

The London Interdisciplinary School

Policy & Regulatory Committee

Minutes of the Meeting on 16th November 2022 at 14.00 via Teams and in F1.8 Ubuntu

Start: 14.02

Attendees

Dr Michael Englard (Registrar and Chair)
 Dr Andrew Redford (Head of Quality and Secretary)
 Marielle van der Meer (Director of Student Experience, Careers and Partnerships)
 Dr Mattia Gallotti, (Faculty)
 Lucy Magri-Overend (Student Representative, Founders 21)
 Guy Butler (Student Representative, MASc Founders)

Papers submitted in advance.

1. Terms of Reference and Membership
2. Minutes of the meeting held on 25/05/2022
3. DAPS Update
4. Sectoral Update
5. Policy Review Schedule
6. Risk Register
7. Academic KPIs
8. Changes to process - admissions decisions committee

Agenda

1. Welcome and Apologies.

- 1.1 The Chair welcomed everyone to the meeting. Apologies were received from Prof. Carl Gombrich and Sarah Trott.

2. Terms of reference and Membership

- 2.1 The Committee received and **approved** the terms of reference and membership (paper 1). It was queried what the criteria for a specific policy to be considered by a specific committee was. It was stated that this is primarily dependent on the terms of reference for the committee, with for example, equality related policies being considered by EDIC.

3. Minutes of the Previous Meeting

- 3.1 The Committee received and **approved** the minutes of the previous meeting held on 25/05/2022 (paper 2).

4. Matters Arising

- 4.1 Actions from previous meetings. There were no matters arising.

5. DAPs progress

- 5.1 The Committee received the DAPS update (paper 3). It was noted that since the circulation of papers for the meeting, the School had received the NDAPS annual and quarter 4 reports from the Quality Assurance Agency (QAA) and it was stated that they would be circulated after the meeting ***[Action: AR to circulate NDAPS annual and quarter 4 reports to committee]***. It was reported that the School

remained on track in relation to planned milestones and targets from the NDAPS Plan. It was stated that there would be a number of observations over the coming academic year with the next being an observation of the Admissions Decisions Committee on 17/11/2022. It was noted that the QAA will also undertake a visit in February 2023 as part of their schedule.

6. Sectoral Update

6.1 The Committee received the update on recent changes and consultations in the wider sector (paper 4). The changes to the National Students Survey were noted. The Committee reflected on the changes, particular in relation to the overall satisfaction question in the NSS and it was **agreed** that the School would retain the overall satisfaction in internal surveys through the use of an average of all the answers as opposed to a specific question on overall satisfaction.

6.2 The Committee noted the student outcomes (B conditions).

7. Policy Review Schedule

7.1 The Committee received the policy schedule (paper 5) noting that in term 1 policy review was focussing on predominantly corporate related policies and that term 2 would feature the annual review of policies relating to academic freedom and freedom of speech. It was noted that equality related policies had already been considered by EDIC, with data protection and IT related policies due for the next meeting of the Learning Resources, Property, Data & IT Committee.

8. Risk Register

8.1 The Committee received the risk register (paper 6). Student representatives queried how often the register was reviewed, this was confirmed as being termly but more frequently at ExCo. Student representatives also queried whether there were risk tolerances for which it was confirmed that there are albeit at a higher level. It was **agreed** that they would be included. *[Action: ME to include risk tolerances in risk register].*

9. Academic KPIs/Smart Targets

9.1 The Committee received the Smart Targets (paper 7) noting that the Head of Marketing will be proposing a revised Smart Target relating to pre application activity. The Committee noted that in relation to admissions and WP activity the School was meeting targets although recruitment was lower than the target set. The Committee noted the excellent careers and student support results. It was stated that a number of KPIS did relate to NSS questions as the NSS would be externally published. It was stated that some questions such as "I have received sufficient advice and guidance in relation to my course" (% definitely/mostly agree) which achieved 57% (with a target of 90%) may not have been fully understood by students and that in general the nature of the NSS question does not necessarily fully reflect the more complex support arrangements put in place by the School. It was noted that the wording of some KPIs may change as a result of the changes to NSS questions.

9.2 It was **agreed** that an additional KPI relating to academic support and guidance could be added. It was **agreed** that some survey questions may need greater explanation to students so that it is clearer what might be within the scope of a question.

9.3 It was suggested that Student Representatives may wish to utilise some KPIs as part of a holistic discussion at a Town Hall meeting.

10. Academic Community Development Framework changes.

- 10.1 It was **agreed** that as changes were minor and related only to staff, they could be discussed separately, and any changes circulated electronically and approved by chair's action. *[Action: ME to convene meeting with MG and AR and then circulate changed document].*

11. Changes to admissions decision working arrangements

- 11.1 The Committee received and noted the changes in working arrangements for admissions decisions (paper 8). It was reported that this would provide additional consistency in offer decision making as well as streamlining activity to provide an offer more quickly. Student Representatives queried whether in removing the MOOC in favour of a workshop if a student could not attend what would happen. It was confirmed that multiple workshops would be scheduled so that if a student is unable to attend, they can attend a later one.

12. Student Representative Items

- 12.1 There were no items raised by the Student Representatives. However, it was reported that the Extensions and Extenuating Circumstances process appeared to be working better than in the previous year and particularly the automatic nature of 'additional time' when it is included in a support plan.

13. Any Other Business

- 13.1 There was no further items of business.

14. Next Meeting

The Committee noted that the next and future meetings will be held on:

- Wednesday 22nd February 2023; 14.00-16.00
- Wednesday 17th May 2023; 14.00-16.00

END: 15.29

INCOMPLETE ACTIONS 2022/2023

Meeting/ minute	Action	By Whom	Deadline	Outcome
16/11/2022; Minute 8.1	Risk register. To include risk tolerances in risk register.	ME		
16/11/2022; Minute 10.1	Academic Community Development Framework. To convene meeting with MG and AR and then circulate changed document.	ME		

COMPLETED ACTIONS 2022/2023

16/11/2022; Minute 5.1	NDAPS Reports. To circulate NDAPS annual and quarter 4 reports to committee	AR		Completed
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