



## Minutes of the 09 February 2022 meeting (held via Teams)

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**Present:** Professor Peter Slee (Chair)

Billy Abbas, Professor Akintola Akintoye, Professor Cathy Barnes, Dr Oliver Bray, Dr Steve Burton, Professor Phil Cardew, Professor Andrew Cooper, Professor John Craig, Kate Cunningham, Meg Darroch, Dr Agata Fijalkowski, Martin Green, Professor Gary Jones, Lee Jones, Professor George Lodorfos, Helen Lorentz, Pete Mackreth, Jo Norry, Professor Ruth Pickford, Ashleigh Pinnock, Professor Christopher Prince, Professor Ruth Robbins\*, Sarah Roe, Lara Rose, Dr Duncan Sharp, Pango Simwaka, Professor Andrew Slade, Professor Lisa Stansbie, Professor Rhodri Thomas, Dr Christopher Till

**In attendance:** Melissa Askew, Kate Harvey (Secretary), Fiona McClement\*, Heather Paver\*, Caroline Thomas, Chris Watts

**Apologies:** Deveral Capps, Professor Jeanne Keay, Stratis Koutsoukos, Tracey Lancaster

**Attendees apologies:** Attendees names in alphabetical order by surname

*\* Present as indicated in the proceedings.*

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### Preliminary Items

#### Declaration of interest

029.2122 Declarations of interest were noted from Director of Quality Lee Jones and Students' Union (SU) nominees Ashleigh Pinnock and Lara Rose with regard to the item in Matters Arising inviting the Academic Board to ratify amendments to its membership profile (minutes 031 and 032.2122 refer).

#### Minutes

030.2122 The Board **agreed** that the minutes of its meeting on 03 November 2021 were an accurate record.

#### Matters arising

031.2122 The Academic Board noted the report and was invited to ratify minor amendments to its membership since the last meeting in November 2021.

032.2122 The Academic Board **ratified** minor changes to its membership to reflect:  
(a) Lee Jones' substantive appointment to the role of Director of Quality and:

(b) the nomination by the Students' Union (SU) of its final two student representatives

- i. Lara Rose, the SU's Black, Asian and Minoritised Ethnicity (BAME) Students' Convenor and a BAME Ambassador for Leeds School of Arts.
- ii. Ashleigh Pinnock, a Student Academic Rep Assistant and a BAME Ambassador for Carnegie School of Education.

### Chair's Action

033.2122 Academic Board was also invited to ratify chair's action taken by the Vice Chancellor in January 2022 to approve proposed amendments to the Student Complains Procedure. The amendments had been made to section 1.4 of the Procedure which set out who was able to make a complaint. The changes had been made in order to widen the scope to include those registered on apprenticeships, as well as to direct employers involved in apprenticeships to the Stakeholder Complaints Procedure if they wished to raise a complaint about the University's role as an apprenticeship training provider.

034.2122 The Board **ratified** the action taken by the Vice Chancellor.

### Reports from Officers

#### Vice Chancellor's Update

*Minute 033.2122 is exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.*

035.2122

(b)

i.

(e)

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(l)		



### **Report from the Students' Union (SU)**

- 036.2122 (a) Academic Board received an update on on-going work by Meg Darroch, the Academic Experience Officer, to strengthen course communities and support available for Course Representatives as well as identifying where there were gaps in representation. Schools had been contacted to request that these areas were addressed as a priority. Academic Board welcomed the work being done in this area, noting that there were already 914 Course Representatives and that circa 300 of these had taken part in the most recent round of school forums. The Academic Experience Officer had also co-facilitated workshops on the Honours Degree Algorithm with Quality Assurance Services to gain student feedback on this area of the regulations.
- (b) Progress on other SU Officer objectives included Pango Simwaka, the Union Affairs Officer's work to create an Equality, Diversity & Inclusion (EDI) strategy for the SU and the commissioning of an EDI Audit. Welfare & Community Officer Lucy Macdonald's continued to work with Leeds City Council and West Yorkshire Police to improve student safety. Activities & Events Officer Anna Crooks was working with the University's halls of residence and other organisations to support students in isolation.
- (c) The SU had seen a 36% rise in requests for support and advice relating to mitigating circumstances, many of which had been due to timing of assignment deadlines around the Christmas closure. Professor Phil Cardew, the Deputy Vice Chancellor (Academic) reminded academic colleagues present in the meeting that schools must take closure dates into account when setting deadlines, ensuring colleagues were availed at the point of submission to provide support if needed.

*Chris Watts, Director of University Recruitment, joined the meeting. The item Home Undergraduate Entry Tariffs 2023 was taken immediately after the recruitment update.*

### **Student recruitment update**

*Minute 037.2122 is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

037.2122 (a)



(d)

*Chris Watts left the meeting.*

### **Conferral of Emeritus Professors and Visiting Titles**

038.2122 Academic Board noted the conferral of the following emeritus and visiting titles:

- (a) Professor Mike Seal, Centre for Learning and Teaching had been formally offered the title of Visiting Professor for a period of three years.
- (b) Visiting Professors Nick Harris and Dr Adrian Mellor, Carnegie School of Sport and Professor Karen Middleton, School of Health had been extended for a further three years.
- (c) Dr Jan Herbst, Leeds School of Social Sciences had been formally offered the title of Visiting Fellow for a period of three years.

(d) The title of Visiting Fellow had been extended for a further three years for Tim Halsey, School of Health.

*This item was led by Chris Watts immediately after the student recruitment update.*

### Home Undergraduate Entry Tariffs 2023

*Minute 039.2122 is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

039.2122 (a)

(c)

040.2122 The Academic Board **resolved** to approve the proposed undergraduate entry tariffs for September 2023 entry.

## Quality & Student Matters

### Academic Assurance Report

*Minute 041 and part of minute 042.2122 are exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.*

041.2122 (a)

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042.2122

The Academic Board agreed:

- (a) to endorse the Academic Assurance Report to the Board of Governors as evidence of the University's ongoing compliance and level of assurance with the OfS conditions of registration B1-B6 and UK Quality Code expectations and core practices.
- (b) that it was satisfied that action was being taken to mitigate areas of potential risk relating to compliance
- (c) that it was satisfied that the University was responding to any issues or concerns arising from the outcomes of its processes or from the analysis of associated data with action plans in place for the continuous improvement of the student academic experience and outcomes.
- (d) that it was satisfied that the evidence presented supported continued alignment with the expectations and the standards of Part 1 of the European Standards and Guidelines (2015).

Report from the Director of Research & Enterprise

*Parts of minute 043.2122 are exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.*

043.2122 (a)

- (b) The SU was thanked for its continuing work on Course Representatives which had seen 8 PGR school representatives elected for 2021/22. Each would act as a point of contact for PGR students to raise issues as well as holding a seat on their respective School Academic Committee.
- (c) Development and training continued, and the Research & Enterprise service had invested in an enhanced Research Development Support programme delivered by Vitae, as well as an Impact training programme delivered by Walcott Communication. This work was part of preparations for the next Research Excellence Framework submission.

(d)

iv.

- (h) The outcomes of the current Research Excellence Framework are expected in May 2022.

### **Reports from Committees / Groups**

#### **Academic Quality & Standards Committee**

044.2122 Academic Board noted the report from the Committee.

#### **Honorary Awards Committee**

045.2122 The Committee had not met as it had been previously agreed it would reconvene in 2022 to consider the nominations received since 2018.

#### **Research & Enterprise Committee**

046.2122 Academic Board noted the report from the Committee.

#### **Access and Participation Scrutiny Committee**

047.2122 The Committee had not met in the period since the Academic Board's 03 November 2021 meeting.

### **Other Business**

#### **Schedule of meetings and business 2021/22**

048.2122 Academic Board noted its schedule of business for 2021/22.

#### **Date of next meeting**

049.2122 The next meeting of the Academic Board will be held at 14:00 on 27 April 2022 via MS Teams.

**Other business**

050.2122 No other business was raised.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_