LIS Academic Council
Minutes of the Meeting held on Friday 17 September 2021
At 2pm, via Teams

Start: 14.03

Attendees
Dr Ash Brockwell (Faculty)
Dr James Carney (Faculty)
Hayley Dawson (Faculty Manager)
Dr Michael Englard (Registrar)
Ed Fidoe (Chief Executive Officer)
Dr Mattia Gallotti (Faculty)
Prof Carl Gombrich (DoTL and Chair)
Jaspar Joyce, Director of New Products
Dr Priya Lall (Faculty)
Dr Tom Mcleish (external member)
María Angélica Madero (Faculty)
Dr Ebrahim Patel (Faculty)
Imogen Pemberton (Head of Admissions and Widening Participation)
Dr Amelia Peterson (Faculty)
Dr Andrew Redford (Head of Quality)
Plum Turner (Director of Marketing and Recruitment)
Marielle van der Meer (Director of Student Experience, Careers and Partnerships)
Dr Bronwyn Tarr (Faculty)

Papers submitted in advance.
- 2. Minutes for approval (170621)
- 10(a) Coversheet: Programme and Module Changes
- 10(b) Programme Specification
- 3(a) Coversheet: DAPS update
- 3(b) LIS New DAPs Plan Full
- 11. Learning, Teaching and Assessment Strategy
- 4. Coversheet: Externally Provided Learning
- Appendix A in 5. Changes to Sub-Committees
- 8. Research section in ACDF
- 12. Admissions Regs for Students and Staff
- 9(a) Coversheet revised student support framework
- (b) Full Student Support Framework
- 5. Coversheet: Changes to Sub-Committees
- 6(a) Committee Coversheet
- 6(b) Regulatory Working Group Full Minutes
- 7 Coversheet: Appeals and Complaints

1.   Welcome, apologies, approval of minutes

1.1 The Chair welcomed everyone to the meeting. Apologies were received from Professor Diana Spencer and Isaiah Wellington-Lynn. The minutes of the meeting held on 17062021 were received *(2. Minutes for approval (170621))* and **approved** by the Council. There were no matters arising.

2. Site update

2.1 The Council received a verbal update on the development of the site. It was reported that the site is on track to be completed by Founder's Week with some furniture awaiting delivery though there is a contingency in place should it not arrive on time. *[Post meeting note: the required furniture has subsequently arrived]*. It was stated that following feedback at the previous Council meeting an additional feasibility study on the accessibility of the basement (which does not have a lift) was conducted. The study concluded that a lift was not practical nor proportionate particularly as there are no mobility issues in the first cohort and also everything in the Design Studio is portable and so could be moved to accommodate anyone with accessibility issues in the future. It was stated that the feasibility study could be revisited in the future.

3. Recruitment update

3.1 It was reported that there had been 693 submitted applications with recruitment occurring via digital, schools and word of mouth channels. It was stated that digital outperformed expectations and the 14% recruited via schools is not reflective of how recruitment with schools can perform so this is expected to increase for next year. It was stated that of the applications, 301 came through the full selection process including an Academic Decision Committee and of those 199 offers were made and 102 applications were rejected. It was noted that 20-30 of those 199 offers were 'stretch offers' and missed their offer. A third of offers accepted a place to LIS.

3.2 In terms of the cohort's profile approximately 27% have science, 29% humanities and 44% have both a science and humanities background. 43% received grades A* to AA, 25% A to AAB, 37% have an A or A* in maths which is good for the quant's component of the curriculum. In widening participation LIS exceeded targets in free school meals and disability but was slightly below target for students from the lowest participation quintile. It was noted that definitive student numbers and profile will be available after registration day.

4. Regulatory update

4.1 It was reported that the School has submitted an application for Degree Awarding Powers for postgraduate provision and is waiting for the OfS to forward the application to the QAA. It was stated that the two DAPS Plans would run in parallel. The postgraduate DAPS Plan will be a two-year period. It was reported that the School is now permitted to recruit international students and has a license for international staff so the School can draw on staff globally.

5. BASc Programme update including results of Module Approval Process

5.1 The Council received the overview of the process, Module Approval Panel minutes *(10(a) Coversheet: Programme and Module Changes)* and the revised programme specification *(10(b) Programme Specification)*. It was noted that the 'Sprint' had revealed changes that could be made to level 4 however no changes were proposed at level 5 and 6. The formal approval procedure included Prof Ross Wilson as External Advisor and two External Scrutineers (Dr James Everest and Dr Ilija Rasovic). It was reported that the Panel had approved the revised modules and programme specification with no recommendations. The Council **approved** the revised documentation.

6. Master's (MASc) update

6.1 It was reported that the School is targeting a launch date of October 2022 for a master's programme and a project plan is in development focussing on three variables: the student journey, external regulation and programme development and approval. It was stated that the School will need to be precise with students at all stages of the marketing and admissions processes in terms of a programme that is not yet designed nor approved. It was noted that the School cannot make offers until it has received a positive assessment from QAA which is thought likely to be between March and May 2022.

7. Revised DAPs Plan

7.1 The Council received the update report on *DAPS (3(a) Coversheet: DAPS update)* and the revised New DAPS Plan *(3(b) LIS New DAPs Plan Full)*. The difference between the New DAPS and Full DAPS processes were outlined.

8. Teaching, Learning and Assessment Strategy

8.1 The Council received and **approved** the revised Strategy document *(11. Learning, Teaching and Assessment Strategy)*. It was noted that in time the School may require an overarching strategy document from which a separate teaching, learning and assessment and then research strategy might derive.

9. Externally provided learning including micro credentials

9.1 The Council received and **approved** the proposed text on External Learning for inclusion in the Academic Framework (*4. Coversheet: Externally Provided Learning)*. It was noted that this would be available in a limited way and with any assessment being designed and marked internally. It was stated that additional documentation would be created in terms of due diligence and that this would also include how the process is managed and by whom. *[Action: Head of Quality to draft process document for quality assuring externally provided delivery.]*

10. Academic Training Policy and Research section in ACDF

10.1 The Council received the proposal to amend the Academic Training Policy *(Appendix A in 5. Changes to Sub-Committees)* through removing the Learning Sciences and Interdisciplinarity Working Groups and to utilise the School's Faculty fortnightly seminar, away day and annual symposium for these discussions. It was stated that the revised training plan also includes external training opportunities, and it was reported that the School has become an Affiliate member of AdvanceHE which will be assisting the School in creating opportunities in staff development including obtaining staff Fellowships. It was stated that the opportunities in the Training Policy created collective opportunities such as the seminars as well as individual ones such as the Fellowship programme. The Council **approved** the changes to the Academic Training Policy.

10.2 The Council received the proposed Research section for inclusion within the academic community development framework *(8. Research section in ACDF)*. It was stated that staff needed to keep up to date with scholarship and some staff also have an interest in undertaking research. The new section distinguishes between research and scholarship with the former resulting in the creation of new knowledge via research outputs. To facilitate staff being able to undertake scholarship and research, staff have 20% of their contracted time that they can utilise for this. It was confirmed that the School will not be entering the Research Excellence Framework. It was stated that the next step will be to further develop the document into a broader set of guidelines as to how staff can engage in research should they wish to and also ensure that they keep engaged in scholarship. The Council **approved** the document. It was noted that a variety of staff were involved in projects that might enable students to become involved in their research or would feed into teaching and the student experience in different ways.

11. Admissions Policy

11.1 The Council received revised changes to the admissions regulations *(12. Admissions Regs for Students and Staff)* for students and staff. It was reported that the documentation has been updated to reflect the dates of the new admissions cycle and, as a result of Home Office requirements such as additional steps for international students including a personal statement and additional phone screening and updated English language requirements to be consistent with UKVI. The revisions also include additional information on the verification of contextual disclosures such as care leavers/free school meals and permitting the use of a MOOC and an essay as part of the condition of an offer. The Council **approved** the revised policy.

12. Student Support Policy

12.1 The Council received the revised Student Support Framework *(9(a) Coversheet revised student support framework (b) Full Student Support Framework)* noting that the revision included moving away from 121 super tutor support towards a more blended model between group coaching and 121 tutoring. As the coaches also double as academic tutors' students will therefore receive group support as well as 1 on 1 support with same tutor. The revised policy also removes some welfare advisors being replaced by the newly recruited Head of Student Support and a number of external providers of counselling and mental health support. The School has also secured extra-curricular support from Queen Mary University which provides access to a range of resources such as sports facilities for example. It was queried whether external gender diversity training could be added as well as how and by whom decisions on external training would be made. It was **agreed** that gender diversity training should be added and that there should be discussion regards sourcing, tendering and evaluation of external providers. *[Action: MVDM to add gender diversity training and convene meeting on sourcing and tendering to include AB]*. The Council **approved** the revised support framework.

13. Changes to Sub-Committees

13.1 The Council received the proposal *(5. Coversheet: Changes to Sub-Committees)* to remove the Learning Sciences and Interdisciplinary Working Groups. It was noted that these discussions could be incorporated in other structures including fortnightly research seminars, weekly Faculty meetings and the Annual Faculty Away Day. It was noted that the QAA had previously indicated that the School had a heavy governance structure, and this will enable more efficient governance and discussion in this area. It was queried whether the chart represents lines of governance, management or both. It was stated that the chart is governance however additional clarity could be provided. *[Action: ME to provide additional documentation /slide on management lines in relation to governance].* The Council otherwise **approved** the changes.

14. Student Representation at Academic Council

14.1 It was reported that the next meeting of the Council will include two student representatives. It was proposed that some items should be dealt with as reserved business as determined by the Chair on advice from the Registrar. The Council **approved** the proposal. *[Action: Registrar to draft memorandum on student representation and reserved items for next Academic Council].*

15. Regulatory Working Group

15.1 The Council received the overview of recent work by the Regulatory Working Group *(6(a) Committee Coversheet)* and the minutes *(6(b) Regulatory Working Group Full Minutes)* of its meetings held on 11/08/2021, 23/07/2021 and 13/07/2021. The Council **approved** the minutes of the Group.

16. Annual Report on Appeals and Complaints

16.1 The Council received and noted the Annual Report on Appeals and Complaints *(7 Coversheet: Appeals and Complaints)*.

17. Any Other Business

17.1 It was suggested and the Council **approved** that the DAPS risk register and descriptors should be delegated to the Regulatory Working Group which would produce a report if there were new changes in risk. It was stated that this would assist in streamlining the work of the Council.

18. Date of Next Meeting

18.1 The next and future meetings will be held on:

- Wednesday 16th December 2021; 14.00-16.00, via Teams
- Wednesday 24th March 2022; 14.00-16.00, via Teams
- Wednesday 16th June 2022; 14.00-16.00, via Teams

END: 1546

ACTIONS 2020/2021

INCOMPLETE ACTIONS

Meeting/minute	Action	By Whom	Deadline	Outcome
17/09/2021; minute 9.1	External Learning: to draft process document for quality assuring externally provided delivery	Head of Quality	Next meeting	On-going as part of wider framework for project and initiative development.
17/09/2021; minute 12.1	Student Support Policy: to include gender diversity training (including sourcing and tendering discussion with AB)	MVDM	Next meeting	Changes to be sent to Regulatory Working Group
17/09/2021; minute 13.1	Governance chart: to provide additional documentation /slide on management lines in relation to governance	Registrar	Next meeting	Pending revisions from restructuring.
17/09/2021; minute 14.1	Reserved items: to draft memorandum on student representation and reserved items for next Academic Council	Registrar	Complete	