MINUTES

Wednesday 6 October 2021, 14.0 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 Michaela Dubravcova (MD), Interim Academic Registrar
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 welcomed members to the meeting and noted that apologies had been received from Neil Rogers. The chair formally welcomed Michaela Dubravcova to the Academic Council in her position as interim Academic Registrar.

2.   Minutes of previous meeting

Approved:
The minutes of the meeting held on 04 August 2021.

Noted **that:**
   i.   Actions regarding the Ethical Framework had been left open until a revised proposal was brought forward. The process had been tested with one live project and there had been challenges identified, Further work will be done to strengthen the framework.
   ii.   Action regarding NDAPs submission would be covered in the AAC report (item 6).
   iii.   Action regarding the terms of reference for QuAC would be covered in QuAC report (item 7).

3.   Chairs Actions

Noted that:
There had been three chairs actions taken since the last meeting in August.
- iv.   Policy approvals – minor changes to Partnership documents; Partner and Guest Speaker Handbook, Partnership Guide, Student Handbook (visits, challenges and projects with partners)
- v.   Assessment Boards – change to date of assessment board in June 2022. Change to make two assessment boards on the same day.
- vi.   Approval of IHRA definition of antisemitism and notification to OU (reservations noted)

4.   Chairs Report

Received:
A report from the Chair.

Reported:
- i.   *[NOT FOR PUBLICATION]*
- ii.   That it is important to ensure the centre of attention is delivery of the programme for the students and quality assurance.
- iii.   The focus needs to be on our Pioneer students whilst also recognising that we are also pioneers. NMITE should all be proud of having recruited our 27 Pioneer students.

5.   Academic Registrar's External Landscape Report

Received:
Report of the Higher Education Landscape.

Noted:
- i.   That the deadline to submit the early statistics survey was early December.
- ii.   The HESA governance data was submitted ahead of the deadline in September
- iii.   In discussion:
    - a.   Feedback on the report was positive and having the integrated links within the report was appreciated.
    - b.   Positive news about the applications for January and noted that a new recruitment drive was to be launched shortly.

The Committee **agreed:**	Responsible	Deadline
Next report to also include details of applications for September 2020	MD	December AC

6.   OfS Compliance Tracker

Considered:
Tracker for conditions of OfS Registration (AC.21.10.04).

Noted:
i. That NMITE was up to date with OfS and HESA data requirements with the next data requirements due in November and December.
ii. There had been no significant changes from the last report. Going forward Academic Registry and Quality will have joint responsibility for the tracker.
iii. In discussion:
    a. A1.1 Access and Participation Plan – noted that the OfS had responded with some queries, and these are being addressed. A student consultation was needed, and the review APP should be due soon.
    b. C1: Annual update of policies – noted that this was almost complete, but not everything had yet been updated on the website.

The Committee agreed:	Responsible	Deadline
The tracker will be fully updated by the next Academic Council	MD/EL	December AC

7.   Academic Affairs Committee (AAC) Report

Received:
Verbal report from AAC held on 15 September 2021

Noted:
i. That the Academic Affairs committee reviewed the first weeks of the Pioneer intake, they type of learners in the cohort and any early teething issues. They are a good group of students with a variety of personalities.
ii. That there had been challenges due to Covid impacts and conflicting guidance and lessons learnt should be addressed in Business Continuity Planning and covid plans.
iii. That the strategy for NDAPS and programme expansion was covered, and members of the committee were surveyed on different options around widening tariff areas, but also building on what we already have.
iv. That there would be a meeting with the trustees to discuss the future portfolio of programmes including opportunities such as Access to HE which needs further exploration.
v. Noted that other FE/HE partners in the region had been in contact to discuss income generating teaching options without the need for validation or NDAPS.
vi. That Dave Allan will take the role of Head of Programme Development and look across how to progress sensible across different offers.
vii. In discussion:
    a. Noted that NMITE are being approached by other universities interested in the approach and opportunities for partnerships. NMITE still needs to be disruptive

and creative, but our organisation planning needs to consider the market and what will work.

b. NDAPs work is still ongoing whilst views are being collated.

8.   Quality Assurance Committee Report (QuAC)

Received:
Report from Learning and Teaching Committee held on 1 September 2021

Noted:
i.   That Beverley Gibbs is now the chair of QuAC and will be working directly with Emma Lewis (Quality Assurance Manager)
ii. *[NOT FOR PUBLICATION]*
iii. That terms of reference updated due to change of membership and reduce the number of academic reps.
iv. In discussion:
   o Noted that there is not a conflict of Academic Affairs and QuaC having the same chair as QuAC reports directly to Academic Council. Recommended that Academic Council should also revisit its terms of reference to be as strong as possible and separation exists where needed.
   o That it is appropriate to review the selection process. A structured review before the next phase of recruitment.

The Committee **agreed**:	Responsible	Deadline
Structured review of recruitment/selection process and process improvements recommended and implemented ahead of next intake.	DA/SH/Quality Assurance (EL)	December AC

9.   Student Representation on Committees

Received:
Paper of student members of NMITE committees (AC.21.10.07)

Noted:
i.   That the number of elected student members to NMITE committees need to be agreed in context of the size of the cohort.
ii. That a proposal had been put forward for the numbers of the committees and the outline 2021 election process to be completed in the last quarter of the year.
iii. That the board actioned the CEO to make a recommendation for at what point a student governor should be on the board.
iv. In discussion:

- o Noted that the impression is that the cohort is not far off considering representation. Timing could be after the first engineering sprint.
- o Concern that putting it back would miss opportunities to act on points raised by the representation and learning shared by the students.
- o Preference expressed was to start the process at the earliest opportunity – elections by the end of October 2021.
- o If no student wants to be on a committee, then this should be accepted.
- o That there should be consideration for confidential items on the agenda when there are student representatives

Academic Council agreed to endorse the first option on the paper (1.8i) Student members are in place for the Board of Trustees meeting on the 24th November 2021 (and then Academic Council on the 1st December) with caveat QA Manager and Academic Director work through the timeline to ensure it is achievable.

If option 1.8i is not achievable to report back on reverting to the second option.

The Committee **agreed:**	Responsible	Deadline
Academic Director and Quality Assurance Manager to plan the student election process, timeline and deliverables (role descriptors) and confirm achievable by end of October	GW/EL	End October
Academic Director and Quality Assurance Manager to make recommendations for process for reserved business agenda items when student representation is in place	GW/EL	End October

10.   Annual Report of Academic Governance

Noted:
- i.   That an Annual Report on Academic Governance needs to be prepared for review at the next Audit and Risk Committee (9th November).
- ii. Guidance is being sought on the content.
- iii. Recommended that when a format is prepared the Chair will circulate for feedback and review ahead of the Audit and Risk Committee.

The Committee **agreed:**	Responsible	Deadline

| Prepare and circulate draft Academic Governance report | ERF/AP | End October |

11.   AOB

Noted that the meeting was the last attended by Sarah Hitt. The chair thanked Sarah greatly for her contribution to the council and to NMITE.

12.   Next meeting

Members asked to note that the next meeting is Wednesday 1st December.