funding for the College was down £1.2m. 15/28

The Vice-Principal (Research) noted that in terms of research environment, there was variation in performance. Some departments performed exceptionally.. This is partly linked to the size of the department and the College will be looking at how all departments can benefit from the good practice of those which performed well. 15/29

The category of Impact was new for REF 2014. There was general recognition that the panels had probably been lenient. Further analysis will be carried out of results in the Sector to help identify how the College can raise its score in this category for next time. The Vice-Principal (Research) and Associate Deans (Research) would oversee the development of measures and support for maximising the potential to demonstrate the impact of research. 15/30

8. **Student Recruitment**

The Board received a report on UG, PGT and PGR applications received up to 20 February for admission in 2015. The Director of Student Recruitment and Partnerships reported that overall, UG applications were up on last year, and overseas PGT applications had also increased while those from HEU students had decreased. 15/31

The Board noted the current government scheme to provide £10,000 scholarship schemes for PGT students. The College had 75 funded places for HEU students under this scheme.	15/32
One Department reported that attendance at a recent Applicant Visit Day had been relatively poor and the member of staff from that Department noted their concern that offers were being made to students who might not be appropriately qualified. The Director of Student Recruitment and Partnerships reported that approximately one third of the applicants who had indicated they would attend this Visit Day had not arrived at College. As result, the scheduling of Visit Days was under review. The Director advised that offers were made in line with College policy and agreed grades which were approved by College. The Department in question was conducting interviews for conversion purposes only and not academic selection.	15/33
9. Policy on Maternity Leave for PhD Students	
The Board received a policy on maternity leave for PhD students in receipt of a College scholarship. The Vice-Principal (Education) advised that the Board was not being asked to approve funding for these students, but a change in the Research Degree Regulations to enable students on maternity leave to continue to have access to College facilities while their studies were interrupted which is not normally permissible.	15/34
Academic Board approved the amendment to the Research Degree Regulations.	15/35
10. Magna Carta	
The Board received an update on preparations for the 800th Anniversary celebrations. The Vice-Principal (Staffing) highlighted the success of the MOOC, 'Magna Carta and its legacy', run by the College. The MOOC will be re-launched in June. It was also noted that the Great Charter Festival would take place on 14 June and staff were encouraged to attend the celebrations.	15/36
11. Statutes and Academic Board's Standing Orders	
The Secretary to the Board presented the draft Statutes and Standing Orders of Academic Board for a second time, following the request made at the meeting of the Board on 10 December that members be given more time to consider this document. The Board was advised that no changes had been made to the Statutes following the comments made in the December meeting, as College Council had deferred all discussion of the Statutes to their meeting in May. This meeting of Academic Board was the final opportunity for the Board to provide feedback to the Project Board on the Statutes. The suggested changes to the Standing Orders had been made, but it was not anticipated that these would be finalised until the Statutes had received the approval of the Privy Council.	15/37
The Board noted that at the meeting on 10 December, a request had been made for the draft Statutes and a commentary on the changes to the Statutes to be published, but it was reported this had not happened. It was agreed that the draft Statutes would be published on the website by the next day, and a commentary would be available by Easter.	15/38
The Board noted that in some areas the draft Standing Orders were misaligned with the draft Statutes. The Secretary noted that this was not the final version of the Standing Orders but a thorough check would be conducted before issuing the final version for approval.	15/39
A concern was raised that Statute 17 which provides the opportunity for academics to call a meeting had been removed. It was agreed this would be addressed in the commentary	15/40

The Board noted that proposed Standing Order 37 states that 'results will be published on the College intranet within 5 days of the ballot'. It was recommended that provision should be made to publish the results on the College intranet regardless of whether a ballot was held or not.

The Chair confirmed that in May, the College Council will be asked to recommend the Statutes for submission to the University of London, and provided they require no changes, to the Privy Council for informal approval. Once this has happened, Council will be asked to approve the revised statutes by a Special Resolution. It is hoped this will take place at the October and November meetings of Council this year. 15/41

The Board had no further comments to make on the draft Statutes or Standing Orders. 15/42

12. Statute 25

The Board received the draft version of the revised Statute 25, now number 9 in the revised version. The Board was advised that after negotiations, the document had been agreed with the unions, subject to minor changes which had been agreed but which had been received too late to be circulated to the Board in advance of the meeting. 15/43

Members of the negotiating team from both the unions and the College who were present at the meeting confirmed that negotiations had been handled successfully and the Chair extended thanks to all involved in drafting this document. 15/44

Starred Items

13. Periodic Departmental Reviews

13.1 The Board noted that the Centre for Professional Studies will undergo their Periodic Departmental Review in Spring 2016. 15/45

13.2 The Board received the Periodic Departmental Review report, together with the Action Plan following the Periodic Departmental Review of the Department of History held in February 2014. 15/46

13.3 The Board received the Periodic Departmental Review report, together with the Action Plan following the Periodic Departmental Review of the Department of Earth Sciences held in March 2014. 15/47

13.4 The Board received the updated Action Plan following the Periodic Departmental Review of the Department of Geography held in February 2013. 15/48

13.5 The Board received the updated Action Plan following the Periodic Departmental Review of the University of London Institute in Paris (ULIP) held in April 2013. 15/49

13.6 The Board received the Periodic Departmental Review report, together with the Action Plan following the Periodic Departmental Review of the Department of English held in October 2013. 15/50

13.7 The Board received the Periodic Departmental Review report, together with the Action Plan following the Periodic Departmental Review of the Department of Classics held in October 2013. 15/51

14. Publication

The Board agreed that no items required broad dissemination around the College. 15/52

	The Board confirmed that no papers needed exemption from the Freedom of Information Act requirements.	15/53
15. Faculty Boards		
	The Board received the combined report from the meetings of the Faculty Boards held in February 2015.	15/54
16. Academic Board Executive Committee		
	The Board received the unconfirmed notes of the meeting of the Academic Board Executive Committee held on 2 March 2015.	15/55
17. Academic Planning Committee		
	The Board received the minutes of the meetings of the Academic Planning Committee held on 3 November 2014, 11 December 2014 and 20 January 2015.	15/56
18. Collaborative Provision Committee		
	The Board received the minutes of the meeting of the Collaborative Provision Committee held on 1 October 2014.	15/57
19. Research Committee		
	The Board received the minutes of the meetings of the Research Committee held on 2 December 2014 and 29 January 2015.	15/58
20. Departmental Groups Group		
	The Board received the minutes of the meetings of the Departmental Grants Group held on 13 October 2014 and 10 February 2015.	15/59
21. Learning, Teaching and Quality Committee		
	The Board received the minutes of the meetings of the Learning, Teaching and Quality Committee held on 20 November 2014 and 28 January 2015.	15/60
22. Date of the Next Meeting		
	The next meeting of Academic Board will take place on Wednesday 3 June 2015 at 3pm in MX001.	15/61