



Minutes of the 03 November 2021 meeting (held via Teams)

Present: Professor Peter Slee (Chair)

Billy Abbas, Professor Akintola Akintoye, Professor Cathy Barnes, Dr Oliver Bray, Dr Steve Burton, Deveral Capps, Professor Phil Cardew, Professor Andrew Cooper, Professor John Craig, Dr Agata Fijalkowski, Lee Jones, Professor Jeanne Keay, Stratis Koutsoukos, Tracey Lancaster, Professor George Lodorfos, Helen Lorentz, Pete Mackreth, Professor Christopher Prince, Professor Ruth Robbins*, Sarah Roe, Dr Duncan Sharp, Professor Andrew Slade, Professor Lisa Stansbie, Professor Rhodri Thomas

In attendance: Susie Bradford*, Kate Harvey (Secretary), Jo Jones (on behalf of Jo Norry), Fiona McClement*, Heather Paver*, Professor Sue Smith (on behalf of Professor Ruth Pickford), Caroline Thomas

Apologies: Kate Cunningham, Meg Darroch, Martin Green, Professor Gary Jones, Jo Norry, Professor Ruth Pickford, Pango Simwaka, Dr Christopher Till

Attendees' apologies: Attendees names in alphabetical order by surname

** Present as indicated in the proceedings.*

Preliminary Items

Terms of reference and membership

001.2122 The report was received without discussion.

Declaration of interest

002.2122 No declarations of interest were made.

Minutes

003.2122 The Academic Board **agreed** that the minutes of its meeting on 07 July 2021 were an accurate record.

Matters arising

- 004.2122 (a) Academic Board was invited to ratify an action taken by the Vice Chancellor as Chair to approve changes to the membership of the Honorary Awards Committee, following the appointment of Dr Agata Fijalkowski in October 2021.
- (b) A minor change to the membership profile of the Access & Participation Scrutiny Committee was also proposed for approval. This was to reflect the addition of Associate Registrar Stephen Murphy to the membership following the establishment of the Registrar & Secretary's Office in August 2021.

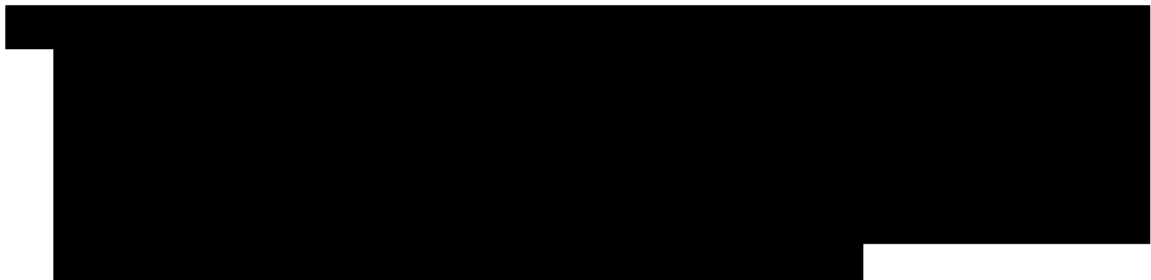
- 005.2122 The Academic Board:
- (a) **ratified** the changes to the membership of the Honorary Awards Committee, following the appointment of Dr Agata Fijalkowski; and
- (b) **resolved** to approve the proposed change to the membership profile of APSC.

Reports from Officers

Vice Chancellor's Update

Parts of minute 006.2122 are exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

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- (b) There had been no mention of higher education in the Chancellor of the Exchequer's speech for the Comprehensive Spending Review but that the supporting documents referenced two white papers, on Higher Education and Lifetime Skills Development. These were expected later in November 2021.
- (c) It was anticipated the UK Government would be seeking to redress the balance between higher education and further education, and to reduce the cost of higher education on the public purse. This would possibly be through minimum entry standards, subject quotas, fee caps or lowering the loan repayment threshold. The Vice Chancellor emphasised that the University must continue to drive up standards and find improved ways of delivering its programmes and administration. Academic Board members were encouraged to get involved in discussions in their schools and services to find new and better ways to achieve improved outcomes for students.

(d)



- [REDACTED]
- (e) The University had been working in partnership with other providers in the city as well as Leeds City Council and West Yorkshire Police to address student antisocial behaviour in local communities. [REDACTED] and over the long term make improvements to student safety.

Report from Students' Union (SU)

- 007.2122 (a) The Union Affairs Officer and Academic Experience Officer submitted a report for noting as they were unable to attend the meeting. Professor Phil Cardew, the Deputy Vice Chancellor (Academic), had met with the officers prior to the meeting and commended the SU's plans for the 2021/22 academic year, particularly those relating to course identity and student engagement.
- (b) Academic Board noted the officer priorities for 2021/22 and expressed its support. It was observed that many of these were derived from the experiences of the student body during the Covid-19 pandemic and included the importance of community among course cohorts and how to tackle loneliness and isolation. It was noted that the SU had seen an increase in requests for support from students, with 1 in 5 seeking assistance. However, this increase had not been reflected in the number of academic integrity cases and appeals received, which had increased but not to the same level.
- (c) The Vice Chancellor noted it was incumbent upon all colleagues to continue to do as much as possible to support the University's students over the course of the academic year and into 2022/23.

A Briefing on Progress: Access and Participation Plan (APP)

- 008.2122 (a) Tracey Lancaster, the Deputy Vice Chancellor (Resources), provided a brief update on the Office for Students (OfS) approach to monitoring the APP over the course of the pandemic. It was reported that an announcement naming the new Director of Fair Access was expected in the coming weeks as well as clarification of incoming technical changes to the reporting process.
- (b) The report set out an overview of the latest performance indicators against the targets in the five-year plan. Covid-19 had impacted on all three key areas of the APP – supporting students to access, succeed in, and progress from higher education, and almost all activity was currently on hiatus. Currently, data from the past academic year was being collated for inclusion in the next monitoring return, due for submission in the spring of 2022.

- (c) Academic Board expressed concern about anticipated UK Government plans to restrict access to higher education and the impact this could have on improving access by students from under-represented communities. The University would need to consider how to reconcile any Government's approach in this area with its continuing commitment to widening participation. Members reaffirmed their commitment to providing the high-quality education and support to students at the University to enable them to succeed in their courses and beyond into graduate roles.

Student Enrolment Update

Minute 009.2122 is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.

009.2122 (a)



Susie Bradford left the meeting.

Conferral of Emeritus Professors and Visiting Titles

010.2122 Academic Board noted the conferral of the following emeritus and visiting titles:

- (a) Visiting Professor
 - i. Professor Paul Willis, Leeds Business School.
 - ii. Professor Stella Jones-Devitt, Centre for Learning and Teaching.
- (b) Visiting Professor
 - i. Paul Johnstone, School of Clinical and Applied Sciences (extension).
 - ii. Gary Shuckford and Peter Skipworth, Leeds Sustainability Institute (extensions).
- (c) Visiting Fellow

- i. Dr Helen Staff, Joanna Saunders, Lt Col Michael Stacey, Dr Marwan Al-Dawoud and Dr Greg Tierney, Carnegie School of Sport.
- ii. Professor Ben Carrington, Dr Cloe Cummins, Dr Rich Johnston and Dr Tannath Scott from the Carnegie School of Sport (extensions).
- iii. Simon Thomson, Centre for Learning and Technology (extension).
- iv. Dr Johanna Fawkes, Leeds Business School (extension).

Update on the conferment of Honorary Awards

- 011.2122 (a) The Vice Chancellor reported that as the University had been unable to hold graduation ceremonies since 2019, due to the Covid-19 pandemic. As such, there was a backlog of honorary award offer holders from 2018/19, all of whom had accepted and were awaiting further communication from the Events Team about when a suitable event could be organised.
- (b) It was also noted that there was a high number of nominations for awards submitted in 2019 and 2020 still to be considered by the Committee.
- (c) The Honorary Awards Committee had agreed it would reconvene in 2022 to consider the nominations received since 2018 and recommended to the Academic Board that the University not make any further offers of honorary awards for 2021/22.

012.2122 The Academic Board **resolved** to approve the proposal that the University would not make any further recommendations for award offers in 2021/22.

Quality & Student Matters

Academic Assurance Report

Minute 013.2122 is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.

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014.2122

The Academic Board agreed:

- (a) To endorse the Academic Assurance Report and 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 recommendations relating to any areas of potential risk relating to compliance and action being taken or required were followed.
- (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 the evidence presented supported continued alignment with the expectations and the standards of Part 1 of the European Standards and Guidelines (2015).

Considerations in the development of our classification methodology/degree algorithm

Minutes 015 and 016.2122 are exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

Professor Ruth Robbins joined the meeting during this item.

015.2122

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National Student Survey (NSS) 2021

Parts of minute 017.2122 are exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

017.2122 (a) The Deputy Vice Chancellor (Academic) reported that 3,530 students had taken part in the NSS, representing 71% of possible respondents. Overall satisfaction was 74.4%, a significant decrease from 84.8% the previous year, but this had been reflected across sector-wide results and was likely due to the impact of Covid-19. The national average had been 75.4%. An action plan had been put in place to respond to the points raised.

(b)

- (c) The Deputy Vice Chancellor reported that further investment was being made in learning resources and that consideration was being given to methods of hybrid delivery and how this might be implemented more widely in the future.

Heather Paver, Executive Director of Human Resources, and Fiona McClement, Associate Director for Equality, Diversity & Inclusion, joined the meeting.

Preventing and Addressing Harassment & Sexual Misconduct Policy

018.2122 (a) The Executive Director of Human resources introduced the policy, noting that it was important that the University had a clear policy on bullying and harassment and ways to deal with such instances when they arose. The development of the policy aligned with recent zero tolerance campaigns and the Office for Students' expectations of providers with regard to harassment.

(b) The policy was descriptive and included examples of misconduct. It had been developed following wide consultation as part of an upcoming campaign called 'Report. Support. Respect. Together for a safe and inclusive community' and would be accompanied by the launch of an online reporting tool, the appointment of colleague Dignity and Respect Advisors and a communications campaign. The Associate Director confirmed that her team would work with and support senior leaders to embed the policy and to recognise and address issues when they arose.

(c) The policy was welcomed by Academic Board, and it was noted it would be important to ensure it was shared and discussed at all levels in schools and services to ensure what was and was not considered acceptable standards of behaviour was understood. It was noted the policy had been approved by the Finance, Staffing & Resources Committee at its October meeting.

019.2122 The Academic Board **resolved** to endorse the Preventing and Addressing Harassment & Sexual Misconduct Policy.

Heather Paver and Fiona McClement left the meeting.

Research Matters

Annual Research & Enterprise Activity Report

Minute 020.2122 is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.

020.2122



Annual Statement on Research Integrity

- 021.2122 (a) Academic Board received the statement from the Director of Research & Enterprise which would be made publicly available in due course. The statement set out the activities that enhanced, developed, and strengthened research integrity and the monitoring of research misconduct at the University. The statement was produced on an annual basis by the University as it received a Research England grant and as such was required to comply with the 'Concordat to Support Research Integrity'.
- (b) The Director of Research & Enterprise confirmed that in the academic year 2020/21 no instances of research misconduct or integrity had been reported, investigated or found at the University.

Reports from Committees / Groups

Academic Quality & Standards Committee

022.2122 Academic Board noted the report from the Committee.

Honorary Awards Committee

023.2122 The Committee had not met for the reasons set out by the Vice Chancellor earlier in the meeting (minutes 011 and 012.2122 refer).

Research & Enterprise Committee

024.2122 Academic Board noted the report from the Committee.

Access and Participation Scrutiny Committee

025.2122 Academic Board noted the report from the Committee.

Other Business

Schedule of meetings and business 2021/22

026.2122 Academic Board noted its schedule of business for 2021/22.

Date of next meeting

027.2122 The next meeting of the Academic Board would be held on 09 February 2022 at 14:00 via Teams.

Other business

028.2122 The Vice Chancellor thanked the members of the Academic Board for all their work to support the University's students and asked that this also be passed on to their colleagues.

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

Signed: _____ Date: _____