

BISHOP GROSSETESTE UNIVERSITY

SENATE

MINUTES OF THE MEETING HELD ON 7 OCTOBER 2014

Present:	Rev Professor Peter Neil (Chair)	Vice Chancellor
	Professor Jayne Mitchell	Deputy Vice Chancellor (Academic)
	Dr Ruth Sayers	Executive Dean for Learning, Teaching and International
	Jo Barkham	Acting Dean of School of Teacher Development
	Andrew Tofts	Academic Quality Manager
	Professor John Sharp	Head of Doctoral Studies
	Professor Chris Atkin	Head of Education Development & Research
	<u>School of Teacher Development</u>	
	Ruth Hewitt	Head of Department for TD
	Dr Pat Beckley	Member of Academic Staff from the School of Teacher Development
	Dr Yvonne Hill	Member of Academic Staff from the School of Teacher Development
	Andrew Lane	Member of Academic Staff from the School of Teacher Development
	<u>School of Culture, Education & Innovation</u>	
	Dr Andrew Jackson	Head of Department for SCEI
	Sacha Mason	Member of Academic Staff from the School of Culture, Education and Innovation
	<u>Student Members</u>	
	Chris Robertson	President of the Students' Union
	Jamie Caress	SU Vice President, Student Voice
	Saffron Clark	Level 6 Educational Studies & Special Education Needs and Inclusion – SU Campaigns & Communications
	Luke South	Level 5 – English Literature – SU Engagement Officer
Minuting Secretary:	Michele Upcott	Student Administration Manager
In attendances:	Celia Hird	Data Analyst for Items 5 (ii),7, 11
	Andrew Carr	Admissions Manager for Item 5 (i)
	Katie Skilton	Clerk, Governance & Compliance Manager for Item 9

The Chair opened the first meeting of the academic year and welcomed the Students' Union representatives to their first meeting noting the purpose of Senate was for members to engage in debate and academic discussion.

1. Apologies

Apologies were received from Steve Deville - Director of Resources, Jean MacIntyre - Member of Academic Staff from the School of Culture, Education and Innovation and Olivia Sagan - Member of Academic Staff from the School of Culture, Education and Innovation

Actions

2. Membership and Terms of Reference

2.1 Membership

Senate noted and approved the following amendments to the membership as follows:

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- Removal of Rob Jones as his role is not primarily focused on quality or academic matters
- Addition of Dr Anne Craven, Registrar and Secretary – due to commence her role on 3rd December 2014.
- Amendment to Dr Ruth Sayers title to Executive Dean of Learning, Teaching and International

2.2 Terms of Reference

Senate noted and approved the following amendments to the Terms of Reference as follows:

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- Point (i) should read as ***“give approval, following advice from Academic Enhancement Committee, Schools Boards and SLT exceptionally, for the withdrawal of existing programmes.”***
- Point (ix) should read as ***“receive the minutes from Academic Enhancement Committee, sub committees and reports from working groups.”***

2.3 Senate discussed and approved that eleven of the total membership would constitute a quorum. In the absence of quorum, no business would be considered and the meeting adjourned.

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2.4 Senate noted that the membership would need to be reviewed during year following changes to the University structure.

3. Minutes of the previous meeting held 4 June 2014

The minutes of the meeting held on 4 June 2014 were agreed as a true and accurate correct subject to the following amendments:

Matters arising: Other Matters: British Psychological Society (BPS) Accreditation (minute 3.2.1 refers)

The second paragraph, second sentence should read as follows ***“The Chair noted that BPS would visit BGU in January 2015 to confirm the validation and action plan. Members noted that the BA (Hons) Psychology (single honours) would go through validation during 2014/2015.”***

Recruitment Data: School of Culture, Education and Innovation (minute 4.1 refers)

Delete the final sentence starting with *“As numbers are low.....”*

Programme Approval – Record of Decisions – BGU (TD) FdA Applied Studies (Early Childhood) (minute 9.3 refers)

The heading should read as follows ***“Programme Approval – Record of Decisions – COLLAB (Boston College) FdA Applied Studies (Early Childhood) (minute 9.3 refers)”***.

Programme Approval – Record of Decisions – BGU (TD) Early Childhood Studies - EYTS (minute 9.5 refers)

The heading should read as follows **“Approval – Record of Decisions – BGU (TD) PGCE (EYTS) (minute 9.5 refers).”**

4. Matters arising

4.1 Action Points

4.1.1 Matters Arising: Action Points: BG Staff External Examining at other HEIs (minute 3.1.1 refers)

The Student Administration Manager reported that the Schools had provided QASD with information in relation to BG Staff External Examining at other HEIs following staff developments events held in July 2014. It was noted that this would be an on-going process and QASD would continue to work closely with both Schools to ensure that the list remained up-to-date.

4.1.2 Matters Arising: Action Points: Annual Monitoring of Programmes/Sequencing of meetings (minute 3.1.2 refers)

Members noted that a meeting took place to discuss the sequencing of meetings. It was noted that an additional Senate meeting had been scheduled at the end of the academic year should it be required. Further work will take place during this academic year when drafting the schedule for 2015/2016.

4.1.3 Enhanced Periodic Review-Library Services (minute 5.1 refers)

The Academic Quality Manager reported the schedule for Periodic Enhancement Review of professional services as follows:

2014-2015

- IT Services
- Student Advice and Learning Development

2015-2016

- Quality Assurance and Student Data

Members noted that the above schedule was received and noted by Academic Enhancement Committee on 24 September 2014.

The Academic Quality Manager reported that the evaluation report for the pilot review and the lessons learnt along with the response and action plan from the Head of Library Services were received by Academic Enhancement Committee on 9 July 2014.

4.1.4 Programme Approval - Record of Decisions (minute 9.1 refers)

Members noted that the Task and Finish Working Group had looked at the processes, reporting lines and sign off for Programme Approvals. The outcome of the group was to revise the Programme Proposal Form and Record of Decision, both of which were approved by Academic Enhancement Committee on 29 September 2014 and implemented with immediate effect.

4.1.5 Programme Approval – Record of Decisions – BGU (TD) BA (Hon) Primary Teaching Studies (minute 9.2 refers)

Members noted that the conditions and recommendations following the revalidation of BA (Hons) Primary Teaching Studies had been met and signed off by the Chair of Academic Enhancement Committee. The Record of Decision was received and noted by Committee on 9 July 2014.

4.1.6 Programme Approval – Record of Decisions – COLLAB (Boston College) FdA Applied Studies (Early Childhood) (minute 9.3 refers)

Members noted that the conditions and recommendations following the validation of COLLAB (Boston College) FdA Applied Studies (Early Childhood) had been met and signed off by the Chair of Academic Enhancement Committee. The Record of Decision was received and noted by Committee on 9 July 2014.

4.1.7 Programme Approval – Record of Decisions – BGU (SCEI) BA (Hons) Early Childhood (EYTS) (minute 9.4 refers)

Members noted that the conditions and recommendations following the validation of BA (Hons) Early Childhood (EYTS) had been met and signed off by the Chair of Academic Enhancement Committee. The Record of Decision was received and noted by Committee on 9 July 2014.

4.1.8 Programme Approval – Record of Decisions – BGU (TD) PGCE (EYTS) (minute 9.5 refers)

Members noted that the conditions and recommendations were met and signed off by the Chair of Academic Enhancement Committee. The Record of Decision was received and noted by Committee on 24 September 2014.

4.1.9 Programme Approval – Record of Decisions – COLLAB (New College Stamford) – Diploma in Education and Training (DET) – Part-time (minute 9.6 refers)

Members noted that the conditions and recommendations following the validation of Diploma in Education and Training (DET) had been met and signed off by the Chair of Academic Enhancement Committee. The Record of Decision was received and noted by Committee on 24 September 2014.

4.1.10 External Examiners (minute refers 10.1)

The Academic Quality Manager reported that QASD were currently advertising for the following External Examiner positions:

- Maths
- Sport
- Theology
- Applied Studies (Early Childhood)
- Drama.

4.1.11 Academic Enhancement Committee minutes (minute refers 12.2)

Members noted that the new Referencing Style had been communicated by email to all academic staff through the Head of Quality and Student Experience (SCEI). Three dates have been agreed for implementation and progress will be monitored by Academic Enhancement Committee. It was noted that a workshop had been held on the 10 July 2014 to showcase the new referencing style. School of TD confirmed that staff had been informed of the amendments to the referencing style. Audits will be carried out

through the administrator with responsibility for quality.

4.2 Other matters

4.2.1 Ofsted Inspection Outcome

The Chair informed members that following the Ofsted Inspection in June 2014 the University had received a Grade 3 - quality and effectiveness of phonics training requires improvement.

An action plan had been developed following the inspection. The School has implemented the plan and will be monitoring throughout the year.

4.2.2 Leicester University – Research Degrees

The Chair informed members that the University had received the signed agreement for awards of Research Degrees with Leicester University. This agreement will be reviewed in 2017.

5. **Recruitment, Retention and Programme Data**

5.1 Admissions statistics for September 2014

Members received and noted the paper on recruitment data, dated 6 October 2014.

The Admissions Mangers informed members that the paper showed all those with the status of “ENR, ENRPRV, ENROUT, EXPNEW”. Noting that definitions for the following:

- ENR - Full enrolled and not issues
- ENRPRV - Partially enrolled, allowed to attend lectures, access to Library and Blackboard. Issues out of control of the student i.e. DBS, SLC and Medical
- ENROUT - Not allowed to attend lectures. Deadline for these students to meet the conditions of entry is 7 October 2014 and are being contacted on a weekly basis through a 3 stage process. If they do not satisfy the conditions their registration will be terminated.
- EXPNEW - Expected to enrol and the assumptions is that they will not come to BGU at this stage.

The Admissions Manager noted the following headlines from each School:

School of Teacher Development

The School overall has not met its overall target for 2014 entry.

PGCE Primary – failed to meet target due to:

- trainees failing the QTS skills tests three times
- changes in the application process. Trainees can now apply to three institutions at the same time.

The Admissions Team were working the PGCE Primary team with an aim to secure better retention figures. The Admissions were considering re-introducing the maths test for Primary and noted that some trainees were leaving the QTS tests too late in the cycle. It was noted that other HEIs were experiencing problems with trainees not passing the skills tests.

School Direct Primary – the figures were same as reported in July 2014. It was noted that Schools have been handing back places that they have been unable to fill. BGU filled 63% of its allocation which was above the national average.

PGCE Secondary – majority of courses met target. The RE target was particularly affected by the lack of graduating students from the 3 year Education Studies and Theology. Chemistry figures were low and Biology had filled its allocation but then at the last minute the trainee withdrew.

School Direct Secondary – filled 19 out of 27 places.

EYTS – This route only became available towards the end of the recruitment cycle. The University decided not to progress with the undergraduate route due to low numbers. It was noted that the lack of interest may have been due to trainees not being aware of the new route which seemed to be a common theme across other HEIs.

School of Culture, Education and Innovation

The Admissions Manager reported the School was in a similar position to last year and was down 31 students on the lower target figure for SNC. There has been an increase in the number of students in the ABB category of 40%; these falls outside the SNC target. This increase has led to an improved calibre of student.

Members noted that previously if an institution had not met its SNC target this would impact on the following year's allocation. From 2015/2016 the SNC cap has been removed and the HEI sector is unsure of the repercussions following this.

The Executive Dean of Learning, Teaching and International noted that applied drama and early childhood studies were on the increase following a decline in numbers in previous years. Members noted that this year was the first year single honours history and Special Educational Needs were being offered. Special Educational Needs subject area was growing year on year along with psychology. Some subjects were a cause for concern but were being closely monitored by the Dean.

Professional Development Framework

The Admissions Manager reported that the Admissions Team had taken over the application process in January 2014. The Team were currently working on how best to present the data to be meaningful.

Research

It was noted that two student offers for PhD had been referred to Leicester University for approval.

5.2 University Statistics Handbook (retention and progression data)

The Data Analyst referred members to Table 5.1 of the University Statistics Handbook explaining that the table was correct as of 17 September 2014. It was noted that this was the date that the Data Manager submitted the HESA return and noted the team was still validating the data. Therefore these figures may change on the next iteration.

The Data Analyst informed members that Table 5.1 looked at those students enrolled in 2013/2014 at each level and programme, and reports the outcome at the end of the academic year. Members noted the following highlights post the August resit Examination Board:

Level 4

- 89% enrolled in 2013/2014 eligible to progress to next level of study compared to 88% in 2012/2013
- 37 withdrawals compared to 32 in 2012/2013, an increase of 6%
- To note Education Studies & Applied Drama had a progression rate of 45%; this was due to 7 students transferring internally to single honours Drama in the Community.

Level 5

- 87% enrolled in 2013/2014 eligible to progress to next level of study compared to 90% in 2012/2013
- 11 withdrawals in 2013/2014 compared to 8 in 2012/2013
- 6 fail (all rights of retrieval exhausted) comparable to 2012/2013

Level 6

- 96% enrolled 2013/2014 eligible to graduate compared to 95% in 2012/2013
- 8 withdrawals in 2013/2014 compared to 3 in 2012/2013
- 1 fail (all rights of retrieval exhausted) compared to 2 in 2012/2013

Overall all undergraduates progression for those enrolled in 2013/2014 was 93% compared to 90% in 2012/2013. Chair congratulated staff on the excellent progression rate, which was above other HEIs in the sector.

Members noted that re-enrolment was 97% and that Student Administration Manager was currently chasing those not yet re-enrolled.

Members felt that it might be useful to look at the withdrawal rates across all levels, tracking when they leave. It was noted that the main withdrawals take place within the first year but some arise during the re-sit period. The Data Analyst informed members that the retention statistics are considered monthly at the Recruitment and Retention Group where any areas for concern are noted for action.

A Member of Academic Staff (TD) informed the committee that he was unable to complete the AMR data section of his report due to the plethora of data available in the statistics handbook. The Executive Dean for Learning, Teaching and International agreed to discuss this issue further outside the meeting with colleagues and the Data Analyst to consider what data was required for AMRs and noting that there were distinct differences in data requirements between the two schools.

RAS/AL/CH

6. University Strategy update

The Chair informed members that Senate would not be looking at the strategy in its entirety. In accordance with the Terms of Reference Senate gives approval to the withdrawal of programmes as per Point (i).

The Deputy Vice Chancellor gave members an overview of the paper explaining that the paper had been received and written for University Council.

The first major element of the strategy was to review the academic portfolio for 2015/2016; this was conducted through the Portfolio Review Group (PRG) which was led by the Deputy Vice Chancellor, Academic. The remit of the group was to:

- evaluate existing subjects/pathways and make recommendations for resting or closing subjects across BGU's entire portfolio
- develop new subjects/pathways
- define cognate clusters of subjects to determine cluster identity and to inform the development of new Academic Units.

The Deputy Vice Chancellor informed members that the group reported directly to SLT over the summer and that SLT had received the final paper on 28 July 2014. The paper made the recommendation to close two subject areas music and visual arts and all major/minor routes for September 2015 entry. It was noted that the number of FTEs affected by the closure of the subjects and programmes represented a total of 17 students.

These students are important and the University will continue to support them throughout the duration of their studies.

PRG proposed to validate and offer the following new pathways and subject disciplines from 2015/2016:

- Single Honours – Business (Team Entrepreneurship)
- Counselling
- Education Studies
- Health and Social Care
- Sociology
- Joint Honours – Psychology and Counselling; Psychology and Sociology
- A suite of MA programmes that will include English Literature; History; Theology and Ethics; Health and Social care

The above proposal was reported to Staff Council on 10 September 2014 and University Council on 11 September 2014.

The schedule of work to oversee the first phase will be managed by the Portfolio Implementation Team (PIT) and will cover the following areas:

- Implementation schedule
- Programme validation – 18 events planned for 2014-2015
- Marketing and Recruitment to the new programmes
- Staff recruitment and resources
- Maintaining student engagement and experience on programmes which are closing and running out.

The Deputy Vice Chancellor informed members that PRG made recommendations to all programme teams and over this next year and lifetime of the strategy the University will have a managed portfolio. PRG will continue to report through Academic Enhancement Committee which will allow us to take the endorsement of SLT and report through Senate.

Members noted that the formal public announcement of the strategy and relevant communications will take place on 8 October 2014. During the next PIT meeting they will revisit the 5 year plan and consider options for new programmes to ensure that the University has a schedule of review and validation that is manageable.

The SU Vice President, Student Voice informed members that SU Council had reported the subject/programme closures to members. It was noted that no major concerns were received from the study body.

Senate approved the closure of Music and Visual Arts and all major/minor routes for September 2015 entry.

Senate approved the new subject/pathways as outlined above.

7. Update on Data Improvement Project

The Data Analyst gave members an overview of the Data Improvement Project outlining that it was implemented in March 2014 until now. The University has resubmitted the HESA return for 12/13 and HESIS 13/14 at the end of July and the outcome of these submissions will be known at the end of October 2014. The University is trying to recoup the funding that was lost due to recoding issues in the SRS.

The outcome will be reported to the next meeting in December 2014.

SD

8. Regulations

The Academic Quality Manager informed members of the following items noting that they had all been considered and discussed at Academic Enhancement committee (AEC) on 9 July and 24 September 2014:

- Student Attendance Policy – working group to be established from Academic Enhancement Committee for development particularly with regard to international students
- Collaborative Provision – working group to review the Codes of Practice for Collaborative Provision, Work-Based & Placement Learning and Flexible/Distributed Learning, to ensure compliance with the QAA UK Quality Code for Higher Education
- Regulations for the Award of Degrees and Foundation Degrees – working group to be established from Academic Enhancement Committee to consider a revised parameter for uplift of classification (currently borderline 3%) and 50% marks in upper classification).

Senate approves the recommendations of AEC to set up the above working groups.

9. New policies/procedures

Members noted that the following policies were presented to Academic enhancement on 24 September 2014 which were thoroughly scrutinised:

- Admissions Complaints Procedure
- Student Complaints Procedure
- Student Disciplinary Procedure
- Fitness to Study Procedure

The Clerk, Governance & Compliance Manager gave members an overview of the policies noting the following points:

- All recommendations from AEC have been amended in the policies presented to the Committee
- The Student Disciplinary Procedure requires final ratification by University Council for approval.
- All the above policies will need minor amendments following updating of the staff structure following discussions with SLT.
- All policies have been brought in-line with the QAA UK Quality Code for Higher Education
- SU and Student Advice have been consulted

Senate noted the recommendations and approved the following procedures:

- Admissions Complaints Procedure
- Student Complaint Procedure
- Student Disciplinary Procedure, referred to University Council
- Fitness to Study Procedure

KS

10. Key Issues from University Council

The following key highlights were reported on behalf of Graham Meeson in his absence from University Council held on 11 September 2014:

- Consideration of various indicators reported externally i.e. NSS, DHLE, etc.
- Data Improvement Project
- Recruitment
- Strategy monitoring through Project Board
- Staffing to facilitate the strategy
- KPI review – including a revised Dashboard
- Risk register evaluated
- Audit Committee concluded that BGU had effective governance arrangements for auditing risk
- BG Lincoln Ltd reports to AGM on 23 October 2014

11. University Institutional Returns

11.1 ITT

Submitted at the beginning of September 2014

11.2 Student Return

Initial submission made and the Data Team are now working through the HESA queries. The final submission will be made on 15 October 2014.

- 11.3 Staff Return
Submitted ahead of deadline.
- 11.4 KIS
Submitted in Summer but had to resubmit due to changes in the academic portfolio which was signed off in September 2014.
- 11.5 DLHE
The data for the Longitudinal DHLE survey for students who finished their studies in 2010/2011 has been submitted to HESA who carry out the fieldwork. The Annual DLHE population sample will fallout of the HESA return due to be submitted in October 2015. Census date runs in January 2015 and Alumni collate the data.
- 11.6 NSS
The results were published in August 2014. The next NSS sample will fallout of the HESA return and the next cycle begins in 2015.

The Chair noted the amount of data reporting each HEI has to complete is vast. All data reports relate to funding and position in league tables.

The University obtained 85% response rate for the DLHE, 96.5% were in work or further training within 6th months of graduating, with a position overall of 5th in England.

The University got 88% satisfaction in the NSS. It was noted that the one area the University does not fare well in is the section relating to Organisation and Management.

The Data Analyst informed members that the University have the free text fields which have been disseminated to Academic Co-ordinators for consideration.

12. Codes of Practice

- 12.1 Code of Practice for Extenuating Circumstances and Assessment Deferral
The Academic Quality Manager informed members that during recent Extenuating Circumstances panels, it was noted that a number of Assessment Deferral applications had been received. These were discussed by the Panel who expressed difficulty in understanding how these differed from an application for extenuating circumstances. QASD have also received comments from academic staff as to the confusion between the two documents. The Code has been amended to remove the Assessment Deferral.

The Code was approved by AEC on 9 July 2014.

Senate received and approved the recommendation.

- 12.2 Amendment to the Regulation for Award of Honours Degrees and Foundation Degrees for Students and PGCE Programmes
The Academic Quality Manager informed members that following a proposal for strike action by the University and College Union of a marking embargo, it was identified there was nothing written into the regulations to cover such a circumstance.

The relevant regulations have been amended with the following text under Para 21 Undergraduate and Para 30 PGCE Regulations:

In the event of marks being unavailable due to circumstances at University level that are beyond the student's control, an alternate Examination Board will normally be arranged upon marks becoming available. If key Board members, including the External Examiner, are not available to attend in person, special arrangements will be made to ensure that valid decisions are made with regard to confirmation of the final award in accordance with the Regulations. Exceptionally, if marks are still unavailable, the Board may award the qualification on the basis of those marks that are available. In such a case, the student will be advised of the situation and may choose either to accept the decision of the Board based on those marks that are available, or opt for a decision by the Board pending the availability of the full set of marks

The amendment to the regulations was approved by AEC on 9 July 2014.

Senate received and approved the recommendation.

13. Term Dates for 2015-2016 & 2016-2017

Members received and noted the term dates from 2015 onwards.

14. QASD update

The Academic Quality Manager gave an overview of agenda Items 14 & 15 combined.

14.1 Update on validations

- Lincoln - Diploma in Education and Training (DET) validation completed and ROD signed off 30 July 2014
- Boston College - FdA Applied Studies (Early Childhood) validation completed and ROD signed off 30 July 2017
- New College Stamford – Diploma in Education and Training (DET) validation completed and ROD signed off 30 July 2017
- BA (Hons) Music Practitioners (top-up route) – SCEI have decided not to continue with the development of the programme due to low numbers. ROD signed off 24 September 2014.

14.2 Update on Partner Institutional Approvals

- Lincoln College – Memorandum of Cooperation signed on 12 September 2014
- North Lindsey College - Institutional re-approval event on 18 December 2014
- Grantham College - Memorandum of Cooperation extended to August 2017
- Boston College - Memorandum of Cooperation extended to August 2017
- New College Stamford – due to expire August 2015; new date of August 2016 currently being negotiated
- College of West Anglia – initial discussions. Possible routes of MA and BA.

15. Schedule for Review/Periodic Reviews – 2014/2015**15.1 Validation Schedule**

The Academic Quality Manager gave members an overview of the schedule explaining that he had been tasked with developing a validation schedule. The schedule outlines a clear process to enable the sign off a review/validation by May 2015.

Members noted the heavy workload for 2015 and recognise that this going to stretch staff but the dates have been set and are non-negotiable. AEC have set up a sub-group to meet twice during the year to consider programme proposals to ensure that they go through the system and signed off by the appropriate point. All sign-offs will be reported through AEC and Senate during 2014/2015.

The pressure on staff has been noted by Senate and appreciates the willingness of resident staff to engage in the process.

15.2 QAA Review in 2015-2016

The Academic Quality Manager reported that QAA Higher Education Review (HER) was due in 2015-2016. The University has received the initial letter from QAA on 26 September 2014 indicating the HER is due to take place during the Spring term 2016. Term/semester dates and major examination periods for the academic year have been forwarded to QAA on 2 October 2014. Still awaiting official notification of the review week.

An initial brief will be delivered on 15 October 2014 at 1.30pm in the John Tomlinson Room as part of the Staff Development Programme. More will be arranged including Council on 19 November 2014 to emphasise the importance of meeting both the expectations of HER (setting/maintenance of academic standards; provision of learning opportunities; provision of information; quality enhancement) and expectations of the UK Quality Code.

16. External Examiners update

Members received and noted the list of current external examiners and vacancies.

The Academic Quality Manager gave members an overview of the list and noted the following:

- Sport – advertised and had received 3 expressions of interest which were now with the Academic Co-ordinator for consideration.
- Mathematics – advertised and had received 1 expressions of interest which is now with the Academic Co-ordinator for consideration.
- Theology – advertised and had received 1 expressions of interest which is now with the Academic Co-ordinator for consideration.
- Applied Studies (Early Childhood) - advertised
- Drama – advertised

The Academic Quality Manager informed members that he was currently compiling key comments from the External Reports' and these would be fed into the Academic Health Report of the Institution.

17. Academic Enhancement Committee

17.1 Minutes of 9 July 2014

Members received and accepted the Academic Enhancement Committee minutes from 9 July 2014

17.2 Minutes of 24 September 2014

Members received and accepted the Academic Enhancement Committee minutes from 24 September 2014.

The Chair noted that in future AEC minutes will appear earlier in the agenda as the minutes are relevant to items for consideration.

KS

18. Any other business

No issues raised.

This item to be removed from future agendas.

KS

19. Dates of next meetings

- Wednesday 10 December 2014, 2pm - 5pm, John Tomlinson Suite
- Wednesday 4 March 2015, 2pm – 5pm, John Tomlinson Suite
- Wednesday 3 June 2015, 2pm – 5pm, John Tomlinson Suite
- Wednesday 29 July 2015, 2pm – 5pm, TBC

Signed *Mr S. Hill*

Date *2/10/15*