**SCHOOL BOARD**

**2023-24 SESSION 1 OF 2**

**Date: Meeting 1:** January 2024

**Time:**

**Location and/or Zoom details:**

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| **SECTION A: BUSINESS MATTERS** | **Responsible** |
| 1. **Attendance and Apologies** 2. **Terms of Reference and Membership** 3. **Minutes of the previous meeting** 4. **Matters arising from the previous minutes** | Chair |
| **SECTION B: MATTERS FOR DISCUSSION** |  |
| 1. **Dean/Head of School’s Report**     1. Student numbers    2. Staffing and professional development    3. Physical resources/infrastructure    4. Local Plan update, including Strategic KPIs    5. Programme portfolio update - Programme developments, new programmes and programme closures, programme reviews, off campus engagement.    6. **Identification of any School related *Reportable Events* since the beginning of the Academic Year** | Chair: Dean/Head(s) |
| 1. **Learning & Teaching & the Student Experience**    1. Feedback from School Student Representatives on School level issues and Chair’s response    2. Evaluation of effectiveness of blended delivery models and enrichment activities and assessment planning.    3. Physical resources update    4. Teaching enhancements and observations | **Student Representatives** Chair  Academic Co-ordinator Standards, Enhancement and the Learner Experience (SELE)/ + **Student Representatives**  Chair/Technician(s)  Chair/TIRI Professor(s) |
| 1. **Standards and Enhancement**   7.1 Subject Quality Enhancement Plan(s) 2023-24 overview  7.2 **School Quality Standing Panel Report:** Programme Evaluation Report progress: incl. 2023-24 Programme Plans, status of 2022-23 Quality Portals, SSLC outcomes (You-said, We-did), External Examiner reports, student surveys results (including NSS, Undergraduate Experience Survey and PTES), programme approval and re-approval progress.  7.3 Subject Area Steering Group Report (if applicable)  7.4 Updates for Academic Regulations and Procedures  Note: For 2023-4, this includes:  Only one degree algorithm in use for 3 year honour’s degrees (ACM20) from May 2024.  Provision to award an informal warning for a serious academic misconduct offence, providing there are no previous offences, the was no intention to deceive and that the action incurred no unfair advantage | Academic Co-ordinator SELE  Academic Co-ordinator SELE  Academic Co-ordinator SELE  Academic Co-ordinator SELE |
| 1. **Recruitment, Retention & Student Support**    1. School Recruitment and Marketing Communications Report (including applications and offers)    2. School Retention and Support Report, including student enrolment and withdrawals, induction/welcome activities, attendance, Personal Academic Tutoring and peer support. | AC Recruitment and Retention  AC Recruitment and Retention  **Student Representatives** |
| 1. **Careers and Employer Engagement**     1. GAME and GAME+ development    2. Careers development    3. Industry Advisory Panel/s Report(s)    4. Other Employer Engagement    5. Work-related Learning/Practice update    6. Apprenticeships update | Chair  Employer Engagement Consultant *(if not assigned, contact J Bateman)*  Placement Co-ordinator/ Practice Lead  Relevant Programme Leader(s) |
| **10. Research, Enterprise and Knowledge Exchange**   * 1. School Research and Enterprise Report(s) including REF activity   10.2 Knowledge Exchange Activities | Research Co-ordinator/ Enterprise Champion  Knowledge Exchange Lead |
| **SECTION C: MATTERS FOR INFORMATION**  For information only and need not be discussed unless a request made to/by the Chair to unstar and/or invite a representative to the meeting. |  |
| **11.\* Reports from University Services**   * 1. Library Services and Resources Report   2. Student Services, including Life Lounge, International   Support, Disability Service and Student Liaison Officers   * 1. Student Life, including Sport and Wellness Centre   2. Careers Service Report   3. Information Systems & Technology Report | Chair |
| 1. **\* University Committee Minutes and Other Documents**   Relevant items in   * 1. Most recent Senate Minutes   2. Most recent Education Committee Minutes   3. Most recent Programmes Committee Minutes   4. Board of Studies for Research Degrees Minutes   5. Research and Knowledge Exchange Committee Minutes   6. Other relevant University documents - including Annual Reports for Appeals, Complaints and Academic Misconduct | Chair |
| **SECTION D: ANY OTHER BUSINESS** |  |
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| **SECTION E: FUTURE MEETINGS** |  |
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