Appendix 2 – Extraordinary Meeting 17th December 2024

Extraordinary Academic Council

DRAFT MINUTES

Tuesday 17th December, 14.15 Blackfriars Building

Present	Professor David Oloke (DO), Chief Academic Officer (Chair), James Newby Chair (JN), President and CEO Dr Patricia Xavier (PX), Elected Academic Member Mary Kenyon-James (MKJ), Director of Student Lifecycle Jen Newton (JN), Elected Professional Services member, Emma Lewis (EL), Senior Quality Assurance Manager
In attendance	Lucy Stonehouse (LS), Quality Assurance Manager Chib Alexander (CoSec) Company Secretary
Apologies	Professor Gary C Wood (GCW), Academic Director Dr Nadia Kourra (NK), Elected Academic Member Tierney McCann (TM) Student Union President

1 Welcome

I. The Chair opened the meeting, confirmed it was quorate.

2 Assessment Board | Lead **David Oloke**

Received: AC.25.02.01

i. Ratification of Awards: A report from the Assessment Board (AB) was reviewed which noted the feedback provided by the External Examiners. Based on the recommendation from the Assessment Board, Academic Council formally ratified the awards for seven MEng (Hons) Integrated Engineering Awards, three BEng(Hons) Integrated Engineering Awards and three BEng Integrated Engineering Awards.

Confirmation of Award of Seven MEng (Hons) Integrated Engineering Degrees- APPROVED

Confirmation of Award of Three BEng (Hons) Integrated Engineering Degrees- APPROVED

Confirmation of Award of Three BEng Integrated Engineering Degrees - APPROVED

3 **Programme Approval** I Lead **Emma Lewis**

Received: AC.25.02.02 Programme Approval

Received:

i. Following the programme validation events held in November 2024, and discussion at Academic Affairs Committee on 12th December 2024, and in line with the Programme Approval process, Academic Council members were asked to review and confirm final approval of the following programmes:

MEng/BEng(Hons) Mechanical Engineering (accelerated and standard)

BSc(Hons) Construction Management

ii. Members noted that the actions raised during the validation panel that will be monitored at AAC. DO highlighted the dedication of the team and thanked them for their work to complete the validation process and required reviews and paperwork.

iii. EL informed members of their intention to review and gather feedback from programme development leads on the new programme development process.

MEng/BEng (Hons) Mechanical Engineering (accelerated and standard) - APPROVED

BSc (Hons) Construction Management - APPROVED

4 **Academic Council Annual Enhancement Project Proposal** I Lead **Emma Lewis**

Received: AC.25.02.03 Annual enhancement project

i. DO noted that the paper had been delayed from AC Nov 6th due to EL absence/sick leave. EL noted that the paper remained largely unchanged, addition of background to requirements and rationale for the project proposal. Noted discussed at NDAPS project plan.

ii. EL while major approval processes touches on Ask/student services it focusses on curriculum and this allows more focus on ASK, Student services, STEPS etc. JN peripheral to the course but not directly scrutinised, allowing for externality for these items/ key topics. JN is there a clear idea of what is in scope of this proposal? EL confirmed they had not listed direct items as it would be a rolling programme and could be flexible given student or staff feedback on specific areas.

iii. PX light touch and allows for a deep dive into key areas. Who would undertake the work? Staffing allocation. EL provided an example noting that this would be the lead depending on the area selected. Ie. Challenge lead learning, Leads plus some members from professional services to support on the panel.

iv. DO when is the area of focus agreed/schedule of key areas. Panel Chaired by the External member of the AC. EL external members – timeline of March

v. JN what will the outcomes of the reviews be disclosed to the OfS/through NDAPS monitoring. EL will require to be disclosed to OfS through NDAPS monitoring but would not be externally publicly reportable. Would be noted through the AC minutes and any Board reporting if noted there.

vi. DO can be evidence as part of FDAPS as good practise and narrative.

APPROVED

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5 Any Other Business I Lead **David Oloke**

Received: AC.24.05.03 Changes to Admissions Policy and Entrance Tariffs

i. Members acknowledged the approval of the IELTS amendment which was circulated via email as discussed at the 6th November meeting.

ii. EL suggested a review of governance noting the increasing number of extraordinary meetings. Members agreed the importance of ensuring better awareness of governance meeting timelines to support staff submitting work within the schedule.