
To	Murray Strong Commissioner Executive Leadership Team	From	Simon Nash, Chair Academic Board
Title	Academic Board Minutes for December and February and updates from February and March meetings	Date	07 / 03 / 2019

Purpose

To provide the approved Academic Board Minutes for December 2019 and February 2020 and the Chair's summary of the February and March 2020 meetings for your information.

NB: There was no Chair's report in February.

Key Points from February meeting

The committee approved significant revisions to our student academic complaints and appeals processes. This better aligns procedures for 'academic' complaints with other student complaints, and adopts the approach of seeking informal resolution where possible.

A review of our 'Quality Management System' (QMS), as defined in our Terms of Reference, has been completed. The review was the first step to ensure Academic Board has sufficient coverage of all aspects of the QMS. The next steps are (a) to identify which Academic Governance Committee will have oversight of which QMS items, and (b) revise those committee workplans to ensure that oversight is exercised.

Following low levels of attendance at some Academic Governance Committees in 2019, I have written to all committee chairs advising them of the risks associated with low representation, and asking them to institute a 'tracker' of attendance and to keep me informed if attendance is an issue in 2020.

Key Points from March meeting

The Chair Academic Approvals Committee reported on two submitted programme documents that were not of a satisfactory standard. We discussed the process for submission and how to ensure higher quality documents were prepared.

Committee governance quality improvements

The Committee discussed the forthcoming EER and preparatory activities. On Monday 9th March, Academic Board members will participate in a coaching event with external consultants. In early April, all members will participate in our 'Internal Evaluation & Review' with external consultants.

Risks and Issues

Our redesigned Academic Risk Register was shown to members. It is currently being populated at programme-level and will be maintained by Programme Academic Quality Committees in future, 'rolling-up' to Quality Alignment Board and Academic Board.

Please let me know if you have any questions.

Attachments

Final Academic Board Minutes December 2019 and February 2020