

# MOUNTVIEW - JOINT BOARD OF STUDY



Minutes of the meeting held on Wednesday 31 October 2018 at Mountview

**Present:**University of East Anglia

Professor Ian Dewing, Academic Director of Partnerships (Chair), Mr Tony Frost (Academic Link), Mrs Hannah Jackson, Assistant Head of Partnerships (secretary), Mr Gavin Tash, Head of Partnerships

Mountview

Ms Kathy Allman, Senior Programme Manager, Ms Sherill Gow, Head of Postgraduate Performance, Ms Sally Ann Gritton, Director of Academic Affairs and Head of Undergraduate Performance, Mr Stephen Jamieson, Principal and Artistic Director, Mr Geraint Pugh, Head of Production Arts, Ms Becky Shaw, Programme Manager, Mr Jeremy Smeeth, Chief Operating Officer, Ms Alice Warby, Academic Quality Administrator, Maurice Chung (Student Representative, BA (Hons) Performance (Actor Musician))

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## MINUTES

	ITEM	DOCUMENT
1.	<u>MINUTES</u>  Confirmed the minutes of the meeting held on 3 May 2018.	M03
2.	<u>STATEMENTS BY THE CHAIR</u>  Noted the change in staffing in Academic Partnerships and Mountview wished to formally thank Louise Bohn and Laurence Daly for their help and support, and wished them well.	
3.	<u>CONFIRMATION OF CHAIR'S ACTION</u>  Confirmed that the following regulations, policies and procedures had been approved by Chair's Action:  i) Regulations for Bachelors, Integrated Masters, Graduate Diplomas, Graduate Certificates and Foundation Degree Awards;  ii) Concessions Framework;	

- iii) APL Policy; and
- iv) External Examiner Policy and Process

4. OFFICE FOR STUDENTS UPDATE

Noted that

Mountview had received one query in relation to their financial submission for registration, and were awaiting confirmation of their registration.

5. QUALITY ASSURANCE AGENCY MONITORING VISIT

Noted that

- i) the Quality Assurance Agency had undertaken a monitoring visit at Mountview on 17 October 2018 which had been triggered by the move to the new building;
- ii) the draft report had been received which was very positive, did not identify any recommendations for action and confirmed the commendable progress on action identified from the Higher Education Review for Alternative Providers visit in 2017; and
- iii) the final report would be considered at the next meeting of the Board.

6. EXTERNAL EXAMINER REPORTS

Considered

the annual External Examiner reports and course team responses for 2017/18, which had been approved by the Academic Director of Partnerships:

Ros Maddison  
Dr Demetris Zavros

D01  
D02

Noted that

the postgraduate reports would be considered following the exam board held on 31 October 2018 and presented at the next meeting of the Board.

7. ANNUAL MONITORING AND REVIEW

D03 & D04

Approved

the 2017/18 annual monitoring reports and 2018/19 action plans.

Noted that

- i) the report confirmed that the student experience had been maintained and enhanced during the move to the new building;

	<ul style="list-style-type: none"> <li>ii) there was an increased focus on wellbeing and mental health, including establishing links in the new community;</li> <li>iii) there was also the need for an increased focus on recruitment to the FdA and BA Theatre Production Arts programmes for 2019/20; and</li> <li>iv) progress on the 2018/19 action plans would be considered at the next meeting of the Board.</li> </ul>	
8.	<p><u>NATIONAL STUDENT SURVEY</u></p> <p>Considered the results of the 2017/18 National Student Survey (NSS) and plans for the 2018/19 NSS.</p> <p>The Board congratulated Mountview on the excellent satisfaction score of 94%, an increase of 5% from the previous year, and the comprehensive analysis of the NSS data which had helped to identify a number of actions for consideration for NSS in 2019.</p>	D05
9.	<p><u>WORK BASED LEARNING POLICY</u></p> <p>Noted that</p> <ul style="list-style-type: none"> <li>i) Mountview were currently in the process of developing an institution wide Work Based Learning Policy to take account of the requirements of all undergraduate and postgraduate courses;</li> <li>ii) the development of the Policy would include consultation with staff, students and UEA colleagues; and</li> <li>iii) the final version of the Policy would be considered at the next meeting of the Board, for implementation from September 2019.</li> </ul>	
10.	<p><u>ANNUAL ACADEMIC LINK REPORTS</u></p> <p>Considered the 2017/18 Academic Link reports and agreed priorities for 2018/19.</p>	D06
11.	<p><u>SUMMARY OF STUDENT ENGAGEMENT</u></p> <p>Considered a summary report on the institution's student engagement activities and plans.</p> <p>Noted that</p> <ul style="list-style-type: none"> <li>i) Mountview had developed a student representative training pack;</li> <li>ii) the Student Union were proactive, effective and were successfully engaging the student voice, including</li> </ul>	D07

	<p>through the creation of a number of designated Officers; and</p> <p>iii) there was a focus on the consideration of issues effecting international students by the strengthening of the international student voice within the Academy.</p>	
12.	<p><u>MANAGEMENT INFORMATION</u></p> <p>Considered</p> <p>i) institutional student retention and achievement for 2017/18; and</p> <p>ii) institutional recruitment for 2018/19.</p>	D08
13.	<p><u>VALIDATION/RE-VALIDATION EVENTS (REPORTING, MONITORING AND PLANNING)</u></p> <p>Noted that</p> <p>the following events were scheduled for 2018/19:</p> <p>i) Institutional Review – 21 January 2019</p> <p>ii) BA (Hons) Performance revalidation – April 2019</p> <p>iii) MA Creative Producing – June 2019</p> <p>Noted</p> <p>the validation report for the MA Theatre for Community and Education event held on 15 May 2018.</p>	D09
14.	<p><u>STRATEGIES UPDATE</u></p> <p>Considered</p> <p>progress against and updates on the Learning, Teaching and Assessment Strategy.</p> <p>Noted that</p> <p>i) 86% of the actions within the strategy were either complete or on track to be complete by the end of 2018/19; and</p> <p>ii) consultation on a new strategy would commence in 2019/20.</p>	D10
15.	<p><u>MOUNTVIEW AT PECKHAM</u></p> <p>The Chair wished to congratulate Mountview on the move to their outstanding new facilities in Peckham which would provide a huge new range of opportunities for students, staff and the local community.</p>	
16.	<p><u>EXAMINATION BOARD MEMBERSHIP</u></p> <p>Noted</p>	E01

	the Examination Board membership for 2018/19.	
17.	<u>ANNUAL SUMMARY OF ACADEMIC APPEALS AND COMPLAINTS, AND PLAGIARISM/COLLUSION CASES</u>  Noted the annual summary of Academic Appeals and Complaints and Plagiarism and Collusion cases for 2017/18.	E02
18.	<u>HIGHER EDUCATION COMMITTEE</u>  Noted the minutes of the Executive Working Group meetings held on:  i) 16 May 2018 ii) 20 June 2018 iii) 18 July 2018	E03
19.	<u>HIGHER EDUCATION STUDENT COMMITTEES</u>  Noted the minutes of the Student Representative committee meetings held on:  i) 19 June 2018 ii) 28 June 2018 iii) 5 July 2018	E04
20.	<u>STAFFING UPDATE</u>  Noted the new appointments, changes to appointments and leavers since the last meeting of the Board.	E05
21.	<u>CONFIRMATION OF CURRENTLY VALIDATED PROGRAMMES, EXTERNAL EXAMINERS AND PARTNER STAFF ACTING AS EXTERNAL EXAMINERS</u>  Noted confirmation of currently validated programmes, External Examiners and partner staff acting as External Examiners.	E06
22.	<u>JOINT BOARD OF STUDY TERMS OF REFERENCE AND MEMBERSHIP AND TIMETABLE FOR 2018/19</u>  Noted the Joint Board of Study Terms of Reference and membership and timetable for 2018/19.	E07 & E08

23. DATES OF MEETINGS

Noted the date of the next meeting:

- Thursday 2 May 2019