



Academic Council

MINUTES

Wednesday 2 June 2021, 3.00pm 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), Learning and Teaching Lead (Development Lead) Ms Frankie Devereux (FD), Elected Professional Services member, Professor Sarah Hitt (SH), Elected Academic Member Ms Mary Kenyon-James (MKJ), Head of Student Experience Ms Tam Milner (TM), Academic Registrar Terence Jagger, Chair of Board of Trustees
Apologies	Assistant Professor Neil Rogers (NR), Elected Academic Member
Minutes	Anthea Parker, Head of Strategic Planning and Academic Council Secretary, NMITE

1. Welcome

The Chair opened the meeting, welcoming Academic Council members and Terence Jagger as a guest to the meeting.

Apologies were noted from Neil Rogers.

2. Minutes of previous meeting

Approved:

The minutes of the meeting held on 13 April 2021.

Noted that:

- i. The action regarding the development of the Ethics Framework is still in progress and Peter Broks will now be involved in this work.
- ii. No further feedback on the Ethics Framework had been received by Sarah Hitt – council members asked to send through any comments so that the work can be progressed and concluded.
- iii. The action relating to the LTC Terms of Reference was reviewed in the meeting under Agenda item 8.
- iv. The action relating the Academic Compliance Tracker was reviewed in the meeting

under Agenda item 5.

3. Chairs Report

Received:

A report from the Chair.

Reported:

- i. That NMITE are pursuing plans to diversify programmes. Some of these programmes cannot be validated by the Open University and NMITE is looking at accelerating plans for applying for New Degree Awarding Powers (NDAPs). The Board had approved the proposal and the Academic Register will meet with Office for Students about the process.
- ii. [NOT FOR PUBLICATION]
- iii. [NOT FOR PUBLICATION]
- iv. That the success of NMITE depends on launching in September and delivering the on NMITE mission and a very good student experience.

4. Academic Registrar's External Landscape Report

Received:

Report of the Higher Education Landscape.

Reported:

- i. That the Office for Students focus is currently on sexual misconduct and anti-Semitism. OfS have requested HEI's to sign up to a position on anti-Semitism.
- ii. That NMITE is now live on UCAS and students can apply for places via UCAS.
- iii. That students who have accepted places at NMITE have started applying to SLC for funding.

The Committee agreed:

Consider and document NMITE's position on Anti-Semitism and whether this is in alignment with OfS

Responsible

Chair/TM

Deadline

September

5. Academic Compliance Tracker

Considered:

Tracker for conditions of OfS Registration (AC.21.06.03).

Noted:

- i. That the tracker had been requested following discussions with the Audit and Risk Committee.
- ii. That the more detailed reports would be populated with statutory return details and provide clarity to Academic Council, Board of Trustees and Audit and Risk Committee
- iii. That the OfS conditions applied to NMITE are the standard conditions of Registration.
- iv. That it was important that all staff are aware of the OfS condition as they influence decisions that are made.
- v. That, going forward, it will be called OfS Compliance Tracker and encompasses all aspects of Registration not just Academic matters.

6. Quality Assurance Committee Report (QuAC)- changed from Agenda item 7

Received:

Report from QuAC held on 5th May 2021 (21.06.05)

Noted:

- i. That two meetings had been held and had focused on the internal quality assurance processes.
- ii. That when Degree Awarding Powers are in place QuAC would organise the mechanics of new programme validation and the quality and assessment. The programme delivery would be driven by the Learning and Teaching Committee.
- iii. That with regards to alternative or replacement assessment for students in extenuating circumstances it may not always be feasible to have a suitable alternative method prepared in advance.

The Committee agreed:

That an appropriate and robust process for extenuating circumstances to be reviewed and proposal to go through LTC and QuAC

Responsible

Academic
Team/TM

Deadline

August AC

7. Learning & Teaching Committee

Received:

Report from Learning and Teaching Committee held on 12th May 2021 (AC.21.06.04)

Noted:

- i. That it had been agreed that the format of the LTC report would be revised with the new format used from the next Academic Council.

- ii. That the main content of the report had a separate agenda item (Item 8).

8. Proposed Changes to Learning & Teaching Committee

Received:

Proposed changes to title and terms of reference (AC.21.06.06)

Noted:

- i. That the proposed changes had been proposed due to the broadening of the LTC remit and the growth of learning activities such as lifelong learning and the Skylon Campus.
- ii. That the changes had been developed in conjunction with the Chief of External Engagement, consultation with other stakeholders and through discussion and the Learning and Teaching Committee.
- iii. That the new Academic Affairs Committee (AAC) would include representation on Lifelong Learning through the Head of Partnerships, for Skylon the CATT Director and would also include the new Academic Director. Student experience representation on AAC to be considered.
- iv. That the Academic Council agreed the changes and that this will enable the Academic Strategy to move forward by bring all aspects under one umbrella.

The Academic Council approved the changes to the Learning and Teaching Committee.

The Committee agreed:

That the proposed changes are to be implemented and communicated to the Board

Responsible

BG

Deadline

July Board

Inclusion of Student Support representation on the AAC to be reviewed

BG/MKJ

August AC

9. Visiting Academic Appointments Procedure

Received:

Updated Visiting Academic Appointments Procedure and Proposal Form (AC.21.06.07)

Noted:

- i. That the policy had been re written to provide more clarity in conjunction with the HR Director
- ii. That the policy related to Visiting scholars who would have a sponsor within NMITE. This is different to the NMITE Honorary Professor and this is not in scope of this process.
- iii. The revised policy and process had been produced in consultation with the Academic Team and had been supported.
- iv. That no DBS checks are required for safeguarding are visiting academics will not be

interacting with Students.

The Academic Council approved the Visiting Academic Appointments Policy.

The Committee agreed:

That Visiting Academic
Appointments Procedure would
be implemented and
communicated

Responsible

BG/HR
Director

Deadline

August AC

10. Key Committee Dates for Academic Year 2021/22

Received:

Schedule of Board and Academic Committee dates (AC.21.06.08)

Noted:

- i. That the schedule had been produced to facilitate the flow of information from the committees to the Board.
- ii. That with the longer teaching period at NMITE there should be an opportunity of an event to mark the end of the year.

11. AOB

No items raised.

12. Next meeting

Members asked to note that the next meeting is Wednesday 4th August at 1.30pm