

**GOLDSMITHS
University of London**

ACADEMIC BOARD

ACADEMIC DEVELOPMENT COMMITTEE

Minutes of the meeting held on 26 September 2012

Present: Professor Simon McVeigh (in the Chair), Dr Jennifer Gabrys, Ms Rachel Soper, Dr Dejan Djokic, Mr Geraint Fox, Professor Adam Dinham, Dr Karina Linnell, Dr Liz Moor, Dr Marco Gillies, Ms Vicky Annand.

In attendance: Dr David Oswell, Mr Chris Lloyd, Mr Kieron Broadhead.

Apologies: Professor Sanjay Seth, Professor Les Back, Mr Samson Osun, Mr Soren Goard, Mr Nick Crowe.

OPEN BUSINESS

1 NEW MEMBERS

New members of the Committee were welcomed and a brief introduction was provided to the role of the Committee.

2 MINUTES

Resolved:

that the minutes of the meeting held on 2 May 2012 be approved.

3 MATTERS ARISING FROM THE MINUTES

Noted:

- (i) that the BA Social and Cultural Studies had moved to the department of Educational Studies;
- (ii) that the College's Access Agreement for 13/14 and Widening Participation Statement for 12/13 had been submitted to OFFA and approved since the last meeting.

4 STANDING ORDERS

Received:

the standing orders for all College committees approved by Council with effect from 1 September 2012 (12-299).

5 CONFLICTS OF INTEREST POLICY

Received:

the College's Conflicts of Interest Policy (12-300).

6 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP

Received:

a statement of the terms of reference, composition and membership of the Committee for 2012-2013 (12-301).

Noted:

- (i) that the Committee's terms of reference may change for 2013/14 following the piloting of the new programme approval process in the current year;
- (ii) that consideration should be given to specific reference to Internationalisation within the Committee's terms in the future.

7 COMMITTEE ANNUAL REPORT TO COUNCIL

Approved:

the Committee's Annual Report to Council (12-302).

8 GOVERNMENT STUDENT NUMBER POLICIES AND PLANNING FOR 2012/13

Received:

a paper from the Director of Quality, Planning and Academic Governance regarding changes to HE funding and its potential impact on the College (12-303).

Noted:

- (i) that the focus of attention was largely on UK/EU UG student numbers since these were being directly affected by the Government's changes to funding arrangements, but that policies regarding visas were also creating uncertainty about impact on international student recruitment in the future;
- (ii) that this had been the first recruitment cycle of the new high fee regime, that the College had responded well to the reduced number of applications, and that the numbers expected of UK/EU UG for 2012/13 were looking on target;
- (iii) that PGT numbers had also held up, bucking the trend across the sector;
- (iv) that International numbers were varied, with UG numbers up on last year but slightly short of target, PG applications significantly up, and Study Abroad numbers up and bucking the sector-wide trend.

- (v) that conversion activity had been successful due to the coordinated working of the academic departments and the central recruitment and admissions teams, to the tailored communications with students, and to flexibility in planning for growth in areas where demand was high;
- (vi) that similar activities will be necessary in future years but that competition is expected to get tougher as other institutions start doing more and funding arrangements continue to change;
- (vii) that funding policy for 2013/14 would mean that the College's 'core' number allowance would be reduced but that students with entry grades of ABB+ and equivalent would be unrestricted, meaning that a large part of the College's typical cohort would now fall into the high entry competitive market;
- (viii) that the new policy would be reflected in student number targets for next year as there will be a need to grow areas which are able to recruit students with high entry qualifications;
- (ix) that the need to grow in high entry level areas is likely to have an impact on the College's overall balance of disciplines and of different types of student, as well as have possible resource implications such as space requirements;
- (ix) that thought is already being given to developing new programmes that are likely to attract high qualification students;
- (x) that thought is also being given to how the College can work with Widening Participation students, who traditionally come to the College with lower entry qualifications, to help them attain results in line with their potential before they come to Goldsmiths;
- (xi) that future meetings of the Committee would continue to consider these changes and their implications and impact.

Resolved:

thanks were recorded to all those around the College who had contributed to the conversion activity and made it possible for the College to meet its target numbers for 2012/13.

9 CHANGES TO THE PROGRAMME APPROVAL PROCESS

Received:

a paper from the Deputy Warden, Dr David Oswell, the Director of Quality, Planning and Academic Governance, and the Planning Officer regarding changes to the process for approving new programmes and the Committee's role (12-304).

Noted:

- (i) that the Committee now had a role to play in reviewing proposals for new programmes and making strategic recommendations on these to SMT (which retained financial control and decision-making);
- (ii) that the new programme approval process sought to provide a transparent schedule for programme development with input from all necessary areas of the professional services as well as broad academic consideration within the context of the overall portfolio and policy developments;
- (iii) that the timescale meant that departments needed to be thinking now about programmes they wished to start in 2014, and that this would be communicated to Heads of Department at the forthcoming Warden's Advisory Group meeting;
- (iv) that the process may take some time to bed-in and it was likely that in the first year there would be the need to accelerate consideration of some programmes, not least in response to the changes in student number controls;
- (v) that the new programme approval process also included a review of the success of new programmes after two years, and whether this could be aligned to annual programme reviews should be explored.

10 PORTFOLIO REVIEW INITIAL FINDINGS

Received:

a paper from Dr. David Oswell reporting his initial findings and recommendations for reviewing the College's portfolio of programmes (12-305).

Noted:

- (i) that the Academic Review Workstream of Goldsmiths 2015 was leading a portfolio review, and that Academic Board had agreed that the on-going work should be reported to the Committee;
- (ii) that the initial step now completed was a review of the student numbers on different programmes in recent years with a view to indicating where further exploration and review might be undertaken;
- (iii) that the general 'rule of thumb' was that programmes required a minimum of ten students to be financially viable, although this was a very broad indicator and did not necessarily take into account differing UK/EU UG and International fee levels, or the actual costs of marketing and delivering individual programmes;
- (iv) that where programmes were running over consecutive years with fewer than ten students this could be the starting point for a conversation with departments, and that there was a need to explore the complexities of each case;
- (v) that student numbers on individual modules would provide more insight;

- (vi) that the Deputy Warden and the Academic Review Workstream would continue to lead the review and to report back to the Committee.

Resolved:

to endorse all of the recommendations in the initial findings report.

11 ANY OTHER BUSINESS

There was no other business.

12 DATES OF NEXT MEETING

To note that future meetings will be held on the following dates:

1 November 2012 [*Secretary's note: this meeting was postponed*]

5 December [*Secretary's note: new meeting date added*]

7 February 2013

7 March [*Secretary's note: new meeting date added*]

2 May 2013

Melanie Rimmer

October 2012