



MINUTES

Wednesday 1 December 2021, 14.30 By Microsoft Teams

In attendance

Professor Elena Rodriguez-Falcon (ERF), Chief Executive Officer (Chair)
Professor Beverley Gibbs (BG) Chief Academic Officer (Deputy Chair)
Professor Dave Allan (DA), Head of Programme Development
Ms Frankie Devereux (FD), Elected Professional Services member,
Ms Mary Kenyon-James (MKJ), Head of Student Experience
Ms Michaela Dubravcova (MD), Interim Academic Registrar
Dr Nadia Kourra (NK) Elected Academic Member
Dr Gabriele Tamagnone (GT), Elected Academic Member
Professor Gary C Wood (GCW)

Minutes

Anthea Parker, Head of Strategic Planning and Academic Council
Secretary, NMITE

1. Welcome

The chair welcomed all the meeting and in particular to the new Academic Members Nadia Kourra and Gabriele Tamagnone. It was also noted that Gary Wood was joining this meeting as an observer.

2. Minutes of previous meeting

Approved:

The minutes of the meeting held on 06 October 2021.

Noted that:

- i. The action regarding September application numbers is covered in Item 4
- ii. OfS Tracker Update – the tracker is being updated and reformatted. Responsibilities for each item are also being updated. It will be reviewed by the Regulatory Committee in January and brought to the next Academic Council.
- iii. Recruitment Selection Review – not yet completed.
- iv. Student Representation on committees – student representatives have been selected. Work is continuing regarding the process for reserved business.
- v. The action regarding NDAPS is covered under item 5.
- vi. Ethical Framework action - there had been one request for ethical approval. Proposed to complete in stages with initial focus on research ethics. Action owned by BG and DA

with input from NK.

3. Chairs Report

Received:

A report from the Chair.

Reported:

- i. [NOT FOR PUBLICATION]
- ii. [NOT FOR PUBLICATION]
- iii. We need to remind ourselves that the primary concern is the delivery of education for our pioneers and future learners. The Academic Council is in a special position to make sure that happens successfully.
- iv. Pioneers are learning and becoming engineers. We will refine and revisit our model, but our mission is intact and also practical in its delivery. Need to be willing to adapt.
- v. There are good indications for attracting students for January and this is testament to the work that is being done with the student recruitment and marketing. We do however need to press harder for next September.
- vi. A recent email from Beverley Gibbs highlighted the professional standing of our academic team. It shared work that academics have been doing in the HE sectors to raise their professional standing and the reputation of NMITE. We should celebrate and empower team to make themselves visible in the sector.
- vii. In discussion:
 - o Noted that a smaller cohort in January could impact the quality of the student experience. This is being looked at in terms of the timetable and whether the new cohort could join some modules with the Pioneers.
 - o Noted that it was important that students are not in the studio spaces full time. This is being address with promoting being more independent and completing different activities.

4. Academic Registrar's External Landscape Report

Received:

Report of the Higher Education Landscape.

Noted:

- i. That there is a consultation of the new Office for Students 3-year strategy. All in Higher Education are invited to share their views.
- ii. That the OfS published a report on progress against Access and Participation. The sharing of the data has been postponed from November until the new year.
- iii. That over 200 universities and colleges had signed up to the IHRA working definition of antisemitism.
- iv. That although the extenuating circumstances committee has not yet sat, the members have followed policy and have had two requests. The panel sat and approved the requests.

- v. Updated figures had been provided on the January and September 2022 cohorts.
- vi. In discussion:
 - o Noted that the focus on January should not distract for the recruitment for September 2022.
 - o There is some concern that NMITE is not doing enough on UCAS, but there is also evidence that other institutions are opening up direct entry.
 - o Noted that the OfS has contacted the CEO as accountable officer to provide feedback on the Quality Scrutiny Review. The COE responded to the feedback request.

5. Academic Affairs Committee (AAC) Report

Received:

Report from AAC held on 17 November 2021

Noted:

- i. That the impact that an interruption to either learning or delivery can have on student progression was discussed given the intense and short module structure of the MEng. Whilst measures can be put in place to mitigate the impact of this, it was agreed that this should be added to the risk register as a new academic risk.
- ii. That the Pioneer cohort data report on the new Open University monitoring form was received and discussed by AAC.
- iii. That a report on the ASK was received; further work is being undertaken to ensure that students are supported to access support from the ASK within their timetable and that the skills flow within each module is clearly mapped to ensure ASK delivery of key skills is fully embedded within the programme.
- iv. That the updated NDAPS course portfolio was reviewed and discussed, particularly the impact that development of an Mech Eng programme may have on the gender balance and diversity of the student cohort.
- v. That an update on the synchronous online learning put in place to support students who were required to self-isolate due to COVID 19 was received. Further review of the effectiveness of this delivery, and areas for possible enhancement will be discussed during the planned MEng review day.
- vi. In discussion:
 - o Noted that in terms of programme development there is the need to look at what has the greatest market potential and not always what is currently popular. It is looking at what can achieve the greatest benefit for the least investment, and this could be selling a similar course to a different audience.
 - o Noted that in the Board Strategy Day it was highlighted that in programme development we should not forget the international market. There is a need to get a footprint in other markets such as post graduate masters that are popular internationally.

6. Quality Assurance Committee Report (QuAC)

Received:

Report from Learning and Teaching Committee held on 3 November 2021

Noted:

- i. That OU monitoring data is covered in item 7
- ii. That the admissions data report from the Pioneer Cohort was received and discussion held on the data particularly in relation to gender balance, and number of students admitted by RPEL and the implications for outreach, recruitment and student support.
- iii. That updates on both the student welcome week feedback and election of student representatives was received. A draft student engagement strategy was discussed and agreed that members would do more work on this prior to it coming to the January meeting for approval
- iv. That an update on the assessment verification process was received. This process ensures that the assessment task information released to students has been both internally and externally verified.

7. Open University Monitoring Reports

Received:

Open University Monitoring Reports (AC.21.12.05)

Noted:

- i. That the Open University has introduced a new monitoring process for its validated partners. This consolidates all required elements of programme monitoring and data into one spreadsheet, with different pages of the template having staggered submission date requirements.
- ii. That the first submission A1 Intake 1 – reports student recruitment data and commentary and needs to be submitted to the Open University at the beginning of December 2021. The commentary on the data has been completed following discussions at both the Quality Assurance Committee and Academic Affairs Committee in November.
- iii. The new monitoring process also includes a new template for the annual institutional overview, which will need to be completed by the end of September 2022. A draft of this overview will be discussed at both Academic Affairs and Quality Assurance Committees prior to coming to Academic Council for approval.

Academic Council approved the first submission of the annual monitoring process for the MEng Integrated Engineering for the Open University

The Committee agreed:

Minor update needed to Student data prior to submission (-3 students)

Responsible

MD

Deadline

December

8. Academic Council Terms of Reference and Membership

Received:

Proposal that the Academic Director becomes a permanent member of the Academic Council. This would mean that all members of the Senior Academic Leadership team are members of the academic council.

Noted:

- i. That Professor Gary Wood left the meeting for this discussion.

Academic Council members approved the Academic Director as being a permanent member of the Academic Council

<i>The Committee agreed:</i>	<i>Responsible</i>	<i>Deadline</i>
Update Terms of Reference with new membership and titles	AP	January

9. Annual Report of Academic Governance

Noted:

- ii. That an Annual Report on Academic Governance needs to be prepared for review by Audit and Risk Committee and approved by the Board (January 2022)
- iii. In discussion:
 - o Report should include review of the design of the programmes and the quality of the programme delivery.
 - o Noted that there needs to be process for new programme approval
 - o Academic Culture and more on Student Engagement should be included.

<i>The Committee agreed:</i>	<i>Responsible</i>	<i>Deadline</i>
All members to feed content into the Academic Governance report	AP	End December

10. AOB

Noted that the Chair's Action regarding appointing Sarah Hitt as a NMITE Visiting Professor had been approved.

11. Next meeting

Members asked to note that the next meeting is Wednesday 2nd February.