



## Academic Council

### MINUTES

---

Tuesday 15 December 2020 1.00pm 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 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 everyone to the second sitting of the NMITE Academic Council and noted that there were no apologies.

#### 2. Minutes of previous meeting

##### **Approved:**

The minutes of the meeting held on 27 October 2020 January (Item 2)

##### **Noted** that:

- i. Actions relating to Committee membership and the proposals on Assessment Policy and MEng Classifications had been completed (Proposals 1 and 3).
- ii. On Proposal 2, concerning the change to the Bachelors Engineering Programme, an alternative approach had been devised. The original proposal on renaming the project and changing from an individual to group project was approved by the Academic Council on 27 October 2020. An alternative solution had been determined whereby students would revisit challenges that they had started and develop them further. This would demonstrate good pedagogy and will be easier to resource and manage and would not necessitate the development of a new module.

The original proposal had been put before Academic Council as the Learning and Teaching Committee had not yet sat.

**Resolved:**

The revised proposal (2).

**3. Chairs Report**

**Received:**

A report from the Chair.

**Reported:**

- i. That validation from the Open University had been obtained and, in conjunction with OfS Registration, meant that NMITE was able to formally operate as a Higher Education provider and recruit students.
- ii. The intention was to recruit 50 Pioneers for a start in March 2021. The student recruitment campaign was fully operational, with some initial applications received and open days planned for January and February 2021.
- iii. There had been a positive response to NMITE's recent achievement, and it is hoped that this would convert into support from stakeholders whether financial, in kind, or through referring potential applicants.
- iv. Attention would now turn to recruitment activity and continuing with planned organisational developments, along with the need to ensure long-term financial sustainability and manage the impact of Covid. The latter were key risks which were currently dominating discussions within the sector.
- v. The Chair extended her sincere appreciation for the success of NMITE in achieving its most recent milestones.

**4. Academic Registrar's External Landscape Report**

**Received:**

A verbal update from the Academic Registrar.

**Reported:**

- i. That the Higher Education Student Early Statistics (HESES) annual statutory return had been submitted to the OfS. The return provided the OfS with an indication of higher education student numbers and this, in turn, informed the statutory grant funding. An update would be required in January 2021.
- ii. The OfS had been very active in launching consultations and guidance, particularly in the context of the impact of Covid, such as third-party notifications, reportable events, and monetary penalties.
- iii. A significant consultation is on regulating academic quality and standards in higher education. The Academic Registrar sits on the executive of the Quality Strategy Network and would be participating in that submission. The result of the consultations may affect the next Quality and Standards Review, which NMITE should expect within the next couple of years as a newly registered provider.
- iv. NMITE was in the process of obtaining approval from the Student Loans Company for the MEng to be added to course designation. This would enable the students to apply for maintenance funding.

- v. Audit and Risk Committee would review a draft Quality Framework document at its meeting in January 2021 and it was expected that, subsequently, quality and standards process map would be derived from these. These would clarify the role of the Board, the Audit and Risk Committee, and Academic Council and its sub-Committee; the Open University; and the OfS.
- vi. NMITE was in liaison with the Universities and Colleges Admissions Service (UCAS) on registering with them.

## 5. Teaching and Learning Committee Report

### **Considered:**

The report from the Committee meeting on 2 December 2020 (Item 5).

### **Noted:**

That the Academic Strategy, which incorporated knowledge transfer and consultancy would reside with Teaching and Learning Committee, as this had oversight of all learning.

### **The Committee agreed:**

The Chief Academic Officer  
review the Terms of Reference  
for the for Teaching and Learning  
Committee to ensure it  
encompassed all types of  
learning

### **Responsible**

BG

### **Deadline**

Next Teaching and  
Learning Committee

## 6. Quality Assurance Committee Report

### **Received:**

An oral report.

### **Reported:**

- i. That the first meeting of the Committee had been held on 25 November 2020.
- ii. The Terms of Reference had been considered and adopted, Once appointed, the Quality Assurance Manager would act as Secretary.
- iii. The Committee would have oversight of performance indicators and these would develop overtime as the academic programme came on stream. The data would include indicators on attrition, attainment, diversity, employability, and student voice and Audit and Risk Committee had oversight of key academic risks, reporting into the Board.
- iv. The data would be derived from the Student Record System.
- v. Application data would be available at the next meeting of the Academic Council and enrolment data would be provided as students were registered.

***The Committee agreed:***

That the terms and definitions used for the stages in the applicant journey (student statuses) be circulated

***Responsible***

TM

***Deadline***

Next Academic Council

**7.** Skylon Park Strategy Board

***Considered:***

A paper on Skylon Strategy Boards (Item 7).

***Reported:***

That an earlier version of the paper had already been shared with the Senior Leadership Team, the Head of Partnerships and the Academic Team. The paper outlined the concept and design activity in the buildings at Skylon Park would be implemented.

In discussion, it was ***noted*** that.

- i. This process might be required for all sites, including Blackfriars.
- ii. Membership should include The Head of Student Experience
- iii. Academic Leads had been identified for the CAM (Nadia Kourra) and the CATT (– CATT Director). A lead for the CFS had not yet been not confirmed and further work would be needed on the CFS vision. There is interest in the CFS in the Academic Team.
- iv. The Academic Strategy needed to incorporate the strategy for the CATT, CAM and CFS.
- v. All Skylon centres were industry facing and industry needed to have a voice in shaping the development. The aim was to bring the right internal resource together with the industrial representation to articulate the optimal provision.
- vi. A process would need to be developed where this activity aligned with the core offering through the Learning and Teaching Committee.

***The Committee agreed that***

The Skylon Park Strategy and provision development should go to the Teaching and Learning Committee, prior to Academic Council and this be reflected in the paper.

***Responsible***

BG

***Deadline***

Next Teaching and Learning Committee

**8.** AOB

***Noted:***

That delivery of the Manufacturing Degree Apprenticeship was still proposed for 2021, but would be delivered initially at another campus location, pending completion of the CAM.

**9.** Date of Next Meeting

The next meeting was planned for Tuesday 2 February 2021 at 12.30pm, by Teams.