



ACADEMIC BOARD

5 October 2016

MINUTES

PRESENT:

Provost (*Chair*)

Professor Joerg Albert; Ms Wendy Appleby; Professor David Attwell; Professor Kristin Bakke; Dr Simon Banks; Professor Gill Bates; Dr Yasminah Beebeejaun; Dr Rebecca Beeken; Ms Halima Begum; Professor Stephanie Bird; Dame Nicola Brewer; Ms Bonita Carboo; Dr Elisabete Cidre; Dr Ben Clifford; Dr Alun Coker; Dr William Coppola; Mr Mark Crawford; Professor Snezana Djordjevic; Dr Karen Edge; Dr Richard Freeman; Dr Martin Fry; Dr Andrew Gardner; Professor Fancesco Gervasio; Dr Lesley Jane Gourlay; Dr Paul Groves; Professor Helen Hackett; Dr Peter Hansford; Dr Pia Hardeid; Professor Michael Heinrich; Dr Andrea Hodgetts; Ms Caroline Holden; Mrs Lori Houlihan; Professor Andrew Hudson-Smith; Dr John Hurst; Dr Ali Judd; Professor Nicoletta Kessar; Dr Sarabajaya Kumar; Dr Sandra Leaton Gray; Professor Paola Lettieri; Dr Kris Lockyear; Dr Ruth Lovering; Mr Murilo Lubambo de Melo; Professor Sandy MacRobert ; Professor Charles Marson; Dr Colin Marx; Dr Saladin D Meckled-Garcia; Professor Kevin Middlebrook; Dr Jenny Mindell; Professor John Mullan; Dr Charlene Murphy; Dr David Newsome; Mr David Newton; Professor Ryan Nichol; Professor Martin Oliver; Professor Norbert Pachler; Professor Enrico Palandri; Professor Ivan Parkin; Dr Andy Pearce; Dr Anne Peasey; Dr James Phillips; Mr Liam Richardson; Mr Ivan Royle; Dr Benet Salway; Dr Rebecca Schendel; Professor Sonu Shamdassani; Professor David Shanks; Dr Michael Short; Dr Bill Sillar; Professor Lucia Sivilotti; Professor Anthony Smith; Professor Sarah Spurgeon; Professor Andrew Stahl; Dr Sherrill Stroschein; Professor Alan Thompson; Professor Nigel Titchener-Hooker; Mr Simon To; Professor Derek Tocher; Dr Simon Turner; Dr Rosie Peppin Vaughan; Dr Vessela Vassileva; Professor David Voas; Dr Michael Walls; Mr Martin Walsh; Ms Breege Whiten; Ms Gemma Wickert; Dr Norman Williams; Dr Chris 0 0 rg

Madrigal; Professor Gesine Manuwald; Dr Margaret Mayston; Dr Jenny Marie; Professor Usha Menon; Professor Henrietta Moore; Professor Tadj Oreszczyn; Professor Alan Penn; Dr Hynek

- 11.3 It was noted that the Phase 1 development of UCL East would include 50,000 sq. m that could accommodate 3000 students and over 600 staff. It was proposed that this phase would be completed to be open for academic year 2019-20.
- 11.4 It was reported that the UCL East governance structure included various opportunities for creative input from the academic community including consideration of new research and education programmes and logistical matters with developing a large new campus outside central London.
- 11.5 In response to members' comments, the Academic Director reported that UCL East would be an expansion of activities that currently exist at UCL. The Education Task group would address the management and execution of the teaching strategy to ensure an excellent student experience and to be in line with UCL policies and processes.

12 NATIONAL STUDENT SURVEY – UPDATE

- 12.1 **Received** – an oral update from Professor Anthony Smith, Vice-Provost (Education and Student Affairs)
- 12.2 The VP highlighted the significance of NSS for TEF and reported that some evidence indicated that improvements had been made in low performing areas, resulting as a consequence of the Annual Student Experience Review process introduced last year. The VP thanked colleagues, particularly the NSS liaison officers, for their active engagement with the NSS.
- 12.3 The VP highlighted the significant weighting that the TEF would give to NSS scores on teaching, assessment and academic support. The VP highlighted UCL's position within the sector and indicated that while UCL has improved its scores on assessment, improvement is still required to correct UCL's position.
- 12.4 The VP thanked colleagues for their engagement with the ASER process, which had been developed with the TEF in mind to address various data sets, such as that from the NSS. The UG ASER process for 2016/17 had already been initiated with the following mandated actions for departments to confirm, explicitly:
- Academic Support: (1) where a student should go to obtain advice and support with their studies (eg: details of the Personal Tutoring scheme in the Department etc), (2) how to contact key staff when they need to and (3) where to obtain advice about study choices.
 - their personal tutor provision, giving links to the information provided to students, and outline how they are planning to evaluate that provision during the year.
 - that every module or seminar series has at least one session in which the marking criteria for that module are explained in detail to students in a forum where they have an opportunity to ask questions and seek clarification if required.
 - a consistent student feedback template for any given assignment which makes appropriate reference to the marking criteria and explains to students how they can improve their work in future.

Departments are also asked to make a preliminary assessment of all taught programmes of study (i.e. benchmark them) against the Connected Curriculum Enhancement Guide.

- 12.5 The VP reported that the questions in the NSS were subject to a review with a new area focusing on student engagement. The Director of Academic Services explained that new questions would relate to the student voice and how well universities respond to student's feedback. Questions on a sense of community would be asked to ascertain opportunities available to work with staff and other students. Questions around academic support and assessment and feedback

Student Affairs) as Chair of the HER Steering Group, the Registrar, Director of CALT and Director of Academic Services for the work involved in preparations the QAA HER.

Other matters for approval or information
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14 Lead Officer Report 2015-16: Careers and Employability

[PAPER 1-09, 2016-17]

14.1 **Received** – the annual lead officer report for 2015-16.

15 UCL's Global Engagement Strategy: Progress in Developing UCL-PKU Anchor Partnership

[PAPER 1-10, 2016-17]

15.1 **Received** – a note on the progress of the UCL-PKU Anchor Partnership.

16 Staff elections to serve on Academic Committee, Education Committee, Research Degrees Committee and Council

[PAPER 1-11, 2016-17]

16.1 **Received** – a note on the outcome of elections of AB members to serve on UCL committees for academic years 2016-17 and 2017-18.

17 MINUTES OF COUNCIL

[PAPER 1-12, 2016-17]

17.1 **Received** – the confirmed set of minutes of Council for 17 March 2016.

18 MINUTES OF ACADEMIC COMMITTEE

[PAPER 1-13, 2016-17]

18.1 **Received** – the unconfirmed set of minutes of AC for 16 June 2016.

19 AWARDS TO UCL STAFF

[PAPER 1-14, 2016-17]

19.1 **Received** – a note on the award of major prizes etc to members of the academic community of UCL since the previous meeting of AB.

20 APPOINTMENTS

[PAPER 1-15, 2016-17]

20.1 **Received** – a list of recent appointments (i) of Vice-Provosts; (ii) of Deans of Faculty; (iii) of Heads of Academic Departments, and (iv) to established Chairs tenable at UCL.

21 ACTION TAKEN BY THE CHAIR (including Academic Board Working Groups on Established Chairs and Readerships)

*[PAPER 1-16 – *1-17, 2016-17]*

21.1 **Received** – a note of action taken by the Chair on behalf of Academic Board since the last report.

22 DATE OF NEXT MEETING

22.1 The next Academic Board meeting would be held on Wednesday 25 January 2017 at 2.05pm.

DERFEL OWEN

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12 October 2016