



## ACADEMIC BOARD

Minutes of the meeting held on Wednesday 12 October 2022

**Present:** Steven West (Chair), Jodie Anstee, Yvonne Beach, Rachel Cowie, Olena Doran, Hilary Drew, Katie Jenkins, Helen King, Paul Olomaolaiye, Rania Regaieg, Lyn Newton, Jackie Rogers, Jim Smith, Richard Strange, Emma Weitkamp, Wendy Colvin, Lily Diyemowei, Amanda Coffey, Neil Willey, Elena Marco, Marc Griffiths, Mandy Lee, Martin Boddy, Heather Moyes (Secretary), Vanique Kruger, Kiana Edkandani, Sadie Trent, Roshin Chummun, Imrul Hasan

**In attendance:** Nick Button (Officer), Callum Reilly, Jessica Wrigley

**Apologies:** Paul Bennett, Sally Clark, Chris Gledhill.

**Observers:** Priya Kaur (Board of Governors)

### AB.22.10.1 WELCOME AND APOLOGIES

#### AB.22.10.1.1 **Welcome to members**

The Chair welcomed the members of Academic Board to the first meeting of the academic year, including welcoming new student representative members and Vice-Chancellor nominees, and noted that some vacancies that had arisen among elected members would be filled shortly.

AB.22.10.1.2 **Apologies for absence**  
The Chair noted all apologies.

AB.22.10.1.3 **Declaration of interests**  
No declarations of interest were notified.

### AB.22.10.2 MINUTES AND MATTERS ARISING

#### AB.22.10.2.1 **Previous Minutes**

*Paper AB.22.10.01 was received*

Members confirmed the minutes were an accurate record of the meeting held on 6 July 2022 with a minor correction of attendance.

AB.22.10.2.2 **Action Sheet and Matters Arising**  
*Paper AB.22.11.02 was received*

The Chair noted that there were two outstanding actions: the Speak Up project update that would be coming to Academic Board in December, and the ongoing work on communications around the Academic Regulations. There would also be a forthcoming Chair's Action signing off

the Contextual Admissions Policy following an initial endorsement at the July 2022 meeting of Academic Board.

AB.22.10.2.3

**Chair's Actions**

*Paper AB.22.10.03 was received.*

The Chair noted that there had been one Chair's Actions since the last meeting of Academic Board: a minor change in the Academic Regulations to reflect current practice.

**AB.22.10.3**

**ACADEMIC BOARD 2022/23**

**AB.22.10.3.1**

**Academic Board Terms of Reference and Membership**

*Paper AB.22.10.04 was received.*

AB.22.10.3.1.1

Academic Board considered its terms of reference and membership for the 2022/23 academic year. The terms of reference had been adapted to accommodate the University restructure and some elected positions had been held vacant in the short-term while the restructure was finalised. It was expected that the full membership would be operational from January.

AB.22.10.3.1.2

Academic Board discussed the possibility of increasing the student representatives, noting that this would be feasible within its membership limits. Academic Board **agreed** to trial a system where each College would have one undergraduate, one postgraduate taught, and one postgraduate research student representative.

**Action:** Secretary/Officer/SU President

**AB.22.10.3.2**

**Academic Board Schedule of Business**

*Paper AB.22.10.05 was received.*

AB.22.10.3.2.1

Academic Board considered and **agreed** its schedule of business for the 2022/23 academic year. This had been aligned to the Board of Governors business cycle and the key assurances that it required from Academic Board. A new Annual Quality Report would be coming in December, which would then lead to further issues for discussion. It was also noted that Academic Board would have an opportunity to consider a draft Teaching Excellence Framework (TEF) submission in December.

**AB.22.10.4**

**STANDING AGENDA ITEMS**

**AB.22.10.4.1**

**Update from the Vice-Chancellor**

*Paper AB.22.10.06 was received.*

AB.22.10.4.1.1

The Vice-Chancellor delivered an update to Academic Board, highlighting:

- i. The challenges around Initial Teacher Training Reaccreditation, the outcome of which the University was currently appealing. A decision would then be taken with how the University wishes to proceed with this provision. It was noted that work was ongoing to support staff affected by this uncertainty.

- ii. The significant pressures in respect to student accommodation and poor practices by some landlords, with students that were struggling to find accommodation of any kind. The University, although it was not obligated to provide accommodation, was working with the Students' Union to address these issues. Students also faced a challenging private rental market with very high prices in Bristol. The University was working to manage its growth targets and build more accommodation although the A Level results over the Covid period had created some challenges in managing student numbers. For international students, there was an additional challenge of securing a UK-based guarantor.

**AB.22.10.4.2 Update from the Students' Union**

*Paper AB.22.10.07 was received.*

AB.22.10.4.2.1 The Students' Union President updated Academic Board on the Union's activities. Highlights included the number of students at Welcome events this academic year, the support packages available to students, the Excellence in Green Impact award, praise for the National Drug Health scheme, and a University College award. Additional issues of note were the challenges around student accommodation, with the Students' Union drafting a paper to inform the Rent Reform Bill, international student support, and the cost of living on academic experience, particularly for those students that travelled to campus.

AB.22.10.4.1.2 During discussion, Academic Board raised the following points:

- i. There had been some concerns raised about the use of balloons at Welcome Fair, although it was noted that these were biodegradable.
- ii. There was a piece of work from UUK on drug and alcohol harm reduction that would provide additional materials and guidance.
- iii. Uptake had been strong for Bring Your Own Bowl, but some students were not taking advantage of the food boxes available. There was still stigma attached to seeking support that should be addressed, as well as providing greater dietary options.

**AB.22.10.5 ITEMS FOR APPROVAL/ENDORSEMENT**

**AB.22.10.5.1 Sub-Committee Business Plans and Priorities**

*Paper AB.22.10.08 was received.*

AB.22.10.5.1.1 Academic Board considered business plans and priorities for its three thematic sub-committees: the Learning, Teaching & Student Experience Committee (LTSEC), the Research & Knowledge Exchange Committee (RKEC), and the Strategic Academic Portfolio Group (SAPG). For each, the following points were raised:

- **LTSEC:** priorities had been identified for oversight work over the course of the year and additional work should be notified to the Chair or Secretary. LTSEC would also lead on analysis of awarding gaps at different levels of the University and potentially review the approach depending on the level of progress. It would ensure

that Academic Board was sighted on this work and it would be added to the Academic Board business plan.

**Action:** Secretary/Officer

- **RKEC:** as well as its regular cycle of standing items and reports, RKEC would lead on key activities relating to the outcomes of the Research Readiness Review. A recent PWC audit had highlighted improvements required to governance structures and policies and these would be considered over the academic year, which would ensure the quality of research and knowledge exchange work. It was important that the Research Readiness Review recommendations were understood and taken forward at the right levels to ensure clarity and a lack of siloed working.
- **SAPG:** there was a focus on ensuring that SAPG's work remained strategic and not just operational approval of new programmes and partnerships. The Committee would undertake a series of deep dives into the portfolio throughout the year that would come together with the outcomes of the Subject Readiness Review. Learning from the Research Readiness Review could help inform support of strategic developments in learning and teaching, particularly in relation to postgraduate students.

AB.22.10.5.1.2 Academic Board approved the business plans and priorities, noting its assurance that its thematic sub-committees were focusing on areas of strategic priority in line with terms of references.

**AB.22.10.5.2 Academic Board Self-Assessment Report for 2021/22**  
*Paper AB.22.10.09 was received.*

AB.22.10.5.2.1 Academic Board considered its Self-Assessment Report for the previous academic year. Actions were included on how Academic Board could more effectively deliver its terms of reference. It was noted that the new Annual Quality Report would go alongside an annual academic governance report that would assure Academic Board on the delivery of the Conditions of Registration.

AB.22.10.5.2.2 Academic Board approved its self-assessment report. The executive summary of this report would be considered by the Board of Governors.  
**Action:** Secretary/Officer

**AB.22.10.5.3 Research Data Management Policy**  
*Paper AB.22.10.10 was received.*

AB.22.10.5.3.1 Academic Board considered a proposed update to the Research Data Management Policy, which had previously been approved by RKEC. It would apply to all academic colleagues who undertook research, including PhD supervisors and research-based project supervisors. It was proposed that completing research data management training should be compulsory for all such staff.

AB.22.10.5.3.2 Academic Board **approved** the Policy and agreed to recommend to the Board of Governors that mandatory training should be implemented for all staff engaged in this kind of work.

**Action:** Secretary/Officer/Chief of Staff & Clerk to the Board of Governors

**AB.22.10.5.4 Emeritus Professor Applications**

*Paper AB.22.10.11 was received.*

AB.22.10.5.4.1 Academic Board **approved** appointments to the position of Emeritus Professor for Bill Gething and Richard McClatchey.

**AB.22.10.6 SUMMARY REPORTS FROM SUB-COMMITTEES**

*Papers AB.22.10.12/13/14 were received.*

AB.22.10.6.1 Members noted summary reports from sub-committees as follows:

- LTSEC (14 September 2022)
- RKEC (21 September 2022)
- SAPG (22 September 2022)

**AB.22.10.7 ANY OTHER BUSINESS**

AB.22.10.7.1 There was no other business raised.

**AB.22.10.8 DATES OF 2021/22 MEETINGS**

- AB.22.10.8.1
- Wednesday 7 December 2022
  - Wednesday 1 March 2023
  - Wednesday 17 May 2023
  - Wednesday 5 July 2023
  - Tuesday 11 July 2023 (with Board of Governors)