

FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES
FACULTY BOARD

Minutes of the Third Meeting of the Faculty Board in the 2016-17 academic session, held on 29th March 2017 at 10am in QA075, Greenwich Campus

Present:

<p>Liz Bacon, DPVC (IP) June Balshaw, HoD HPSS Noel-Ann Bradshaw, Senior Lead Employability Lucy Brown, Subject Lead for Film & TV Sandra Clarke, HoD, LAC Nic Clear, HoD A&L Amanda Davidson, Bexley College Corine Delage, Director of Student Experience Cos Ierotheou, Director of Learning & Teaching David Isaac, Senior Lead Research Mentoring</p>	<p>Mary McAlinden, HoD, Mathematical Sciences Stephen Naylor, Quality Manager, AQU Zoe Pettit, HoD LLT Simon Smith, Bird College Peter Vlachos, Principal Lecturer in Marketing</p> <p>In Attendance – Sharron Denham, Secretary</p>
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Apologies for Absence:

<p>Christopher Bailey, Director of Enterprise Phil Clipsham, Head of the Enterprise Innovations Centre Lee Devlin, FOO Steven Haines, Prof of International Law Nickie Hirst, Senior Lead, Innovation in Creative Enterprise & Design Andrew Kao, Senior Lecturer, Maths Shaun Lundy, HoD BEN Tony Mann, Director/Senior Lead Maths Centre Lachlan MacKinnon, HoD, CIS</p>	<p>Thomas Owen, Student Representative Mayur Patel, Director Partnerships International Nadarajah Ramesh, Programme Leader Rep Maths Gregory Sporton, HoD CPDA Neil Spiller, DPVC (Chair) Tracey Reynolds, Chair of Faculty Research Ethics Committee Mark Young, Student Representative</p>
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FB/16.22 Minutes of the Previous Meeting

The minutes of the previous meeting held on 25th January 2017 were subject to one amendment of wording at FB/16.4 before being **agreed** as an accurate record.

FB/16.23 Matters arising from the Minutes

FB/15.12 Timetabling

A clarification of the timetabling change procedure will be circulated shortly. Some issues remain for BEN. The Faculty Timetabling Coordinator and FOO are working with the Department and the Faculty of Business to resolve.

ACTION: FOO to update at next meeting

FB/15.20 Course Evaluations - COMPLETED

FB/16.5 Withdrawal of non-engaging students - COMPLETED

FB/16.17 BME Action Plan SN to seek guidance from AQU

ACTION: AQU, DSE and DLT to propose amendment to the guidance at next meeting

FB/16.24 Chairs Report – Objectives for the Year

Faculty objectives for next year are guided by the University Strategy Plan which is currently under review. It has been agreed that in preparation for subject review next year, an analysis of department data is being undertaken to clarify strengths and area for improvement. The board was updated on the initiative to grow pedagogic research within the Faculty. This is being led by LB, CI, NAB and Andy Wicks, with the aim of providing mentoring and support for enhanced understanding of experimental design and statistics etc. A website of relevant materials will be developed and the first training / networking event will take place on 26th May.

FB/16.25 FOO Update

The papers submitted were discussed briefly in the FOO's absence and it was noted that recruitment is going well across the Faculty in terms of conversion and HoDs were reminded that the deadline for proposals to go to APC is by the end of June. AQU informed SMT that from 18th August examination scripts can be requested by students and we are obliged to provide them. Scripts are currently retained for the current year plus one. AQU to take this forward to the next University Learning and Quality Committee and once agreed DLT will send communication reflecting this.

FB/16.26 Learning Teaching & Quality Update

1. Subject portfolio project: As a follow on from the portfolio review project, the next phase will be to work with programme leaders and teams with a focus at subject level. An attempt will be made to align teaching, research and service related activities. This is partly driven by the TEF(3) although there is a delay expected to the start date of 2 years.
2. Approvals and review: On reflection following a number of approval and review events, EDU will be providing guidelines regarding threshold requirements for DL at an approval event. In addition, it needs to be re-affirmed that TESTA must be undertaken as part of curriculum design and review and the supporting QA documentation must make this clearer.
3. Appeals for 2015-16: Report showed ACH had second highest recorded and majority due to ECs not known at the time of the board and then from a procedural irregularity. Breakdown for faculty is based on the previous School structures.
4. LTAS: Current LTAS will expire in Sept 2017 and work on a new proposal will start soon. Intention is to use the ideas centre to solicit views/ideas. This will be followed up with roadshows in April and an awayday scheduled for around May. Delivery of new LTAS to Council expected either at the June or October meetings. This work will also naturally impact on the revision of the Assessment and Feedback policy.
5. Assessment deadlines: There has been variable engagement with the assessment setting deadlines requirement. The DLT will explore the availability of MMA for each student next year where this data will be required.
6. Reading weeks policy: Spelled out to clarify the conditions under which these operate (e.g. normally no formal teaching is scheduled). Policy includes a good list of activities which can be undertaken.
7. Regulations 2016-17: The ARFCG has revised the regulations by separating out regulations from guidance notes, policies and procedures. The expectation is that the revised regulations for 2017-18 will go to Council at the next meeting in April. Reduction of 587 pages to 18. Notable changes if approved by Council:
 - a) Students with IP will be considered at the PAB so it will not be an automatic right to resit a passed assessment.
 - b) Condonement may now be applicable to PG awards.
 - c) Any late submission of a resit opportunity will result in a mark of 0% unless ECs have been granted.

FB/16.27 Student Experience Update

DSE delivered an update report on the following topics and were noted by the Board.

- NSS 2017- update at week 8
- Course Evaluations Term 2 – 2016-17
- Fast Forward scheme for master programme
- Extended degrees: pre- entry welcome session
- Personal Tutoring Management System (PTMS) Usage
- First Week 2017-18 Planning & Timetabling and focus on continuing students
- Support for disabled Students
- Faculty proposal in support of bursaries for asylum seekers
- Update from Student Union
- International Student Barometer (ISB) 2016

Discussion was had around getting the message to students that they need to complete NSS in their final year and opting out, by ticking a box, is an option which will be counted as an answer.

FB/16.28 New programme Proposals/Discontinuation Forms

The following were noted (from SMT) or agreed where appropriate.

- *DPP2 Bsc Business Information Technology – P12162*
- *NPP9 LLM International and Commercial Law – P11459*
- *DPP1 MSc in Applicable Mathematics – P12733*
- *NPP3: BSc (Hons) Games Design and Development*
- *NPP3: BSc (Hons) Creative Digital Media / BSc (Hons) Creative Digital Media (Extended)*
- *An accompanying document on Games Design and Development Digital Media Design and Development Structures v3*
- *NPP3: BSc (Hons) Computing with Endorsements*
- *NPP1 – TESOL*
- *NPP2 – TESOL*
- *NPP6a - TESOL*

Agreed by Board and sent to AQU.

It was noted from a recent Student Experience Committee the need to ensure students are informed of programme discontinuations in advance which does happen as a norm.

FB/16.29 For information purposes only

The meeting received the following papers/committee minutes for information:

- *ACH R&E Project data Feb 2017*
- *Chairman's Report from the Enterprise Board*
- *University R&E Strategy*

- *FRDCACH Minutes 23/11/16*
- *001 ACHFAQSC Minutes Confirmed Sept16*
- *001 ACHFLQSC Minutes Confirmed Jan17*
- *ACH FLQSC Minutes Confirmed Nov16*
- *19JAN17_ACH_SEC_MINUTES_CONFIRMED*
- *08DEC2016_FIPC_MINUTES_CONFIRMED*

FB/16.30 ToRs

It was suggested that the Terms of Reference for the ACH-Faculty Board should to be checked to ensure that agendas are covering the full terms of reference, before next Meeting.

ACTION: LB and FOO to check agendas cover the Faculty Board ToR

FB/16.31 Update on Collaborations

Director of Internationalisation & Partnerships was not present. No major issues were raised and an update will be provided at the next meeting.

FB/16.32 AOB

The Chair emphasised the importance of ensuring that HESA data are checked carefully for R&E staff, in preparation for REF, in the event that all teaching and research staff are entered in the next round. The matter is to be considered at UREC.

Staff were reminded of the need to complete the compulsory security awareness training course as required by the university and noted that all of SMT had been asked to do this before their next meeting.

Partner Colleges – it was confirmed that programmes are approved to run at individual sites and any new sites for delivery would need separate approval.

FB/16.33 Date and Time of Next Meeting

Date of next meeting is scheduled for **21st June 2017 at 10:00am in QA075**

For last page only:

Secretary: Sharron Denham

Tel: 0208 331 9130

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Approved on

To be held until

FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES
ACTION SHEET for the Faculty Board in the 2016-17 Academic Session

MINUTE <i>Minute No.</i>	ACTION <i>Brief/concise description of action to be taken</i>	RESPONSIBILITY <i>Name</i>	Progress
FB/15.12	<p><u>Timetabling</u> – Clarification of procedure for requesting timetable changes to be circulated. Term 2 timetabling issues for BEN to be resolved</p> <p><i>A clarification of the timetabling change procedure will be circulated shortly. Some issues remain for BEN which the Faculty Timetabling Coordinator and FOO are working with the Department and the Faculty of Business to resolve.</i></p>	FOO	Update June
FB/16.17	<p><u>BME Action Plan</u> Identify options for ensuring ethnicity data are considered at programme reviews.</p> <p><i>AQU, DSE and DLT to propose amendment to the guidance at next AQU meeting</i></p>	DSE/ DLT to liaise with AQU	Update June
FB/16.30	LB and FOO to check agendas cover the full range of items on the Faculty Board ToR	LB & FOO	Update June