

<b>Academic Board</b>	
<b>Meeting date</b>	11 October 2017
<b>Paper reference</b>	AB-18-02-07-03a
<b>Status</b>	Confirmed
<b>Access</b>	Members and senior executives
<b>FOI release</b>	After one year
<b>FOI exemption</b>	s.43, commercial interests

## The minutes of the meeting of the Academic Board held on 11 October 2017

Composition		Members Present (Apologies noted as 'A')	
Ex officio	<b>President &amp; Principal (Chair of Academic Board)</b>	Professor Edward Byrne	
	<b>Senior Vice Presidents</b>	Quality, Strategy & Innovation	Mr Chris Mottershead
		Operations	Dr Ian Tebbett
	<b>Senior Vice Presidents / Provosts</b>	Health	Professor Sir Robert Lechler
		Arts & Sciences	Professor Evelyn Welch
	<b>Vice Presidents &amp; Vice-Principals</b>	Education	Professor Nicola Phillips
		International	Dr Funmi Olonisakin (interim)
		Research	Professor Reza Razavi (A)
		Service	Professor Jonathan Grant (A)
	<b>Assistant Principals</b>	London	Ms Deborah Bull
		Academic Performance	Professor Ian Norman
	<b>The Reverend the Dean</b>		The Revd Canon Professor Richard Burridge
	<b>Deans of Faculty</b>	Florence Nightingale Faculty of Nursing, Midwifery, Palliative Care & Rehabilitation	Professor Louise Barriball (A) (nominee of Professor Ian Norman)
		Social Science and Public Policy	Professor Frans Berkhout
		Dickson Poon School of Law	Professor Gillian Douglas
		Arts and Humanities	Professor Russell Goulbourne
		Institute of Psychiatry, Psychology & Neuroscience	Professor Ian Overall
		King's Business School	Professor Stephen Bach (A)
		Natural and Mathematical Sciences	Professor Michael Luck (A)
		Life Sciences & Medicine	Professor Richard Trembath (A)
	Dental Institute	Professor Mike Curtis	
	<b>The President of the Students' Union</b>		Mr Momin Saqib
	<b>Administrative Director of the Centre for Doctoral Studies</b>		Dr Nigel Eady
<b>Director of Students and Education</b>		Tessa Harrison (A)	
<b>Director of Research Management</b>		Keith Brennan (A)	
<b>Chairs or Deputies of Academic Board sub-committees who are not ex-officio Members</b>	College Assessment & Standards Committee	Professor Kim Wolff	
Students	Arts & Sciences Faculties	Undergraduate	<i>Elections underway</i>
		Postgraduate	<i>Elections underway</i>
	Health Faculties	Undergraduate	<i>Elections underway</i>
		Postgraduate	<i>Elections underway</i>
Faculty	Arts and Humanities	elected senior	Professor Kate Crosby
		elected junior	<i>Elections underway</i>
		appointed	Professor Rivkah Zim
	Dental Institute	elected senior	Dr Barry Quinn
		elected junior	Dr David Moyes
		appointed	Professor Mark Woolford
	Dickson Poon School of Law	elected senior	Professor John Tasioulas (A)
		elected junior	Dr Megan Bowman (A)
		appointed	Dr Leslie Turano-Taylor (A)
	King's Business School	elected senior	<i>Elections underway</i>
		elected junior	Dr Chiara Benassi
		appointed	<i>Appointment underway</i>
	Life Sciences & Medicine	elected senior	Professor Michael Malim
		elected junior	<i>Elections underway</i>
		appointed	Dr Ian McFadzean
	Natural and Mathematical Sciences	elected senior	Dr Chris Lorenz
		elected junior	Dr Andrew Coles
		appointed	Professor Nikolaos Mavromatos

Florence Nightingale Faculty of Nursing, Midwifery, Palliative Care & Rehabilitation	elected senior	Patricia Grocott
	elected junior	Ian Noonan (A)
	appointed	Professor Jackie Sturt
Institute of Psychiatry, Psychology & Neuroscience	elected senior	Professor John Marsden (A)
	elected junior	Dr Sandrine Thuret
	appointed	Dr Susan Duty
Social Science and Public Policy	elected senior	<i>Elections underway</i>
	elected junior	<i>Elections underway</i> Matt Moran
	appointed	Dr Carmen Pavel

**In attendance:** Ms Tayyaba Rafiq, Mr Yousef El-Tawil (Permanent invitees)

Ms Lynne Barker, Dr John Callanan, Ms Sarah Guerra, Dr Victoria Korzeniowska (for item AB-17-10-11-04)

**Secretariat:**

Ms Irene Birrell (College Secretary)

Ms Jo Brown (Governance Manager)

Ms Petra Zikatanova (PA to the College Secretary)

**PART 1: PRELIMINARY ITEMS**

**1 Apologies and Notifications of Other Business**

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

The Chair welcomed Nicola Phillips, Momin Saqib, the KCLSU sabbatical officers, Dr Chiara Benassi, Professor Jackie Sturt and Professor Mike Curtis to their first meeting of the Academic Board in their new official capacities.

No other items of business were notified.

**2 Approval of Agenda**

The agenda was approved.

**3 Unanimous Consent Agenda (including Minutes of the Previous Meeting)**

The report on Lecture Capture within the College Education Committee report [AB\_17\_10\_11\_04] was removed from the Unanimous Consent Agenda.

Two corrections were noted for the minutes of the meeting of the Board held on 7 June 2017 [AB\_17\_10\_11\_01a]: Revd Tim Ditchfield (not Ditchburn); and only one 'n' in Canon).

**Decision**

That the remaining reports on the Unanimous Consent Agenda, including the Minutes of the Previous Meeting as corrected, be taken as read and noted or approved.

**4 Report of the President and Principal**

**4.1 Report of the President and Principal [AB-17-10-11-02]**

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

- The changes the Government was proposing to the Teaching Excellence Framework (TEF) were constructive. The Silver award had been welcomed, but it was stressed that while achieving Gold was important, TEF was not driving the Educational Strategy. There was a TEF Steering Group, chaired by the Provost/Senior Vice President (Arts & Sciences) and a TEF Project Board. Particular thought was being given to how best to engage TEF at subject level. While King's was not engaging in the pilot project, a shadow exercise would be carried out. The participation level of the National Student Survey remained an important factor for the university.

- There would be much activity on the PLuS Alliance partnership in the next six months as a full business case was developed.
- A decision was imminent on the proposed redevelopment of the Quad for a King's Engineering school. In the meantime, academic plans were continuing to be developed.
- The School for Government would be a new institution within the Faculty of Social Science and Public Policy providing education, research and dialogue.
- The new Vice President and Vice-Principal (Education) would be working closely with the Director of Students and Education to implement the Education Strategy.

#### **4.2 International School for Government [AB-17-10-11-03]**

The Chairman invited Frans Berkhout to update Academic Board. The following key matters were highlighted:

Professor Berkhout provided an overview of the School's development and goals. It was intended to provide education, research and dialogue around effective government and would be aimed at government and third party workers. The business case has been developed and the Vision Delivery Board approved an initial investment in July 2017 to allow the hiring of key staff to move the project to the next phase.

It was noted that similar schools existed in Europe and the UK but not to the standard of major schools in North America such as Harvard's Kennedy School. What would distinguish King's school would be its format which included being international and multi-sectoral in scope; it would be digitally aware, future focussed and citizen centred. It would offer accredited online continual assessment modules and short courses worth five-credits and it would be unique in offering an Executive Masters which would involve short residencies around the world (King's would remain the academic provider).

Professor Welch noted that the School would provide a real model for cross-faculty working and external engagement. Because the style of delivery was new, it would be important to ensure that the executive education and short-course delivery process maintained King's very high standards. It also required a change in mindset that this was not an "additional" activity but part of King's core business. There would be impact on professional services to deliver on the high expectations of the students likely to enrol.

It was noted that it would be important to help these students assimilate into King's and feel part of the institution which would be a challenge for academic and professional services and it would be crucial for functional leads across the university to be involved. The Dean pointed out that, as King's students, those enrolled in the School would be eligible to register in the AKC program, which had an online offering.

## **PART 2: EDUCATION**

### **5 Report of the College Education Committee (CEC) [AB-17-10-11-04]**

Academic Board received a report from the meetings of CEC held on 5 July 2017 and 4 October 2017 and considered the following specific item arising from the 4 October meeting, put to the Board for approval:

#### **5.1 Annual Provider Review Actions (Annex 1 of the report)**

The Director of Academic Quality and Employability Services was in attendance to introduce the paper in her capacity as lead officer on the Annual Provider Review (APR). APR was part of the Higher Education Funding Council for England (HEFCE)'s new framework. In order to comply, King's was required to produce an

internal report and action plan on the continued improvement of the student experience. This report differed from the qualitative report of last year in that it was more data driven. Academic Board was requested to approve the Annual Provider Review annually before it was forwarded to Council.

## **Decision**

That the Annual Provider Review Action be approved.

### **5.2 Lecture Capture Policy and Audio Recording Guidelines Revisions**

This item had been removed from the unanimous consent agenda at the request of a Member. Professor McFadzean, who had been interim Vice President & Vice-Principal (Education) at the July meeting of the CEC noted that the revisions were minor and editorial. A more substantial college-wide review would be taking place in 2017-2018, which would seek to understand how Lecture Capture was being used by students and how to make it more effective. He noted that this was the third year of operating the Lecture Capture policy, a policy which had been driven largely by student demand. While student response had been largely positive, faculty had raised a number of concerns and in the discussion the following were noted:

- Whether it was being used in the most efficient way;
- How best to modify teaching for improved experience as staff did not understand fully how the students used it;
- The perception of some staff of a diminishing commitment to the timetables, and the impact of Lecture Capture on the learning experience of those students who did attend lectures;
- A concern that late-arriving students were opting not to turn up at all rather than be caught arriving late on camera;
- Further dissemination of lectures seemed to be taking place (the prevention of which had been an important part of the scheme when it had first been mooted);
- It was understood that lectures were now being captured for two years, which had not been part of the rationale at the start of the process;
- It was feared that lecture capture could stop cutting edge research-led teaching due to copyright issues;
- The microphone did not always pick up well, which had impact on those students who needed to catch-up from home; and
- Opt-out provisions for staff seemed no longer readily available.

[Following the meeting, clarification was given that the opt-out consent form must continue to be sent out, the responsibility lying at the faculty level. It should include not just opt-out, but also the nature of the capture (the default is sound and vision recording but there are many who prefer sound only).]

Professor McFadzean responded that:

- The current situation remained that all classes defined as lectures would be captured on the module's webpage unless the relevant staff member opted out; Opting out was a process managed at faculty level;
- In the past year technological advances had allowed for a more automated process, with less input required from professional services staff. However, audio remained an issue; and
- Lecture capture was successful in the first stages of teaching a large group, providing a supplementary experience. The Principal added that the process worked better when it was combined with learning analytics and understanding of knowledge gaps.

It was noted that the policy had evolved through discussions in the CEC, and would continue to do so. Clearly there were still issues to tackle but it was important to get good data on learning analytics to move forward effectively.

The KCLSU sabbatical officers stated that while issues of copyright were understood, from a student perspective Lecture Capture was one of the university's most popular policies. It was noted that students stayed at home for a variety of good reasons, and it was requested that any future amendments to the policy not exclude these students.

## **6 Report of the College Assessment and Standards Committee (CASC)[AB-17-10-11-05]**

Academic Board received a report from the meetings of CASC held on 28 June 2017 and 27 September 2017 and considered two specific items:

### **6.1 Undergraduate External Examiner Overview report 2016-2017 (Annex 1 of the report)**

The Chair of CASC introduced the UG External Examiner Overview report and recommended it for approval. The report drew out the main issues raised in external examiners' reports during 2015/16 and reported on the judgements made by external examiners about academic standards at King's. It listed a number of recommendations for the Academic Board to consider. It was highlighted that:

- King's had achieved national or above national level.
- Some external examiners had identified a high volume of first class awards being made.
- CASC had asked for a summary review of the classification for all degrees awarded by the College for 2017-2018 in order to ensure alignment with sector practice.

#### **Decision**

That the UG External Examiner Overview report 2016-2017 be approved.

### **6.2 Annual Report on Action taken on Suspensions of Regulations 2016/2017 (Annex 2 of the report)**

The Chair of CASC stated that work was ongoing on the suspension of regulations and the move toward a system of "exemptions" to try to understand why there were so many requests with respect to certain regulations. Academic Board had a responsibility to ensure that the academic standards of its awards were maintained and that its academic regulations were fit for purpose.

The Senior Vice-President (Operations) noted the reference in the report to online education as an exceptional function. At some point, it needed to be recognized that online learning was "business as usual" and processes needed to be developed to recognise it as such while at the same time accommodating the different timings involved in online delivery.

#### **Decision**

That the Annual Report on Action taken on Suspensions of Regulations 2016/2017 be approved.

## **7 Programme Development and Approval Committee (PDAC) [AB-17-10-11-06]**

Academic Board received a report from the meetings of PDAC held on 12 July 2017 and 20 September 2017 and considered a proposal for a BSc(Hons) Nursing programme in Singapore.

## **7.1 Proposal for a BSc(Hons) Nursing (Singapore) (Annex 1 of the report)**

The Vice President and Vice-Principal (Education) introduced the report, stating that Academic Board was being asked to approve the proposed mode of delivery for nursing in Singapore. The plan was to offer the BSc(Hons) in Singapore by King's faculty sent there for the purpose. The proposal was being put to Academic Board for approval as this was thought to be the first time that a King's degree was being offered where students would not actually come to London.

In discussion the following issues were discussed:

- Measures would be taken to ensure that there was no impact on King's London students with respect to availability of staff;
- Teaching would be by King's staff, thereby King's would remain in control of the academic quality.
- The university was committed to liaising with the King's College London Student Union (KCLSU) from an early stage to ensure that Singapore students had the full student experience and identified as full members of the KCLSU. It was acknowledged that it would be difficult to attain as high a level of student experience as on the home campus, and therefore early monitoring of student experience was essential. Thought had already been given to sequencing, for example students working in the hospital would be released on certain days of the week to spend time on King's university premises in Singapore, and inspections would be made of the teaching facilities to be sure that they were of an appropriate standard.

The commitment to work closely with the KCLSU on the general issue of student union engagement and how to take that forward was re-stated. It was noted that there were currently students from 41 countries working online and that these students were actively supported by King's. It was suggested that this information feed into the discussions with the KCLSU about engaging students abroad in student union activities. The Dean noted that as with students in the School for Government, these students would be eligible for online enrolment in the AKC programme.

### **Decision**

That the proposal for the mode of delivery for a BSc(Hons) Nursing degree in Singapore be approved.

## **7.2 English Law & Hong Kong Law LLB/JD (Programme Proposal)**

The summary report of items approved or received for information at the meetings of PDAC was on the unanimous consent agenda, and had already been approved or accepted for information, but one further issue was raised concerning the naming of the programme proposal from the Dickson Poon School of Law and King's online. It was confirmed that "English Law & Hong Kong Law" was not intended to be the name of the programme, nor how it would be advertised. It was noted that naming of online courses needed to be done with care so that the courses could be found easily in an online search.

## **8 Report of Quinquennial Review of the Institute of Pharmaceutical Science [AB-17-10-11-07]**

The Senior Vice President (Health) introduced the report of the quinquennial review of the Institute of Pharmaceutical Science (IPS). The review had been undertaken in April 2017, and had considered areas of education, research and resources. The aim of the review had been to consider the integrated workings of the Institute, rather than review taught programmes and research as separate entities. A review of quality assurance had been taken into account as well. It had been a constructive process, with the appropriate steps now being taken to implement the recommendations.

During discussion the following points were made:

- It was noted that there was a real sense that the Institute could be a world leader given the involvement of NHS pharmacists in its work and the unique policy aspects involved. Its profile needs to be raised to get ratings to match the quality of the work and reflect the real value of the KHP.
- A search process was currently underway for a new head for the Institute.
- The Institute of Pharmaceutical Science was now a part of the School for Cancer and steps were being taken to integrate research with therapeutic treatment of patients.
- A rebalancing of teaching and research had been recommended in order to achieve the goals of the new Institute strategy.

### **PART 3: College Community Reports**

#### **9 Report of the President of KCLSU [AB-17-10-11-14]**

Academic Board considered the report from the KCLSU President. The following additions to the written report were noted:

- The KCLSU Welcome Fair had received 13,000 students.
- For the first time there had been a “live at home” event, with guidance on how to make the most of university life while living at home.
- The KCLSU and KCL Relationship Agreement had been to the KCLSU Trustee Board and would be put to Senior Management Team.
- The previous day had been World Mental Health Day, and KCLSU officers had liaised with PLuS Alliance staff on the days’ activities and had successfully used PLuS Alliance branding.
- KCLSU sabbatical officers and the Vice President (International) were working on diversification and internationalisation of the curriculum.
- KCLSU sabbatical officers were also focussed on working with the new Vice President & Vice-Principal (Education) and Director of Students and Education on implementation of the Education Strategy to make sure the academic experience and student satisfaction aims were achieved.
- KCLSU Elections were currently in progress.
- The Student Union shop opened three weeks ago at the south entrance to Bush House.

The Vice President and Vice-Principal (International) commended the student union team on being dynamic in their thinking about how to integrate culture and diversity across the College. Both teams were taking advantage of the others’ programmes regarding internationalisation of the Curriculum.

#### **10 Report of the Dean [AB-17-10-11-16]**

Academic Board received the report from The Reverend The Dean, who highlighted the following points from his report:

- Associates of King’s College (AKC) courses were well underway.
- There had been a great increase in the take-up of AKC on last years’ numbers.
- The AKC election programme was commended to the Board.
- Many of those who had completed the AKC last year had now applied for election. The election list included 24 alumni who had taken the AKC course by distance learning.
- There had been an AKC Review in autumn 2016 and a pilot was underway for alternative methods of assessment. The pilot scheme would be reviewed at the Examination Board in summer 2018.
- The organ repair project was on time.
- The Chapel Choir had recently returned from a very successful set of performances in Boston.

## **11 Unanimous Consent Items**

*The following items were received as part of the unanimous consent agenda and were not discussed, but noted for information.*

### **(a) Update on FoLSM Reconfiguration [AB-17-10-11-1b]**

Academic Board received an update on progress with the implementation of the academic configuration of the Faculty of Life Sciences & Medicine

### **(b) College Education Committee [AB-17-10-11-04]**

Report of from the meetings of CEC held on 5 July 2017 and 4 October 2017

PTES Institution Results Overview AB-17-10-11-04 [AB-17-10-11-04 - Annex 4]

### **(c) Programme Development and Approval Committee (PDAC) [AB-17-10-11-06]**

Report from the meeting of PDAC held on 12 July 2017 and 20 September 2017

### **(d) Report of the Student Experience Committee (SEC) [AB-17-10-11-08]**

Report from the meeting of SEC held on 11 October 2017

### **(e) College Research Committee (CRC) [AB-17-10-11-09]**

Report from the meeting of CRC held on 28 June 2017

### **(f) College Innovation Committee (CInvC) [AB-17-10-11-10]**

Report from the meetings of CInvC held on 14 June 2017

### **(g) College International Committee (CIntC) [AB-17-10-11-11]**

Report from the meetings of CIntC held on 5 July 2017

### **(h) Governance Matters**

Governance Review Update [AB-17-10-11-12]

Terms of reference and membership of the Academic Board for 2017/18 [AB-17-10-11-13]

### **(i) College Community Reports**

Associates of King's College [AB-17-10-11-16]

AKC booklet for 2017-18 [AB-17-10-11-17]

## **12 Any Other Business**

The President of the KCLSU noted that there had been unusual delays in processing visas of some international students and accordingly, there would be a late enrolment event held on 12 October 2017 for those students who had missed the Freshers' Fair.

## **13 Date of Next Meetings**

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

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



