



Academic Council

MINUTES

Tuesday 13 April 2021 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 4th NMITE Academic Council and noted that there were no apologies.

2. Minutes of previous meeting

Approved:

The minutes of the meeting held on 02 February 2021.

Noted that:

- i. The action regarding the Academic Promotion Policy had been completed and the policy approved.
- ii. Action on distributing further information about application stages had been completed.

3. Chairs Report

Received:

A report from the Chair.

Reported:

- i. That the change of start date was stated at the last Academic Council. At that time, it had been concluded that NMITE would merge the March intake with the September intake to meet financial forecasts and as a result we had a 200-student recruitment

target.

- ii. That on reflection, the target for a new HEI, with a new programme, the target was unrealistic. The Board had considered and approved a revision of that target to 100, which is still a stretched target, as it doubles our initial PC intake from 50 to a 100 but more realistic than 200.
- iii. *[NOT FOR PUBLICATION]*

4. Academic Registrar's External Landscape Report

Received:

A verbal update from the Academic Registrar.

Reported:

- i. That the OfS:
 - Had been notified of NMITE's change to the Chair of the Board, which now shows as Terence Jagger as of 1 April 2021.
 - Continue to have a strong focus on the impact of Covid for students' higher education/quality and standards/ability to complete their programmes of study, with additional "Reportable Events" being added to the Conditions of Registration in this regard.
- ii. That the Student Loans Company Course Upload for the MEng had been completed and will allow for prospective students to apply for funding.
- iii. That the UNISTATS publication of NMITE's MEng should be confirmed within the next few weeks. Course information will be published via the WhatUni website.
- iv. That UCAS had completed their review of our submission for membership, and there is an On-boarding meeting with them on Friday 16 April.
- v. That the DfE is running a Consultation on the review of Undergraduate Admissions: this sector-wide process is still 'live' and NMITE submitted a response to the call for input via the Engineering Professors Council on 8 April 2021. There are two possible models being proposed under the overarching umbrella of Post-Qualification Admissions - and which are underpinned by the suggestion to move A Level Results into July. The first proposal would change to both applications and offers being made following the confirmation of A Level results; whilst the second would see applications being made in advance (as they are now) but all offer-making being moved to the receipt of confirmed exam results. It was recommended that NMITE maintain Direct Applications as an option in addition to UCAS membership.
- vi. That NMITE's first HESA statutory return about employees and Board members will be submitted this summer - to be coordinated by the Academic Registrar, working with the HR Director and the Institutional Company Secretary.
- vii. That it is recommended that a Compliance Tracker be created for Academic Council to monitor and review all compliance returns.

The Committee agreed:

Responsible

Deadline

To discuss the setting up of an Academic Compliance Tracker for review by Academic Council

Chair/TM

TBC

5. Learning and Teaching Committee Report

Considered:

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

Noted:

- i. That the Council had received and read the report.
- ii. That there will be increase in staff absence in July and August. There will be a ramping up of preparedness and this will be coordinated through the LTC to ensure the interface with Professional Services.

The Committee agreed:

That the Terms of Reference would be reviewed to assess whether the Head of Widening Participation should be a member of Academic Council

Responsible

ERF/BG

Deadline

June Academic Council

6. Ethical Review Framework

Considered:

- The Ethical Review and Approval Policy,
- The Institutional Code of Conduct,
- The Ethics Committee Terms of Reference
- The process of ethical review set out in the process flowchart and case studies.

Noted:

- i. That the work brought to the Academic Council had been completed by a Matrix group. Consultation had involved governance, external engagement, and academic input. Further work is needed, but Academic Council had been asked to provide approval of work completed to date.
- ii. That the scope of the framework had been focused on Teaching, Learning and Research and therefore did not cover other activities such as student union.
- iii. That the scope of this work and its relationship with Academic Freedom, Prevent and social research should be clarified further.
- iv. That members of Academic Council had several detailed feedback points on terminology and listed policies. These points to be sent directly to SH.
- v. That the suite of documents had been a very good start but are not yet ready for approval and recommendation to the board. Members of the Academic Team should

review with fresh eyes and complete the framework.

The Committee agreed:

Detailed feedback points on the documents should be sent separately to SH for review

Responsible

All

June Academic Council

Deadline

Academic exercise to further develop and complete the framework with LTC input and bring back to AC for approval

BG, NR, SH,
DA

TBC

7. AOB

Nothing noted.

8. Date of next meeting

The next meeting was planned for Wednesday 2 June 2021 at 3pm, by Teams.