

**GOLDSMITHS
University of London**

ACADEMIC BOARD

ACADEMIC DEVELOPMENT COMMITTEE

Minutes of the meeting held on 21 October 2008 at 2.00pm

Present: Professor Simon McVeigh (in the Chair), Dr Catherine Alexander, Ms Vicky Annand, Mr Geraint Fox, Dr Andrea Gilroy, Mr Jesse Fajemisin, Professor Carrie Paechter, Ms Rachel Soper, Mr Bob Westaway.

In attendance: Acting Head of Quality and Standards, Widening Participation Co-ordinator (for items 1 – 12), Personal Assistant to Pro-Warden (Academic Development), Professor Peter Hodson (QAA), Quality and Governance Administrator (Secretary).

Apologies: Dr Gavin Butt, Mr Gerald Lidstone, Ms Jess Tratt.

1 NEW MEMBERS AND CHAIR

The Committee welcomed its two new members, the 2008-09 Students' Union representatives, Ms Jess Tratt and Mr Jesse Fajemisin, and its new Chair, Professor Simon McVeigh. The Committee thanked Mr Bob Westaway, as he would be leaving the College in November to take up the post of Academic Registrar at Imperial College.

2 MINUTES

Resolved:

that the minutes of the meeting held on 3 June 2008 be approved.

Noted:

that the paper requested by the committee on a strategic approach to recruitment was currently in consultation with departments, and would be received by the Committee at its meeting in January.

3 CONFLICTS OF INTEREST POLICY

Received:

the College's Conflicts of Interest Policy (08-303).

4 STANDING ORDERS

Received:

the standing orders for all College committees approved by Council with effect from 1 September 2007 (08-304).

5 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP

Received:

a statement of the terms of reference, composition and membership of the Committee for 2008-09 (08-369).

6 REPORT FROM THE CHAIR

Received:

an oral report from the Chair.

The Committee discussed its vitally important role in the College in steering high-level strategy, particularly in relation to addressing the threats and opportunities presented by the projected demographic decline, overseas markets, and constantly-increasing student demands. It was noted that the Senior Management Team was committed to providing support to growth targets the College could fulfil.

In 2007-08, the Committee had received frequent reports on recruitment and admissions, and discussed wider areas of strategy for academic growth and the College's academic footprint. In addition, the Committee had received one-off business, including progress reports on equivalent or lower level qualifications. In 2008-09, the Committee planned to coordinate effectively with SMT to ensure that it was proposing, considering and monitoring strategic developments in the College. It would expect to receive business on the following from its members and SMT:

- (i) progress on ICCE and other projects;
- (ii) portfolio development, marketing, and response to student surveys;
- (iii) progress on recruitment (home/EU and international);
- (iv) Widening Participation;
- (v) progress on initiatives relating to employability and employer engagement (eg placements, PSRBs, foundation degrees, continuing professional development);
- (vi) growth through new collaborative partnerships (local, European, international);
- (vii) the performance of, and any changes to, the College's Access agreement;
- (viii) prospects for growing the College and its activities, (eg BFI, external programmes, and new academic areas).

The Committee also discussed the importance of the postgraduate portfolio, suggesting that the College could not continue to view niche MA programmes as the solution to growth. The postgraduate portfolio would thus be a major item of business for the committee in 2008-09.

7 WIDENING PARTICIPATION

Received:

a discussion paper from the Widening Participation Co-ordinator (08-370).

Noted:

- (i) that HEFCE had asked all universities to make a strategic assessment of their Widening Participation activities;
- (ii) that this would provide the College with an opportunity not only to reflect on Widening Participation, but to examine the varying needs of a range of students;
- (iii) that the College's Widening Participation Strategy should address in detail the vital importance of links with FE colleges and local boroughs;
- (iv) that it was important for the College to set targets to measure its effectiveness in relation to Widening Participation students, particularly in terms of student retention;
- (v) that the Strategy should consider whether children and families should routinely be targeted earlier, as in initiatives such as the Ladders Project.

Resolved:

that the Committee would receive a formal Widening Participation strategy at its next meeting, and that a task group be constituted to provide input to this.

8 ADMISSIONS REPORT

Received:

a report on student admissions in the autumn term 2008 (08-371).

The Committee noted that that the aim of this report was to draw out the patterns observed in the recruitment cycle rather than to examine individual/departamental figures. One major trend was that while the recruitment of home and EU students to FT undergraduate programmes was buoyant, recruitment of these students to postgraduate programmes was very much below target. The College's focus on UG students as a way to gain funded numbers and the decrease in PG student number had been noted for a number of years and as such the cumulative effect on the balance of the institution was striking. In addition, the College would be in a precarious situation in the future as the number of 18 year olds declined.

Overseas recruitment figures demonstrated that these students continued to form a larger proportion of the postgraduate student community than the undergraduate community, suggesting a capacity for expansion. In fact, overseas student recruitment was expected to be a key factor in growth.

The Committee noted that there was a need to ensure recruitment activities were customer-focused, with effort placed on relationship management (particularly by academic staff) to ensure conversion.

[Secretary's note: More recent, but still provisional, analysis of enrolment figures suggests that the Home/EU PGT recruitment has in fact remained reasonably steady; there appears to have been some decline in overseas PGT enrolment.]

9 INTERNATIONALISATION STRATEGY

Received:

a discussion paper from the Head of Student Recruitment and Admissions (08-372).

The Committee noted that the direction of the College's Strategy was to increase international numbers, but that the purpose of the College's Internationalisation Strategy should not be solely focused on recruitment. Internationalisation of the curriculum was a central factor in providing current students with a global perspective (as well as one relevant to the multicultural environment local to Goldsmiths) and attracting prospective students. It was recognised that some departments may be working with curricula that could be considered internationalised, but if so, there was a shortfall in publicising and strategising this which should be addressed by a College Internationalisation Strategy, along with departmental Learning and Teaching Committees and perhaps the Students' Union.

In addition, the Committee noted the importance of educational collaborations as a way of promoting a better understanding of the world through engagement with students and scholars from other countries. The Committee stressed the importance of a College framework to guide these collaborations.

Resolved:

- (i) to form a working group focussing on collaborations;
- (ii) to seek the formation of a working group focussing on internationalisation of the curriculum;
- (iii) that the Committee would receive a paper on collaborations at an upcoming meeting.

10 UNDERGRADUATE AND POSTGRADUATE CREDIT FRAMEWORKS

Received:

a progress report from the Academic Registrar (08-366).

Noted:

- (i) that by Autumn term 2009 all departments would have developed clear plans for implementation of the postgraduate credit framework in full by the beginning of the 2010-11 session;
- (ii) that implementation of the PG credit framework was crucial: it would improve opportunities for international visiting schemes and allow for variable routes for programme completion and possible flexibility in the structure of the academic year, as well as improved opportunities for cross-departmental studies;
- (iii) that the above opportunities increased the need for assessment at the time of the module.

11 EMPLOYER ENGAGEMENT

Received:

a discussion paper from the Quality and Governance Administrator (08-373).

Noted:

- (i) that the student demand for employability (as an example, the I-Graduate survey had demonstrated students' desire for increased placement provision) needed to be addressed; and that the Pro-Wardens (Academic Development and Students and Learning Development) were in discussion about ways of taking this forward.
- (ii) that a framework for Continuing Professional Development would be presented at the next meeting, and that Continuing Professional Development provision could be very attractive to those students who might fall into the ELQ-category;
- (iii) that it might be possible for individual MA modules to be taken as CPD, but that the College would need to consider ideal modes of delivery;
- (iii) that the Committee was generally happy to endorse the idea of Foundation Degrees, and would discuss the concept in more depth at the next meeting.

12 DATES OF NEXT MEETING

Noted:

that future meetings would be held on the following dates:

13 January 2009; 2pm, 110 DTHB
29 April 2009; 10am, 110 DTHB

Jessica Pavlos
Quality and Governance Administrator
October 2008