

Academic Board			
Meeting date	7 June 2017	Agenda reference	AB: 16/17 4M
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Special provisions			



The minutes of the meeting of the Academic Board held on 7 June 2017

Composition		Members Present (Apologies noted as 'A')	
Ex-Officio	The President & Principal (Chair)	Professor Edward Byrne AC	
	President of the Students' Union	Mr Ben Hunt	
	The Reverend The Dean	Revd Canon Professor Richard Burrige (A)	
	Senior Vice Presidents	Health	Professor Sir Robert Lechler
		Strategy and Innovation	Mr Chris Mottershead
		Operations	Dr Ian Tebbett
		Arts and Sciences	Professor Evelyn Welch
	Vice Presidents	Education	Professor Ian McFadzean
		International	Professor 'Funmi Olonsakin
		Research	Professor Reza Razavi
	Assistant Principals	London	Miss Deborah Bull (A)
		Strategy	Professor Jonathan Grant (A)
		Academic Performance	Professor Ian Norman
	Executive Deans of Faculties	Florence Nightingale Faculty of Nursing & Midwifery	Professor Louise Barriball (Dean's nominee) (A)
		Social Science & Public Policy	Professor Frans Berkhout (A)
		Dickson Poon School of Law	Professor Gillian Douglas
		Arts & Humanities	Professor Russell Goulbourne
		Natural & Mathematical Sciences	Professor Michael Luck
		Life Sciences & Medicine	Professor Richard Trembath
		Dental Institute	Professor Mark Woolford
	Chairs of Committees of Academic Board	Professor Kim Wolff	
	Administrative Director of the Graduate School	Dr Nigel Eady	
	Director King's Learning Institute	Dr Kelly Coate (A)	
	College Secretary	Ms Irene Birrell	
	Director of Students & Education	Ms Tessa Harrison	
	Director of Research Management.	Mr Keith Brennan	
Students	Arts & Sciences Faculties	Undergraduate	Rebekah Griffiths
		Postgraduate	Sweta Raghavan (A)
	Health Faculties	Undergraduate	Danielle Holden
		Postgraduate	Nina Tourabi
Faculty Members	Arts & Humanities	Elected Senior Member	Professor Kate Crosby
		Elected Junior Member	Dr John Callanan
		Appointed Member	Professor Rivkah Zim
	Dental Institute	Elected Senior Member	Dr Barry Quinn
		Elected Junior Member	Dr David Moyes
		Appointed Member	Professor Mark Woolford
	Dickson Poon School of Law	Elected Senior Member	Professor John Tasioulas (A)
		Elected Junior Member	Dr Megan Bowman
		Appointed Member	Dr Leslie Turano-Taylor
	Life Sciences & Medicine	Elected Senior Member	Professor Michael Malim
		Elected Junior Member	Dr Katherine Sleeman
		Appointed Member	Professor Ian McFadzean
	Natural & Mathematical Sciences	Elected Senior Member	Dr Chris Lorenz
		Elected Junior Member	Dr Andrew Coles
Appointed Member		Professor Nikolaos Mavromatos	
Florence Nightingale	Elected Senior Member	Professor Patricia Grocott	

Faculty of	Elected Junior Member	Ian Noonan
	Appointed Member	Dr Corina Naughton
Institute of Psychiatry, Psychology & Neuroscience	Elected Senior Member	Professor John Marsden
	Elected Junior Member	Dr Sandrine Thuret
	Appointed Member	Dr Susan Duty
<i>Social Science & Public Policy</i>	Elected Senior Member	<i>Vacant</i>
	Elected Junior Member	Dr Matthew Moran
	Appointed Member	Dr Carmen Pavel

In attendance: Dr Jack Haywood, Ms Mariya Hussain, Professor Bronwyn Parry (for Professor Berkhout), Revd Tim Ditchfield (for Revd Canon Professor Burridge), Dr Victoria Korzeniowska (for Item 79.2), Miss Xan Kite (Secretariat), Ms Jo Brown (Secretariat).

PART 1: PRELIMINARY ITEMS

74 Apologies and Notifications of Other Business

The Chair noted the apologies and additional attendees for the meeting listed on the cover sheet.

The Chair noted that Item 82.2, the report of the quinquennial review of the Institute of Pharmaceutical Sciences, had been withdrawn and would be presented at the October meeting.

The Board held a moment's silence for the victims of the attack at London Bridge. The Chair noted the exemplary way in which staff had responded and the Board recorded its thanks to everyone involved. This was a time of stress in the community, particularly for those who were far from home and emphasised the need for King's to be a cohesive and caring community.

No other items of business were notified.

75 Minutes

Academic Board **approved** the minutes of the meeting of the Board held on 22 February 2017 [AB_17_07_06_75], subject to the recording of Dr Sandrine Thuret's attendance.

76 Matters arising

76.1 Faculty of Life Sciences and Medicine (FoLSM)

Academic Board received a verbal update on the implementation of the Health Faculties' Strategy from the Executive Dean, Professor Richard Trembath. In discussion the following key points were raised:

- Appointments had now been made to the position of Head in each of the seven schools, with one interim appointment, and work was being undertaken with the Heads on the arrangements for the next layer of school development. Coordinated debates on school nomenclature were underway and proposals would be brought forward for consideration at the next meeting of Academic Board.
- Discussions with areas of the Faculty that had not been incorporated in the first phase of decision-making were underway with the aim of final alignment on 1 August 2017.
- The Principal reported that this had been a very good process and that he was pleased to see the alignment of school structure.
- The Senior Vice President/Provost (Health) reported that an additional post had been created in the Dean of Medical Education and that an excellent appointment in Professor Tim Lancaster had been made to that position.

76.2 Other Matters Arising

There were no other matters arising.

77 President & Principal's Report

Academic Board **considered** the Principal's Report [AB_17_07_06_77]. The following key matters were highlighted:

- Professor 'Funmi Olonisakin had been appointed interim Vice President/Vice-Principal (International). Professor Olonisakin was reviewing the organisation of her portfolio and expected to begin internal processes at the start of the 2017-18 academic year.
- Work had commenced on examining the options for use of the Macadam Building following the move of its occupants and functions to the Bush House buildings. The moves presented an opportunity to bring territorial areas together and the Deans would be asked to provide information to assist with the decisions.
- The outcomes of the Year Two Teaching Excellence Framework (TEF) would be received on 12 June, subject to embargo, and then published on 14 June.
- King's would continue to focus on the improvement of student satisfaction.
- Admissions for 2017 entry to undergraduate and postgraduate level study were projected to be on target with reasonably strong demand.

78 Student Business

Academic Board **considered** the report from the KCLSU President [AB_17_07_06_78]. The following key issues were highlighted:

- A record high turnout of 6,200 students had been seen in the March 2017 elections for KCLSU officers, almost double the turnout in the previous year.
- The new sabbaticals would be: Momin Saquib, President; Mahamed Abdullahi, Vice President Postgraduate; Imaan Ashraf, Vice President Welfare & Community; Tayyaba Rafiq, Vice President Education (Arts & Sciences); Yousef El-Tawil, Vice President Education (Health); Rahma Hussain, Vice President Activities & Development.
- KCLSU had been part of the national campaign amongst twenty-eight student unions to boycott the National Student Survey to pressure the Government to decouple the link between fees and the TEF. The new sabbatical team would decide whether to continue the boycott in 2017-18.
- Student-staff engagement had been extremely positive, notably in the development of the Education Strategy.
- This year KCLSU had won the NUS Environmental Impact Award and Nadia Vogel, the People of Colour Officer for KCLSU, had been awarded the Black Students' Officer of the Year at the NUS Black Students' Conference.
- KCLSU had elected a student lead for the PLS Alliance student representative bodies group which would lead educational projects, share best practice and begin campaigning networks. An initial meeting had been held at the end of March at a joint conference in Australia.
- The Principal thanked the President for an extremely effective year and terrific relationship between King's and KCLSU, commenting on the many joint achievements secured. He asked the President to pass on the thanks of Academic Board to his colleagues in KCLSU.

PART 2: EDUCATION

79 College Education Committee (CEC)

Academic Board received a report from the meetings of CEC held on 12 April and 17 May 2017 [AB_17_06_07_79] and considered the following specific items:

79.1 Education Strategy 2017-22

Academic Board received the draft Education Strategy 2017-22 [AB_17_06_07_79.1]. In discussion the following points were made:

- The King's Education Strategy 2017-22 had been developed to move King's substantially towards its transformative 2029 Strategic Vision.
- The final draft presented to Academic Board was the culmination of extensive consultation with and input from students, staff and the broader King's community. This included the involvement of over 700 staff from across the university. Members of Academic Board endorsed the consultation process.
- The Strategy was accompanied by an implementation and guidance plan which was designed as an interactive working document. A Year 1 implementation plan highlighted the key activities that should be initiated in its first academic year in order to embed the foundations and enablers necessary for activities to follow in subsequent years.
- The Education Strategy was ambitious and would require significant changes in practice and for this reason had been designed as a five-year strategy with an implementation road map which was not rigid and would be led by the incoming Vice President/Vice-Principal (Education).
- The Board welcomed the Strategy.
- KCLSU particularly welcomed Goal 6, to embrace students as co-creators of the educational experience. An audit of student representation was to be undertaken in the early foundation stages of the Strategy's implementation.
- The Board noted that many examples of existing good practice would be included and that many of these could be seen in the TEF submission, including the focus of academic staff on relationships with students in their promotion submissions.

Decision

Academic Board agreed to recommend to Council that the draft Education Strategy 2017-22 be approved.

79.2 Employability-led Quality Assurance

Academic Board considered proposals to develop the quality assurance processes to be led by considerations of employability [AB_17_06_07_79.2]. The following points were raised in discussion:

- A new division of Academic Quality and Employability Services had been established within the Students and Education Directorate to facilitate the development of an employability-led quality assurance framework whereby considerations of employability were central to the university's quality assurance processes.
- This approach was a new initiative in the Higher Education Sector and there was considerable interest in it from outside of the university.
- The initiative would culminate, by the end of the 2017-18 academic year, in a comprehensive framework accompanied by an impact evaluation framework which would permit the university to gauge the success of the new development.
- The focus for the remainder of the 2016-17 academic year would be to revise the university's programme and module approval processes with a view to embedding employability considerations throughout. Proposals would be put to PDAC in July for implementation from the Autumn of 2017. A review of the periodic and quinquennial review and annual monitoring processes would be undertaken during 2017-18.
- The initiative aligned with the King's Strategic Vision 2029 and the Education

Strategy and was welcomed by Academic Board.

Decision

Academic Board approved the development of an employability-led quality assurance framework.

79.3 Student Charter

Decision

Academic Board agreed to re-affirm the Student Charter for 2017-18.

80 College Assessment and Standards Committee (CASC)

Academic Board received a report from the meetings of CASC held on 22 March and 3 May 2017 [AB_17_06_07_80] and considered the following specific items:

- The revised policy on recognition of prior learning.
- A new policy on the use, storage and security of multiple choice questions.
- Guidance provided for faculties on how to address students purchasing assignments from third parties.
- The European Standards and Guidelines for internal and external quality assurance in higher education and assurance that King's processes meet these requirements, as required by the HEFCE Annual Provider Review. The analysis of alignment would be updated to include the new Education Strategy.

80.1 Academic Regulations Review

Academic Board received a report of a review of the Academic Regulations and proposals to complete the review in time for implementation in 2017/18 [AB_17_06_07_80.1]. In discussion the following points were made:

- Work had been undertaken to replace the existing hard copy Academic Regulations with a concise, yet robust web-enabled set supported by appendices and academic policies.
- Phase 1 of the project had identified a number of instances where current regulations might usefully be re-worded.
- The Students and Education Directorate was working with the College Secretary and a small working group of CASC to ensure that every current regulation had been incorporated into the new format version and that any proposed changes to wording for the purpose of clarity did not undermine the meaning or make any significant change in meaning.
- The work was substantial and had not been completed in time for the meeting of Academic Board in June and so permission was sought to conduct an email vote to approve the changes to the regulations on the recommendation of CASC, thus enabling publication for the 2017-18 academic year.
- Academic Board requested that members be given access to the new regulations in order to provide comment noting that the case for change was compelling, but that it was critical that the intent of any wording was not altered inadvertently.

Decision

Academic Board approved the proposal that permission be granted for a potential email vote to be held to approve the revised Academic Regulations on the recommendation of CASC after its meeting on 29 June 2017 to enable publication for September 2017.

80.2 Academic Regulations

Academic Board considered the annual update of the Academic Regulations to be introduced in 2017/18 pending approval of the revised Regulations covered in Minute

80.1 above [AB_17_06_07_80.2]. The following points were raised in discussion:

- This version of the Regulations was the existing format with updated content, all of which would be reflected in the newly-formatted regulations described in Minute 80.1 above.
- In addition, it was reported that the Royal Academy of Dramatic Art (RADA) had requested that it be granted permission to incorporate part of the King's Section B2 regulations into its regulations.

Decisions

Academic Board approved:

- (i) the Academic Regulations for 2017/18, pending potential replacement by the revised set covered in Minute 80.1; and
- (ii) the request that the Royal Academy of Dramatic Art (RADA) be granted permission to incorporate part of the King's Section B2 regulations into its regulations.

80.3 Postgraduate External Examiner overview report for 2015/16

Academic Board considered recommendations for the assessment process arising from the External Examiner overview report for 2015/16 [AB_17_06_07_80.3]. The Board was reassured that the external examiners clearly endorsed King's academic standards.

Decision

Academic Board approved the following recommendations:

- (i) That consideration be given to the adoption of the Electronic Management System (EMS) developed in the Faculty of Natural and Mathematical Sciences as a means to securely scrutinise unseen written examination papers across King's;
- (ii) That Faculty Assessment Board/Sub-Assessment Board chairs be asked to communicate to all markers the need to ensure consistency in marking annotation and feedback with the mark awarded; and
- (iii) That the physical attendance of an External Examiner being required at the final Assessment Sub-Board in order to approve and sign off marks and degree recommendations continues to be a contractual requirement of King's.

80.4 QAA Higher Education Review: Update on Action Plan

Academic Board noted the updated action plan for the QAA Higher Education Review and proposals for the definition of learning outcomes [AB_17_06_07_80.4].

Decision

Academic Board approved the following proposals concerning the definition of learning outcomes:

- (i) That standard learning outcomes be adopted for levels 4,5,6 (except BA/BSc) and for level 7 Postgraduate Certificates and Postgraduate Diploma exit awards (excluding MRes/MSc/MA);
- (ii) That the title of the exit award be generic with the subject area noted in brackets, but that professional programmes that require specific titles retain those titles;
- (iii) That Programme Specifications be updated for the 2017-18 intake with appropriate titles using the new nomenclature;
- (iv) That standard learning outcomes may be supplemented with programme specific learning outcomes for exit awards and that these must be recorded in the programme specification; and
- (v) That the Academic Regulations be amended to note that learning outcomes

are a requirement for exit awards. For those exit awards that fall outside of the College standard learning outcomes, programme specific learning outcomes will be recorded.

81 Programme Development and Approval Committee (PDAC)

Academic Board received a report from the meetings of PDAC held on 15 March and 10 May 2017 [AB_17_06_07_81].

82 Quinquennial Reviews

82.1 Quinquennial Review: Department of Geography

Academic Board considered the report of the quinquennial review of the Department of Geography [AB_17_06_07_82.1]. In discussion, the following points were made:

- The review had taken place in the Spring Term 2016/17.
- Its aim had been to consider the integrated workings of the departments, rather than review taught programmes and research as separate entities.
- The review event had included a series of meetings between departmental staff, senior institutional officers and members of the panel. It had been quite hard hitting but had been found to be a positive experience and had resulted in a positive report.
- The review had surfaced an issue to be considered around the provision of research and administration support for individuals with senior management positions and large research portfolios.
- It had also raised issues around flexibility for the approval of replacement posts to avoid a lag between departure of academic staff members and approval for replacement posts.
- Consideration had been given to the mix of undergraduate and postgraduate admissions and also to the importance of promoting the acceptance of high quality PhD students.
- The Review had highlighted the strengths of the Geography Department, notably in the research narrative.
- The Department was looking to introduce a more collective form of leadership in order to distribute the workload.
- A report on progress would be made to Academic Board in two years' time.

82.2 Quinquennial Review: Institute of Pharmaceutical Sciences

This item was withdrawn and would be presented at the October 2017 meeting. The Executive Dean of the Faculty of Life Sciences and Medicine reported that the review process and experience had been excellent, and a set of actions agreed. The alignment of the Institute with the new Faculty structure had been planned to follow the outcome of Review and it was one of the areas for which alignment was being sought by 1 August 2017 (see Minute 76.1 above).

PART 3: RESEARCH AND INNOVATION

83 College Research Committee (CRC)

Academic Board received a report from the meeting of CRC held on 15 March 2017 [AB_17_06_07_83].

83.1 Adjunct Academic Appointments for Health Faculties

Academic Board considered principals concerning Adjunct Academic Appointments [AB_17_06_07_79.1]. In discussion, the following points were made:

- King's Health faculties rely on close relationships with partner Trusts in KHP and

active clinicians within them and enables clinical colleagues to engage with research opportunities in the university to effect clinical translation of scientific advances.

- There was a need to establish terms for the association of clinicians with King's and it was important that Academic Board give its view as it affected the supervision of research students.
- It was proposed that there would be two types of association for clinicians: Adjunct Academic (fully integrated within a Division and can act as first supervisor for research students) and Honorary Academic (not able to act as first supervisor).
- The proposals were endorsed by the Executive Dean of the Faculty of Life Sciences and Medicine.

Decision

Academic Board approved the principals concerning Adjunct Academic appointments which would be considered by the Executive for final approval.

83.2 Research Misconduct Procedures

Academic Board considered a minor amendment to the Research Misconduct Procedures to give clarity on the point at which King's was required to notify a matter raised under the procedure to the Research Council and to permit RCUK to have observer status for certain misconduct investigations at King's discretion.

Decision

Academic Board approved the amendment to the Research Misconduct Procedures.

84 College Innovation Committee (ClvC)

Academic Board received a report from the meeting of ClvC held on 29 March 2017 [AB_17_06_07_84].

PART 4: INTERNATIONAL

85 College International Committee (CRC)

Academic Board received a report from the meeting of CRC held on 15 March 2017 [AB_17_06_07_85].

PART 5: GOVERNANCE

86 Academic Governance Review

Academic Board considered proposals arising from the review of Academic Governance undertaken during 2016/17 [AB_17_06_07_86]. In discussion, the following key matters were raised:

- The review had begun at the start of the 2016-17 Academic Year and had now been concluded in the light of a broader Council-sponsored review of governance as a whole planned for the coming months.
- The review proposed that a Student Experience Committee be established. This Committee would operate with scrutiny groups and a web presence to ensure that it was open to the whole King's community and could capture and facilitate response to ideas and concerns in close to real time.
- The Student Experience Committee would be included in the full review of governance that would soon be underway.

Decision

Academic Board approved the establishment of a Student Experience Committee, on the understanding that its status could change as a result of decisions arising out of the governance review.

87 Academic Board Committees

Academic Board considered the terms of reference for its committees for 2017-18 [AB_17_06_07_87]. In discussion the following points were made:

- The Postgraduate Research Student Sub-Committee would report to the College Research Committee from 2017-18.
- The Chair of the College Innovation Committee would be the Senior Vice President (Quality, Strategy and Innovation).
- The Chair of the College Research Committee would be the Vice-President/Vice-Principal (Research).

Decision

Academic Board approved the terms of reference for its Committees for 2017-18, including the amendments outlined above.

88 Dean's Business

Academic Board received the report from The Reverend The Dean [AB_17_06_07_88] and the nominations for election to the Associateship of King's College.

Decision

Academic Board **approved** the nominations for election as Associates of King's College.

89 Any Other Business

There was no other business.

90 Date of Next Meetings

Meetings would be held on the following dates in 2017-18, all from 2.00pm to 4.00pm:

Wednesday 11 October 2017 in the Council Room, Strand campus
 Wednesday 13 December 2017 in Room K4U.12, Strand campus
 Wednesday 7 February 2018 in the Council Room, Strand campus
 Wednesday 2 May 2018 in the Henriette Raphael Function Room, Guy's Campus
 Wednesday 20 June 2018 in the Anatomy Museum, Strand Campus

Professor Edward Byrne
 Chair of Academic Board
 July 2017

Academic Board			
Meeting date	11 October 2017	Paper reference	AB-17-10-11-01
Document type	Report	Status	Final
Access	Members and Senior Officers FOI release after one year (Dir. Governance approval)		
Special provisions	S.43 Commercial Interests		



Following the Academic Board meeting of 7 June 2017, Members of the Academic Board were requested to approve two resolutions by email. Ordinance B9 enables Academic Board to make these approvals by email circulation. It requires a simple majority to respond by email to such a message within the deadline specified (given as 14 July 2017) showing approval for the resolutions set out above. A majority of approval was received by the deadline.

1. *That the revised Academic Regulations described in the paper attached be approved as the Academic Regulations of King's College London from 1st August 2017 to 31st July 2018.*

This resolution was recommended by the College Assessment and Standards Committee following detailed analysis of the report of the Working Group which had undertaken an in-depth review as agreed by Academic Board on 7 June 2017.

<https://www.kcl.ac.uk/campuslife/acservices/Academic-Regulations/index.aspx>

2. *That the Cicely Saunders Institute of Palliative Care, Policy and Rehabilitation join with the Florence Nightingale Faculty of Nursing and Midwifery to form the Florence Nightingale Faculty of Nursing, Midwifery, Palliative Care & Rehabilitation on 1 August 2017 with the following arrangements:*
 - (i) *The Cicely Saunders Institute of Palliative Care, Policy & Rehabilitation will retain its name unchanged.*
 - (ii) *The Florence Nightingale Faculty of Nursing & Midwifery will change its name to reflect the expanded focus of the new Faculty following incorporation of the Institute. Its new name will be Florence Nightingale Faculty of Nursing, Midwifery, Palliative Care & Rehabilitation. The Faculty Executive structures will evolve to encompass relevant leadership from CSI.*
 - (iii) *The four existing academic departments from FNFNM within the newly named Faculty will continue to lead research and education to improve nursing and midwifery.*
 - (iv) *The Cicely Saunders Institute will continue to deliver medical undergraduate and postgraduate, as well as multi-professional, education, research and care. It will retain its current building and will be managed as a cost centre one tier down (tier 2) from the faculty level. Its MSc and PhD students will retain their current supervisory arrangements without disruption.*

Members of the Institute and Faculty were in favour of this proposal and it was recommended to the Board by the President and Principal and the Vice President/Provost of Health, Professor Sir Robert Lechler.