

The London Interdisciplinary School

Academic Council

Minutes of the Meeting held on 13th September 2022 at 14.00 via Teams

START: 1402

Attendees

Waqas Ahmed (Faculty)	Dr Ash Brockwell (Faculty)
Dr James Carney (Faculty)	Mollie Charge (Admissions Manager)
Dr Anson Cheung (Faculty)	Hayley Dawson (Faculty Manager)
Dr Michael Englard (Registrar)	Dr James Everest (Faculty)
Dr Mattia Gallotti (Faculty)	Prof Carl Gombrich (DoTL and Chair)
Dr Priya Lall (Faculty)	María Angélica Madero (Faculty)
Latika Pathela (Head of Marketing)	Dr Andrew Redford (Head of Quality)
Professor Diana Spencer (external member)	Matt Walton (Chief Product Officer)
Prof. Ross Wilson (external member)	Marielle van der Meer (Director of Student Experience, Careers and Partnerships)

Papers submitted in advance.

1. Minutes Academic Council meeting held on 16/06/2022
2. Academic Council and sub committees terms of reference
3. Annual and Quarterly DAPS Report
4. DAPS Plan
5. Research & Development Strategy
6. External Examiner reports, responses and overview
7. Annual report to AC on systems from LRPWG
8. Module Feedback Report of preceding (summer) term
9. Annual Pedagogical Effectiveness Report and Register of External Appointments
10. Academic Appeals Panel, Academic Misconduct and Academic Progress & Attendance Panel staff list
11. Annual Report on Student Support
12. Student Support Framework
13. Assessment Review terms of reference
14. Examination Board minutes of 13/07/2022

MINUTES

1. Welcome and Apologies.

- 1.1 The Chair welcomed everyone to the meeting; apologies were received from Prof Tom McLeish, Dr Ebrahim Patel, Isiah Wellington-Lynn and Ed Fidoe.

2. Minutes of the Previous Meeting

- 2.1 The minutes of the previous meeting held on 16/06/2022 (paper 1) were received and **approved** by the Council.

3. Academic Council and sub committees terms of reference

- 3.1 The Council received and **approved** the terms of reference (paper 2), this included expanded Faculty membership of Academic Council. It was noted that the details of the rotation of Faculty members will be provided in due course.

4. Matters Arising and Updates

- 4.1 **Actions from the minutes.** The Council noted the following from the actions of previous meetings (paper 1):
- 4.1.1 **College of Teaching, 16/06/2022, minute 3.3.2.** It was reported that staff are considering how to strengthen connections with teachers. It was also reported that LIS had a successful bid to 'Big Change' for a grant to develop a key stage 3/4/curriculum on interdisciplinary ways of thinking in order to imbed ID in Schools.
- 4.2 **DAPS update and annual report.** The Council received the School's quarter 4 and annual DAPS report (paper 3) and the revised DAPS Plan (paper 4). It was noted that the School is on track in terms of the key milestones of the Plan and meeting the DAPS criteria. It was noted that the revised Plan merges the two previous undergraduate and postgraduate plans into one for the remaining two years of the scrutiny period. The Council **approved** the revised Plan.
- 4.3 **Site update.** It was reported that the 4th floor is now in use (Entropy room) and that the 5th floor is still marked for development in line with the audit of space completed in 2021-2022 to create a quieter/study space for 2022-2023.
- 4.4 **Admissions/Recruitment update**
- 4.4.1 The Council received a verbal update on the current recruitment position in advance of the 2022/2023 academic sessions. It was reported that there had been 15 BASc events in the last year with 502 registrations and 131 attending. There were still some outstanding offers still to be accepted though the conversion rate was essentially 1 confirmed acceptance for every 5 applications. An external member noted that this was in line with other HEIs. An external member queried how many applications were speculative. It was stated that c.90% of applications were considered viable with 10% either incomplete or never responded further to the School. It was noted that the annual report on recruitment and admissions will be received at the December meeting of the Council.
- 4.4.2 It was noted that due to the pandemic, LIS staff could not visit many schools for a period of time which did affect recruitment. Changes to the advertising regulations of both Facebook and Instagram also impacted marketing reach.
- 4.4.3 External members queried if the School was focussing on international IB Schools which is an area of marketing some liberal arts programmes have focussed on previously. It was reported that the School's Team is reaching out to international schools including in New York and that there will hopefully be a better conversion for international students next year.
- 4.5 **PG development.** It was noted that the new MASc programme is commencing delivery in September 2022 as planned. However, the School has considered the current offering from a recruitment perspective and it is very likely that the School will develop a new Masters pathway in 2022-2023 (for commencement in 2023-2024). This may have implications for the parent programme. It was noted that if formal approval by the Board of Directors is granted then a PMRAP would be held in November followed by approval by Academic Council in December 2022. It was stated that the potential new pathway would focus on data science.

- 4.6 **Academic Community Development Framework.** It was noted that this will be updated via the Policy & Regulatory Committee in term 1 where minor changes relating to the threshold criteria, core activities, stretch activities and impact indicators of the staff grades will be proposed. *[Action: ME to propose minor changes to Academic Community Development Framework for approval at PRC].*

Minutes of Academic Council sub-committees and working groups

- There were no minutes of sub committees to receive.

MATTERS FOR DISCUSSION AND/OR APPROVAL

5. Research and Development Strategy

- 5.1 The Council received the Research and Development Strategy (paper 5) and noted that the two main aspects are cultural and operational. It was stated that the Strategy will provide structure and shape conversation and direction as well as monitor activity. It was noted that the School will support research leading to relevant funding applications. It was reported that there will be an all-Faculty session on the strategy.
- 5.2 It was stated that all Faculty will be asked to contribute to research and development and not necessarily as a traditional scholarly output. There will be a minimum viable test (MVT) which staff will produce and if successful it could lead to support from the School. The MVT could be a short article, short pieces for posting on-line, or a curated professional video for example and it does not need to be 3/4* REF articles. The primary purpose of MVTs is to create 'learning products' to attract learners to LIS. It was queried how whether a particular idea passes a MVT would be assessed. It was stated that this would be from feedback on the idea from an audience the staff member identifies.
- 5.3 It was noted that at a staff level the strategy will feed into annual performance review.
- 5.4 It was stated that there should be a mindset shift from the idea of pursuing large research grant projects to more small-scale projects instead for example a development afternoon workshop for the Civil Service. An external member stated that even smallest project requires some resource/infrastructure and queried how the resources will be determined. It was reported that this is still in discussion but that the resources for a MVT would be the resources that already exist in-house. If a MVT works, then the Executive Committee can make a recommendation on the resources and support to be made available.
- 5.5 An external member stated that the strategy was well designed and mirrors where the wider sector is going in terms of demonstrating impact. It was stated that whilst some may find the term MVT slightly vague, its vagueness is a strength as it can encompass all work done at different scales from a huge grant to a one-off workshop.
- 5.6 It was stated that the strategy is an interesting and innovative version of R&D but that there are a number of DAPS descriptors which set out expectations related to this which could be discussed separately to determine whether they should be integrated or excluded from the strategy. *[Action: ME to discuss and any amendments relating to DAPS descriptors and the strategy and to be approved at PRC].*
- 5.7 The Council **approved** the Strategy, and it was **agreed** that any changes to the Strategy during 2022-2023 to enable its implementation may be delegated to PRC.

6. External Examiner reports, responses and overview

6.1 The Council received the reports and responses from all External Examiners and the accompanying overview (paper 6). It was noted that all expected reports had been received and responded to within the set timeframes and the reports do not indicate any systematic issues or matters of standards that should be a concern to the Academic Council.

7. Annual Report on Systems from LRPWG

7.1 The Council received the annual report on systems (paper 7) from LRPWG and it was noted that the School's systems enable students to monitor their progress. The School will continue to enhance this through for example the integration of Turnitin and Cortex. It was noted that there is the possibility that the supplier of the Student Records System may change during 2022-2023.

8. Module Feedback Report of preceding (summer) term

8.1 The Council received the results and overview of the most recent MEQ (paper 8a/8b) which focussed on Problems 1C, which was delivered for the first time in Term 3. It was reported that the results will be further discussed at the Student Voice Committee and any actions from Faculty will be reported back in due course.

8.2 It was noted that the Problems 1C module is a mini version of the Capstone module and is predominantly guided independent study. External members were asked how response rates and overall satisfaction are raised for similar surveys at their own institutions. It was stated that it is very difficult to raise satisfaction on independent study modules and that the timing of when to ask is also difficult. It was suggested that a longitudinal study could be useful as it might capture uncertainty at the beginning of the module, however it was not known of any institution where this had been successfully created. It was noted that, following the Student Voice Committee, a mid-point survey will be trialled in 2022-2023 which would capture student satisfaction part way through the module as well as after the end of teaching.

9. Annual Scholarship and Pedagogical Effectiveness Report and Register of External Appointments

9.1 The Council received the annual report (paper 9). It was reported that all class observations and staff appraisals had been undertaken and that the Faculty had been heavily involved in programme and assessment development within the School as well as engagement externally in a variety of forms including External Examining. It was noted that a series of staff development activities had occurred during 2021-2022 which had included training, research seminars and the Faculty Away Day. This with the class observation process provided confidence that the School was being supportive to staff and enabling opportunities as well ensuring that appropriate monitoring and action was occurring.

9.2 The Council noted the Register of External Appointments of staff which was included in the report and that this incorporated some external examiner positions.

10. Academic Appeals Panel, Academic Misconduct and Academic Progress & Attendance Panel staff list.

10.1 The Council received and **approved** the list of staff to be utilised for Panels (paper 10).

11. Annual Report on Student Support and approval of Student Support Framework

11.1 The Council received the annual report on Student Support (paper 11) noting that the report is one of several annual reports that form part of the School's overarching review mechanisms.

- 11.2 The Council noted the proposed changes and **approved** the revised Student Support Framework (paper 12).
- 11.3 It was reported that two thirds of the cohort has undertaken a School brokered internship. It was stated that a minority of students made their own internship plans and that international students, due to visa restrictions, could not undertake a placement. It was reported that 4 students did not engage at all. It was stated that for 2022-2023 the School will still broker opportunities but students will have to do some form of application which will help them to develop skills for employment.

12. Assessment Review terms of reference

- 12.1 The Council received and **approved** the terms of reference for the Assessment Review (paper 13). It was noted that the Review Panel meeting would be held during term 2.

13. Student Representative items

- 13.1 There were no items raised.

14. Faculty items

- 14.1 There were no items raised.

15. Any Other Business

- 15.1 There were no further items of business.

16. Next Meeting:

- 16.1 It was noted that the next and future meetings of the Council will be held on:

- 14th December 2022
- 22nd March 2023
- 28th June 2023
- 14th September 2023

RESERVED BUSINESS

17 Minutes of Examination Board held on 13th July 2022

- 17.1 The Council received the minutes of the Examination Board held on 13/07/2022 (paper 14).

END: 1514

ACTIONS 2022/2023

COMPLETED ACTIONS

Meeting/minute	Action	By Whom	Deadline	Outcome
13/09/2022; minute 4.6	Academic Community Development Framework: to propose minor changes to Academic Community Development Framework for approval at PRC	ME	For next PRC	Completed: discussed and amendments agreed
13/09/2022; minute 5.6	Research & Development Strategy: to discuss and any amendments relating to DAPS descriptors and the strategy and to be approved at PRC	ME	For next PRC	Completed