

Minutes

Title:	Academic Council
Date:	27th March 2019
Time:	3:00pm
Place:	Room 2.09

Present:	Sharon Potter	Deputy Vice-Chancellor (Education) (Acting Chair)
	Steve Vogel	Deputy Vice-Chancellor (Research)
	Graham Sharman	Dean of Academic Development
	Hilary Abbey	Head of Research
	Francesca Wiggins	Head of Clinical Practice
	Jas Verdi	Head of Student Services
	Mark Waters	Chair of Foundation Portfolio Board
	Heather Batten	Head of Quality
	Soran David	Faculty Representative (Part-Time)
	Robert McCoy	Faculty Representative (Full-Time)
	Albert Obeng	Student Representative (M.Ost Full-Time Year 2)
	Steven Pearce	External Representative (Bucks New University)
	Allan Scott	Clerk to the UCO Board (In Attendance)
	Ian Sanderson	Registrar (Secretary)

1. Welcome & Apologies for Absence

1.1 Noted:	That apologies were received from:	
	Charles Hunt	Vice-Chancellor (Chair)
	Will Podmore	Head Librarian

2. Minutes of the Last Meeting – 5th December 2018 (AC-18-03-02)

2.1 Agreed: The minutes of the meeting held on 5th December 2018 were approved with the following amendments:

“8.3: The report was split into actions that had been completed and areas for future work. Feedback will be provided to students on actions completed so that they are aware that actions had been taken. Student will be offered guidance, should they need it around understanding the NSS questions as it has proven that they can be mis interpreted.”

“8.4 That the part-time course was very well received although there were....”

“16.4 That the proposed site has the potential to improve the UCO’s access and participation performance.”

“16.5 “The Student Protection Plan would therefore apply.”

“16.11 However, some members had experience of similar courses.....”

3. Matters Arising from the Minutes of the Last Meeting (AC-18-03-03)

3.1 Noted:

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Actions from the Academic Council meeting on <i>Date</i>			
Responsibility	Minute/s	Initial action/s	Outcome/s
Registrar	3.1	Induction To produce an induction programme / pack for new Academic Council members and report on the progress of this at the next meeting further to recruiting another Academic Council External Representative member.	3.1 Noted - Ongoing
Deputy Vice-Chancellor (Research)	3.1	To amend the Academic Discipline Policy to reference the Research Misconduct Policy.	3.1 Noted – Ongoing pending amendments to the Research Integrity Concordat.
Registrar	3.1	Academic Registry Operational Report and Action Plan To implement a system whereby Informal Student Complaints are logged and included within the Annual Summary Report.	3.1 Noted – Ongoing. Revised Policy completed and pending approval. This could be removed from the matter arising.
PT Course Leader	3.1	Proposed Modification to M.ost PT PCC5 Modification approved pending recommended resources being updated on the unit information form.	Ongoing – UIF has been circulated for update. This could be removed from the matters arising
Head of Quality	3.1	Guidelines for closure of programmes Guidelines for the closure of existing programmes to be drafted	Ongoing
Head of Quality	14.3	Proposed Modifications from the AIMO That AIMO should update their RPL process	12 Completed – on agenda
Vice-Chancellor	19.1	GOsC RQ Annual Report 2017-2018 Chairs Action taken to approve report	Completed – on agenda for information
Vice Chancellor	20.2	University of Bedfordshire Faculty Annual Report Chairs Action taken to approve report	Completed – on agenda for information

4. Chair's Actions

4.1 Noted That there had been no Chair's action following the previous meeting.

5. Vice-Chancellor's Report (AC-18-03-04)

5.1 Noted The Vice-Chancellor's report

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- 5.2 Reported That the UNIAC briefings were very helpful and circulated for information and dissemination.
- 5.3 Noted That student mental health was a very important area which the UCO needed to address. It was noted that staff could also have mental health difficulties, for example through pressure of work and this was something that the institution was also address. It was noted that there was no policy relating the staff mental health specifically although the Staff Consultation Group was available for staff to raise as an area that might need looking at.

6. Nominations for Honorary Degrees, Awards and Titles

- 6.1 Noted There were not nominations for consideration at this meeting.

7. Academic Council Representative on Honorary Degree, Academic Awards and Titles Committee (HDATTC)

- 7.1 Agreed That members should email Allan Scott, Secretary to the Committee, with nominations for this vacant position.

8. New External Academic Member of the Academic Council ((AC-18-03-05)

- 8.1 Noted That Dr Marvelle Brown of the University of Hertfordshire was nominated as the external academic member of the Academic Council
- 8.2 Agreed To approve this nomination.
- 8.3 Noted That Dr Brown would be invited to attend the next meeting of the Council in June.

9. New Academic Member of the UCO Board (AC-18-03-06)

- 9.1 Noted That the Academic Council needed to approve the process of selection and delegated action prior to the UCO Board Annual General Meeting, as this was before the next meeting of the Academic Council.
- 9.2 Agreed That the Clerk to the Board would send a request to all staff requesting applications for the role. The Chair would then select a candidate following an interview. If more than one application was received, the matter could be referred to the Academic Council for a final decision although if only one applicable was received then it would be possible to approve via Chair's action.

10. Draft Code of Practice for UCO Submission to the REF 2020- (AC-18-02-07)

- 10.1 Noted The UCO was eligible to participate in the Research Excellent Framework, which was an exercise designed to assess the quality of research. The benefits of participating were to raise the profile of the UCO and potentially to be able to access funding, although this was unlikely. For small institutions like the UCO, Crest via Guide HE provided support and guidance in participating in the REF and the proposed Code of Practice was part of the audit trail to demonstrate that the UCO was following the correct procedure.
- 10.2 Noted Potentially all staff who had a research contract could be included in this exercise and, as part of the process, it was proposed that a REF Consultation Committee be established to ensure all staff were assessed equally for inclusion. Having a new committee was queried and it was wondered whether the RSCC Terms of Reference could be adapted to incorporate this function. However, guidance had indicated that it was expected that structures needed to be REF specific, although the new group would be a sub-group of RSCC.

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- 10.3 Noted That the UCO had links to AECC who had participated in REF and it was suggested that guidance could be gained from there. The research team would be doing this but had also learned from what Manchester was doing.
- 10.4 Noted That this did represent an important new area of work which was falling on current staff and it was suggested that the Research Team may need additional staff support. This would however be an issue for the Resource Allocation Group to consider.
- 10.5 Agreed That the Board strongly supported the Research Team in proceeding with its preparations for the REF with the recommendation that they keep the resource issue under close review and had no further comments to make on the draft Code of Practice.

11. Updates to RPL Policy (AC-18-03-08)

- 11.1 Noted That this matter was deferred to a future meeting.

12. Updates to AIMO's RPL Policy (AC-18-03-09)

- 12.1 Noted That this matter was deferred to a future meeting.

13. Updates to External Assessor Policy (AC-18-03-10)

- 13.1 Noted That these updates to make the policy applicable to a wider range of programmes, in anticipation of the introduction of non-Osteopathic programmes in future years.

13.2 The revised policy.
Approved

14. AIMO Institutional Annual Report (AC-18-03-11)

- 14.1 Noted The AIMO Institutional Annual Report for 2017/8.
- 14.2 Noted That a link tutor had been appointed to ensure alignment with the UCO procedures and regulations.

15. Postgraduate External Examiner Report Synthesis 2017-2018 (AC-18-03-12)

- 15.1 Noted That the outstanding actions arising from the report had now been addressed as all reports had now been received. There was still an ongoing action to ensure the reports were shared with students although the Quality Team were developing an online resource in Sharepoint so that this could be completed.

16. Mid-point Reviews (AC-18-03-13a-c)

a) M.Ost Courses and NSS

- 16.1 Noted The there was an outstanding action for the Registry to provide a summary of their assessment procedures to reduce errors in reporting results. The Registry was now cross checking all results posted on Bone with the results imported into the student system and the raw marks provided by departments. Unit leaders were also now being routinely copied into the PAB summary of results prior to approve adding a further level of scrutiny.

16.1 Noted The NSS report was received without further comment.

b) MScPR1 Enhancement Plan

- 16.2 Noted The MSc PR1 Enhancement Plan was received without further comment.

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c) QA Annual Report

16.3 Noted The QA Annual Report was received without further comment.

17. Update on Current Collaborative Activity & Internal Course Developments (AC-18-03-14)

a) BSc (Hons) Integrated Nutrition & Dietetics

17.1 Noted That the stage 1 event had been completed and the stage 2 approval event would be held over 25th and 26th June. This would be a joint approval event with the HCPC in attendance.

17.2 Noted Most of the clinical placements would be on site but there would be 100 hours of external clinical placements in year 2 and 250 hours of external clinical placements in year 3. The distinctive part of the programme was the UCO's access to a clinic which it controlled.

17.3 Noted The recommendations for the stage 1 approval event related to the action required for a September 2019 start. The UCO has never submitted a HCPC application before and the external panel member was very helpful in advising on the language that should be used.

17.4 Noted The UCO was planning to advertise for the programme within the next two weeks. The maximum number of students would be 20.

b) AIMO

17.5 Noted That the stage 2 approval event for the MSc would be 8th April.

c) FICO

17.6 Noted That the approval process had been postponed for the foreseeable future following assessment of the initial submission from FICO.

a) CWSH

17.7 Noted That CWSH we're now focusing on a September 2020 start date for their undergraduate programmes although they intended to commence a postgraduate programme in advance of this date.

17.8 Noted The outstanding issues arising from the approval process related to due diligence. As a new start up company did not yet have sets of financial accounts to allow this to take place.

18. GOsC RQ Annual Report 2017-2018 (AC-18-03-15)

18.1 Noted That GOsC had responded to the annual report to indicate they would be monitoring the NSS situation in view of the outcome of the most recent survey.

18.4 Noted That the annual report was received without any further comment.

19. University of Bedfordshire Faculty Annual Monitoring Report 2017-2018 (AC-18-03-16)

19.1 Noted That the annual report was received without any further comment.

20. Research Ethics Committee Annual Report 2017-2018 (AC-18-03-17)

20.1 Noted That the annual report was received without any further comment.

21. Osteopathic Technique Practice Policy (AC-18-03-22)

21.1 Noted That the proposed changes related to additional clarification for when students were acting as models for other students and also to the practice of Osteopathic techniques prior to qualification.

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- 21.2 Noted Whether the guidance relating to the practice of Osteopathic technique was required given this was against the law under the Act and therefore was permitted. It was felt that the UCO might encounter difficulties if it tried to apply this in practice, if this was permitted by the regulator. The issue was not performing osteopathic techniques but claiming to be an Osteopath. Students from other professional backgrounds had reported that they did not have access to enough patients and so practiced osteopathic techniques on their clients, with their consent, to gain experience. There was useful external guidance available on this issue that could be referred to for confirmation.
- 21.4 Agreed That the wording would be removed considering this feedback.

22. Sub-Committee Summary Reports & Minutes

- a) EESC – 7th March 2019 (AC-18-03-18)
- 22.1 Noted The minutes of the meeting held on 7th March 2019
- a) QAC – 12th March 2019 (AC-18-03-19)
- 22.2 Noted The minutes of the meeting held on 12th March 2019
- a) WPASG – 27th February 2019 (AC-18-03-20)
- 22.3 Noted The minutes of the meeting held on 27th February 2019
- a) RSSC – 18th March 2019 (AC-18-03-21)
- 22.4 Noted The minutes of the meeting held on 18th March 2019

23. Any Other Business

- 19.1 Noted That there were no other items of any other business for the Council to consider.

24. Dates of the Next Meeting

- 24.1 Noted: 12th June 2019
All at 3pm in Room 2.09