

**GOLDSMITHS  
University of London**

**COUNCIL**

**ACADEMIC BOARD**

**Minutes of the meeting held on 14 September 2016**

**OPEN BUSINESS**

Present: Mr Patrick Loughrey (in the Chair), Professor Vikki Bell, Professor Lucia Boldrini, Professor Rebecca Cassidy, Professor Sean Cubitt, Professor Mark d'Inverno, Dr Jasna Dragovic Soso, Professor Matthew Fuller, Mr Ian Gardiner, Dr Marco Gillies, Ms Annie Guo, Professor Elisabeth Hill, Dr Gholam Khiabany, Ms Mollie Kneath, Mr Gerald Lidstone, Dr Betty Liebovich, Ms Tara Mariwany, Dr Massimiliano Mollona, Mr Daniel Nasr, Professor Richard Noble, Professor Carrie Paechter, Dr Luciana Parisi, Ms Jacqueline Pennell, Professor Jane Powell, Dr Vivienne Richmond, Dr Caroline Rix, Ms Astrid Schmetterling, Dr Erica Wald, Mr Matthew Ward.

Apologies: Professor Claudia Bernard, Professor Frank Bond, Professor Andy Bremner, Dr Lisa Busby, Mr Adrian De La Court, Mr Kevin Jones, Mr Steve Keirl, Dr Pdraig Kirwan, Dr Ben Levitas, Professor Saul Newman, Professor Osita Okagbue, Professor Simon O'Sullivan, Professor Marsha Rosengarten, Professor Robert Zimmer.

In attendance: Mr Matthew Brooks, Mr Timothy Chapman, Ms Sara Doherty (item 7 only), Ms Caroline Lloyd, Ms Claire MacLean, Mr Ian Pleace, Mr Paul Stocks, Mrs Cathryn Thompson (Secretary).

**1 STANDING ORDERS (AVAILABLE ONLINE)**

**Noted:**

the standing orders in force for all Goldsmiths Committees from 1 September 2016:  
<http://www.gold.ac.uk/governance/committees/standing-orders/>.

**2 DECLARATION OF INTERESTS AND CONFLICTS OF INTEREST POLICY (AVAILABLE ONLINE)**

**Noted:**

the declarations of member interests and the Conflicts of Interest Policy:  
<http://www.gold.ac.uk/governance/policies/conflicts/>.

### **3 TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP**

#### **Received:**

the terms of reference, constitution and membership of the Board for 2016-17 (16-01).

#### **Resolved:**

that the membership under Class 5 of the Constitution of the Board would be reviewed to consider up to four new members, to reflect new appointments in strategic areas of the College.

### **4 EQUALITY AND DIVERSITY**

#### **Considered:**

any matters pertaining to Equality and Diversity that arise from the items on this Agenda. The Chair reminded members to reflect on this at every meeting and under every item deliberated.

### **5 MINUTES**

#### **Resolved:**

that the Minutes of the meeting held on 8 June 2016 be approved.

### **6 WARDEN'S REPORT**

The Warden gave an oral report on matters of interest to the College.

It was noted that there had been much publicity over the summer relating to allegations of sexual harassment, to which the College issued a public response. The reasons for not talking about the specifics were to protect individuals who spoke up anonymously. Much deliberation took place around this but the College stands firm on maintaining its position on anonymity. However, there is clearly a strong commitment to do better in future. A UUK taskforce was currently examining violence against women, harassment and hate crime affecting students, with a particular focus on the issue of violence against women and sexual harassment. The report would be published next month and the College would ensure it was in line with any recommendations contained within it.

The Pro Warden for Learning, Teaching and Enhancement outlined a range of initiatives which had been taken over the past months in order to drive forward improvements, but acknowledged there were still changes that could be enacted relatively quickly. Recent reviews of HR policies, student complaints and appeals processes, and staff and student induction and training materials were noted. Work in this area in the Centre for Feminist Research was also noted. Agreement was reached by Senior Management to recruit to a position specifically created to help further develop and support our work in this area, as

Goldsmiths strives to be sector leading. Details of the new appointment were currently being refined but more information would follow in due course to all staff and students.

Members welcomed the update on recent developments and academic departments recommended some guidance and general assurance be made available to staff for student inductions taking place the following week. Discussion as to the grade and where the new appointment was to be located took place and a suggestion was put forward for it to be based in the Students Union. A separate and distinct policy on sexual harassment was recommended, rather than it being part of a dignity or decency policy.

The Board was informed of a new Visiting Professor appointment in STaCS, Professor Jenny Pearce, who is a leading expert in child sexual abuse nationally. Professor Pearce has a high profile and expertise which could be drawn upon and was also a research advisor to the Goddard Inquiry.

There was a discussion on the changing Higher Education Landscape, including a new Prime Minister, the former Prime Minister no longer being an MP and BREXIT. The Warden informed the Board of a useful round table he had recently attended with Sadiq Khan, along with other university leaders, where it was clear that Goldsmiths' concerns about research funding and collaboration, student and staff mobility, recruitment and retention are shared. The College continued to build on existing and form new networks and research opportunities. Any negativity experienced as a result of Britain being involved in bids should be highlighted to the Pro Warden for Research and Enterprise.

The Higher Education and Research Bill was progressing rapidly and the College continued to push forward on its metrics in relation to the Teaching Excellence Framework (TEF). Contacts in Russell Group universities had informed us they are also preparing seriously for the TEF opportunity. Goldsmiths would continue to lobby with UUK and other universities about how the arts and humanities are being unduly disadvantaged by a system set up for the sciences. However, there was little doubt that the TEF would arrive as planned.

The sector was awaiting the Government response to the Stern Review. However, it was acknowledged that it was broadly welcomed and presented some advantages for the College in terms of the broadening of the definition of 'impact' as well as reviewing a body of work over time. An update on developments would be brought to the December meeting of the Board.

There was a discussion of recent changes within the Senior Management Team including Liz Bromley, former Registrar and Secretary, having left to take up a position as Deputy Vice Chancellor at the University of Central Lancaster. Estates and Finance had moved under Ian Pleace's leadership and the process had begun to recruit a new Registrar and Secretary. Claire MacLean, former Director of Student Experience and Advancement, would undertake the role of Interim Registrar and Secretary, with governance and regulation within her remit. Congratulations were also expressed to the Deputy Warden, Professor Jane Powell, who would be leaving Goldsmiths in December to take up the Vice-Provost Education and Students position at the University of Surrey. The Board was informed that Professor Powell would be replaced and internal applications for a third Pro Warden were welcomed.

In the main, a remarkable student recruitment round was noted for Goldsmiths, with targets largely being met. It was clear that new programmes had made a real difference in

the recruitment round. The professional services' and academic departments' capacity to pull together was notable, and the Warden expressed his thanks to all. It was reported that the Russell Group stayed in clearing for a week, accepting lower entry tariffs. The competitive space the College was operating in was noted, with City University joining the University of London group and Loughborough University now having a London campus. The Board agreed that the College's offer making strategy for next year must be reviewed to ensure that good applicants weren't being rejected early in the recruitment cycle, in order to be in a stronger position in advance of Clearing. Some exciting new undergraduate and postgraduate programmes were launching including, Children's Illustration, Queer History, Race Media and Social Justice, and Religion and International Relations.

The College also continued to look at how it could be more efficient and effective, and how it might increase other income streams.

## **7 REGULATIONS AND POLICIES**

### **Received:**

- (i) amendments to the General Regulations and Assessment Regulations for implementation in 2016-17, as approved by Chair's Action (16-02);
- (ii) the Goldsmiths Attendance Policy (16-03).

### **Noted:**

- (i) that the regulatory changes approved by the June meeting of the Board took effect this September, with new enrolling students signing up to them. A period of consultation was currently underway with continuing students, giving them the opportunity to opt in or out of the new Regulations;
- (ii) that Council and Academic Board had also previously sanctioned a review of the Regulations and supporting policies and procedures over the coming year, which was being taken forward by the Regulations Working Group;
- (iii) that a subsequent amendment to General Regulation 3, whereby only Goldsmiths-generated email addresses may be used for the purposes of official correspondence between the College and students, was approved by the Chairs of the Quality and Standards Sub-Committee and Academic Board;
- (iv) that a Goldsmiths Attendance Policy had been drafted to formalise the College requirement that students attend on days of timetabled sessions, thus giving staff additional measures should students continue to not attend despite letters and reminders being issued. The Policy would apply equally to home, EU and overseas students. The Board welcomed the Policy as it was acknowledged that student engagement and attendance was strongly linked to student retention and progression;
- (v) that departments were reminded to actively use their Academic Progression Committee or the Fitness to Study Policy where there were welfare issues;

- (vi) that issues relating to student attendance should be treated sensitively in order to ascertain the reason for absence and to ensure appropriate support was available where necessary. There was also value in placing a greater emphasis on the monitoring of first year student cohorts, in order to clearly establish expectations at an early stage, which should continue to be reinforced in later years of study;
- (vii) that a functioning register system would be necessary in order to monitor taught students' attendance at 11 points each term and PGR students on a monthly basis. The Board was informed that a proposal was due to be considered at the next Senior Management Team meeting and that both in-house options and external off-the-shelf packages were being considered, both in relation to the short to medium and longer term solutions. Any new system would need to be fully tested and multiple attendance points could be used, including registers in class, seminars, VLE access and library access;
- (viii) that the frequency of monitoring PGR attendance would benefit from review as some part time students might not be supervised every month. It was also recommended to include 'and any required training sessions' as an attendance point;
- (ix) that some Board members queried why the College regulations did not permit the inclusion of an attendance requirement as part of a module's summative assessment, unless this was part of a PSRB requirement. It was noted that the Quality Office regularly denied requests received in relation to assessing attendance and the Head of Quality assured the Students' Union, who raised concern over disadvantaging students with a disability, that the Regulations would not change in this area.

**Resolved:**

- (i) that amendments to the General Regulations and Assessment Regulations for implementation in 2016-17 be approved;
- (ii) that the Goldsmiths Attendance Policy be approved (16-03).

**8 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP OF COMMITTEES OF THE BOARD**

**Received:**

that revisions to the Terms of Reference, Composition and Membership for Committees of Academic Board be approved (16-04).

**9 HIGHER EDUCATION REVIEW ACTION PLAN**

**Received:**

the updated action plan stemming from the June 2015 QAA Higher Education Review to address the recommendations (16-05).

**Noted:**

- (i) that good progress had been made with the action plan over the past year, with many actions now completed or nearing completion;
- (ii) that some schedules relating to individual action points had been delayed but for good reason and often to undertake a more thorough review;
- (iii) that any questions relating to the action plan should be made to the Pro Warden for Learning, Teaching and Enhancement and the Head of Quality.

**Resolved:**

that the updated QAA Higher Education Review action plan be approved and published on the College's website (16-05).

**10 COMPETITIONS AND MARKETS AUTHORITY (CMA)****Received:**

a paper on the implications of Consumer Protection Law and the Higher Education Sector (16-06).

**Noted:**

- (i) that the paper was not a general overview of CMA but focussed on the implications of CMA in relation to programme content and amendments, an area of exposure for Goldsmiths at the present time;
- (ii) that traditionally Programme Specifications have been published immediately prior to the start of the new academic year of delivery, meaning that applicants only have access to the programme information relating to that academic cycle rather than the following year of delivery that would apply to them. However, the sector had moved to making more accurate programme information relating to their year of study available to applicants and prospective students in time for an informed choice and application to be made;
- (iii) that once an application had been made to a programme and particularly once an offer had been accepted by an applicant, a contract with the College had been formed, meaning that any material changes to programmes thereafter could result in breach of contract. The College was required to contact every student impacted by any changes;
- (iv) that the paper outlined two possible timetables for the publication of Programme Specifications on the website, either the January or September prior to the academic year of delivery, for consideration of the Board. This would mean that programme amendments would need to be received for consideration and approval much earlier in the academic cycle than was currently the case, in order for Programme Specifications to be finalised in time for publication;
- (v) that it was acknowledged that there would be occasions when programme

amendments would be required after the publication of Programme Specifications online. This might be in response to student feedback, staff changes or recommendations within External Examiner Reports. However, it was emphasised that programme changes could only be made in exceptional circumstances. A process dealing with the approval of these would be in place, including a mechanism for communicating changes, as appropriate, to applicants and offer holders. It was noted that routine amendments to programmes would not be accepted via this route;

- (vi) that members of the Board expressed a preference for publishing Programme Specifications in the January of each year, rather than the September, meaning that programme amendments had to be submitted to the Quality Office for approval by Programme Scrutiny Sub Committee (PSSC) by mid-October;
- (vii) that it was acknowledged that a review of the content of Programme Specifications would be valuable to ensure that all information provided was relevant and appropriate, and that the ease of access of Programme Specifications on the College website also be reviewed.

**Resolved:**

that all Programme Specifications relating to the following year of entry be published on the Goldsmiths website by the 1 January each year.

## **11 NATIONAL STUDENT SURVEY 2016**

**Received:**

an analysis of the 2016 National Student Survey (16-07).

**Noted:**

- (i) that Goldsmiths had achieved a good return in the NSS 2016, with all departments meeting the minimum thresholds required for receiving data;
- (ii) that overall student satisfaction for the College remained the same, with some departments improving their overall scores and others dropping. Variations within departments across the different sub-categories were also apparent, which was to be expected;
- (iii) that departments were reflecting on the data and were due to report back through the normal processes. It was noted that broadly the same timetable as last year was being followed, including action planning for the coming year alongside reflecting back on actions from previous years and how they are bedding in;
- (iv) that departments continue to engage with the process, with some very helpful discussions having taken place;
- (v) that both the Departments of Anthropology and Design were leaders in the country in relation to their performance and overall student satisfaction levels in the NSS 2016, with Design sustaining this position as well;

- (vi) the Students' Union suggested that it would be helpful if the report provided student satisfaction levels by ethnicity, making reference to marked differences in levels of satisfaction in the assessment and feedback category. It was noted that a complete analysis of all results was underway, which would include analyses of protected characteristics, where possible;
- (vii) that there were opportunities to learn from colleagues with high student participation/response rates within their departments, as well as those with 100% student satisfaction for particular questions.

## **12 ACTIVITIES IN THE THIRD TERM**

### **Received:**

a paper from the Students' Union considering varying departmental approaches and levels of activity in the third academic term (16-08) and the accompanying DSC Annual Project Report 2015-16 on Work Placement and Erasmus (16-09).

### **Noted:**

- (i) that a platform for wider discussion on activities in the third time and how it might be used effectively was welcomed by the Board, noting the varied approaches to this across departments currently;
- (ii) that whilst some students might use the third term for work, there was scope to deliver modules intensively and to review the scheduling of these to ensure there was time for the completion of marking, moderation and external examining processes, as well as Examination Boards taking place in time for graduation ceremonies. It was suggested that departments consider the type of modules which could feasibly be delivered during the third term, such as those with forms of assessment that could be processed and marked over a shorter period of time;
- (iii) that programmes at Goldsmiths have consistent and specified credit values at each level of study (e.g. 120 credits at Level 4, 5 and 6), with each module attached to a specific level of study, and with clear progression points from one level to the next. All programmes align with the Frameworks for Higher Education Qualifications (FHEQ). It is not permitted to deliver or assess modules in the third term of any given year that are attached to the next level of study. Exceptions to this include work placements that may take place during the summer which are assessed in the Autumn Term;
- (iv) that Departments with capacity for collaborating with the Students' Union with regards to discussing a variety of ways of using the third term, including placements, professional led workshops and practice based programmes to share skills in spaces round campus, should get in touch to discuss further;
- (v) that Departments could maximise opportunities for reviewing retention issues and students who are at risk during the third term and in providing extra support to prepare students for the following year.

## **13 GOVERNANCE**

### **Received:**

- (i) recommendations to Council as to the amendments to Ordinances from September 2016 (16-10);
- (ii) recommendations to Council concerning the Centre for English Language and Writing (CELAW) (16-20).

### **Noted:**

- (i) that a variety of external and internal factors, including capacity issues and growth in student numbers, had prompted extensive consultation to reconfigure the work of CELAW from the commencement of the 2016-17 academic year. It was noted that the same work would continue to be delivered by the same staff to the same students but in the form of two new sections, the English Language Centre (ELC) and the Academic Skills Centre (ASC), and that CELAW would not formally continue to exist;
- (ii) that a new Head of the English Language Centre would commence their employment at the College at the end of October, who would take a lead in shaping the future of the Centre by working closely with academic departments in order to meet their support and programme requirements;
- (iii) that concerns were raised by members of the Board that the proposed recommendation to Council for the removal of CELAW as an Academic Area within the College's Ordinances, did not recommend the inclusion of the ELC and ASC as a replacement. Members of the Board recommended that academic status be granted to ELC and ASC as an interim arrangement, pending further review;
- (iv) that the programmes previously attached to CELAW, now located in the ELC, would continue to be subject to the same departmental committees, student representation and quality assurance processes;
- (v) that there was scope for confusion between the acronyms ECL (Department of English and Comparative Literature) and the ELC (English Language Centre).

### **Resolved:**

that the proposed recommendation to Council be amended so that in addition to the removal of CELAW as an academic area within the Ordinances, academic status be given to both the ELC and ASC as a transitional arrangement of up to 6 months, within which time a wider review would be undertaken.

## **14 EXTERNAL EXAMINERS**

### **Resolved:**

to appoint the following External Examiners:

**Dr Jamie Brassett**

MA Design and Environment  
Reader in Philosophy, Design & Innovation, Central St Martins  
*From 1st March 2016 to 31st August 2019*

**Ms Sharon Dawn Channer**

MA Script Writing  
Development Producer, BBC  
*From 1st March 2016 to 31st August 2019*

**Mrs Melanie Jay**

PGCE Secondary (Design & Technology)  
PGCE Course Leader, University of Reading  
*From 1st March 2016 to 31st August 2019*

**Dr Paul Jenkinson**

MSc in Cognitive and Clinical Neuroscience /  
MSc Music, Mind and Brain (Foundations of Neuroscience module)  
Senior Lecturer in Psychology, University of Hertfordshire  
*From 1st September 2016 to 31st August 2020*

**Dr Gavin E. Oxburgh**

MSc Forensic Psychology  
Senior Lecturer, Newcastle University  
*From 1st March 2016 to 31st August 2019*

**Professor Sean Redmond**

BA Media & Communications / joint programmes  
Deputy Director, Deakin Motion Lab Centre for Creative Research  
Deakin University, Australia  
*From 1st March 2016 to 31st August 2016*

**Professor Aaron Williamon**

MSc Music, Mind and Brain  
Director, Centre for Performance Science, Royal College of Music  
*From 1st September 2016 to 31st August 2020*

**15 SCHEDULE OF BUSINESS**

**Received:**

the annual schedule of business for Academic Board (16-12).

**16 DIGEST OF ACTIVITIES OF DEPARTMENTAL BOARDS 2014-15 AND 2015-16**

**Received:**

a paper on the activities of Departmental Boards in 2014-15 and 2015-16 (16-13).

## **17 STUDENTS' UNION ANNUAL IMPACT REPORT**

### **Received:**

the Students' Union Annual Impact Report 2014-15 (16-14).

## **18 VISITING PROFESSORS AND FELLOWS**

### **Received:**

the recent appointments of Visiting Professors and Fellows (16-15).

## **19 MINUTES OF COMMITTEES OF THE BOARD**

### **Noted:**

minutes from the following committees:

Academic Development Committee – 16 June 2016 (16-16)

Academic Development Committee – 23 June 2016 (16-17)

Research and Enterprise Committee – 15 June 2016 (16-18)

## **20 FUTURE MEETINGS**

### **Noted:**

the dates of meetings in 2016-17 as follows:

Wednesday 7 December 2016

Wednesday 8 March 2017

Wednesday 7 June 2017

All meetings will begin at 2.00pm and take place in the Professor Stuart Hall Building, Room 3.26.