



The Combined Academic Board

Serviced by: Secretariat

Reports to: Board of Governors

Introduction

Board of Governors approved on 8 April 2020 the proposal to merge Academic Board and Management Board in response to the current COVID-19 emergency, developing a single overarching structure and process for the management of academic **and** resource-related matters during the ongoing emergency. It was envisaged that these proposals would operate until the end of September 2020 in the first instance.

Board of Governors approved on 13 July 2020 for this change to normal governance to continue during academic year 2020-21, barring any significant change in the management of the pandemic.

Rationale

The current set of circumstances is unprecedented and has posed significant challenges for the management and governance of the University. Even as some elements of lockdown are eased, the University will face continuing challenges in managing its business as many staff continue to work from home and we adapt to social distancing requirements and what this means to management of our space.

The COVID-19 pandemic has placed a large number of additional demands on the majority of university staff. In particular, academic staff and those professional services staff supporting them have worked tirelessly to transform learning, teaching and assessment across the university as we approach the start of term on 5 October 2020. Senior managers continue to work exceptionally long hours and at fast pace to adapt to a quickly changing environment.

Planning and response functions established to manage the University in relation to COVID-19 have necessitated additional meetings, new procedures and protocols and new ways of working remotely. It is vital that decision-making continues to inform rapid and appropriate responses during this crisis. It is equally important that communication is managed effectively to enable joined up responses that continue to prioritise student and staff wellbeing alongside the financial sustainability of the University.

The exceptional demands on staff time and university resources, together with the need for clear, consistent and decisive communication, necessitate changes to conventional ways of working. The Vice-Chancellor's Executive Group, together with the COVID-19 Planning Group, therefore recommends that the Combined Academic Board continues to function in academic year 2020-21 to enable comprehensive decision making on a monthly basis through a forum that can act as a 'one-stop shop' resulting in faster implementation of decisions. As noted in the Board paper

from 8 April 2020 this approach is allowed for in the University's Articles of Government.

It is proposed to hold the meetings of the Combined Academic Board on the first Wednesday of every month or as close to as possible, thus increasing the number of regular meetings during the current emergency. Meetings dates are proposed as follows:

Wednesday 2 September:	10.00 – 12.00
Wednesday 7 October:	10.00 – 12.00
Wednesday 4 November:	10.00 – 12.00
Wednesday 2 December:	10.00 – 12.00
Wednesday 13 January:	10.00 – 12.00
Wednesday 3 February:	10.00 – 12.00
Wednesday 3 March:	10.00 – 12.00
Wednesday 5 May:	10.00 – 12.00
Wednesday 2 June:	10.00 – 12.00
Wednesday 30 June:	10.00 – 12.00

Terms of Reference: Strategic Planning

- 1.1 Discuss, consider and recommend the strategic direction of the University and develop strategic plans for approval by the University's Board of Governors.
- 1.2 Receive, consider and approve strategies and policies and where appropriate recommend these to the Board of Governors for approval.
- 1.3 Review performance of the University against aims, objectives and targets, and against its peer group and the sector as a whole, agreeing actions to meet agreed measures of success.
- 1.4 Consider strategic issues arising from School and Departmental plans and refer recommendations on outcomes and policies to relevant committees for action.
- 1.5 Consider, advise and make recommendations to external consultations, policy recommendations and economic developments affecting the University.
- 1.6 Consider and approve policies for the operational implementation of these plans and policies.

Academic Planning

- 1.7 Consider the development of the academic dimensions of the strategic planning arrangements of Cardiff Metropolitan University and the resources needed to support them and for advising the Vice-Chancellor and the Board of Governors
- 1.8 Receive and act upon recommendations for the suspension of recruitment to programmes.
- 1.9 Advise on such matters as the Board of Governors or the Vice-Chancellor may refer to the Combined Academic Board

Academic Quality and Assurance

- 1.10 Establish the criteria for the admission of students
- 1.11 Confirm the appointment and removal of internal and external examiners
- 1.12 Confirm policies and procedures for the assessment and examination of the academic performance of students
- 1.13 Authorise the contents of the curriculum
- 1.14 Confirm academic standards and the validation and review of programmes
- 1.15 Set the standards for Student engagement, retention and outcomes from programmes of study
- 1.16 Establish the procedures for the award of qualifications and honorary academic titles, in particular:
 - 1.16.1 to authorise the admission to Degree of persons who shall have pursued an approved programme of study or research and who have passed the assessments of the university
 - 1.16.2 to deprive any person of any Degree on what the Academic Board shall in its unfettered discretion consider to be good cause (*e.g. proven unfair practice after admission to a degree*) and at any time to restore such Degree to any person so deprived
 - 1.16.3 to confer and grant Diplomas, Certificates or other academic awards on and to persons who have pursued an approved programme of study
 - 1.16.4 to revoke any such Diplomas, Certificates or other academic awards made on what the Academic Board shall in its unfettered discretion consider to be good cause and at any time to reinstate any such award so revoked
 - 1.16.5 to approve the designation of the Degrees, Diplomas, Certificates and other academic awards of the University
 - 1.16.6 to authorise the holding of the degree congregations
 - 1.16.7 to advise the Honorary Awards Committee of the Board of Governors on nomination for consideration for the award of Honorary Degrees.
- 1.17 Establish the procedures for, and make decisions regarding, the expulsion of students for academic reasons

(The above are also subject to the requirements of validating, awarding and accrediting bodies)

Financial Sustainability

- 1.18 Endorse proposals for the annual budget for submission to the Board of Governors for approval.

- 1.19 Ensure the financial position of the University by reviewing accurate financial and student recruitment data and confirming actions recommended by the Director of Finance.

Risk Management

- 1.20 Act as the Risk Management Committee with responsibility for ensuring the effective implementation of the University's Risk Management Policy and associated Risk Management Implementation Plan, reviewing on a regular and ongoing basis the strategic risks facing the University and recommending updates to the Institutional Risk Register for approval by the Board of Governors.

Oversight of Delegated Authority

- 1.21 Establish and oversee the work of delegated Working Groups, Project Groups and Task and Finish Groups as appropriate and receive reports from such groups.
- 1.22 Receive minutes of the reporting Committees and reports from Chairs of reporting committees.

REPORTING COMMITTEES AND GROUPS¹

- Academic Quality and Standards Committee (AB)
- Learning, Teaching and Student Engagement Committee (AB)
- Research and Innovation Committee (AB)
- Professorship and Readership Committee (AB)
- University Ethics Committee (AB)
- Portfolio Development Committee (supported by Portfolio Enabling Group) (AB)
- Coleg Cymraeg Cenedlaethol Branch Committee (AB)
- School Management and Planning Teams (AB and MB)
- Environment and Estates Committee (MB)
- Joint Consultative Committee (MB)
 - Academic Consultative Committee
 - Support Common Interest Group

- Health and Safety Committee (MB)
- Digital Strategy Committee (MB)
- University Wellbeing Committee (MB)
- Sustainability Committee (MB)
- Equality and Diversity Delivery Group (MB)
- Use of Welsh Committee (MB)
- PREVENT Group (MB)

¹ 'AB' denotes previously reported to Academic Board and 'MB' denotes previously reported to Management Board.

Membership:²

Chair

- 1) President & Vice-Chancellor (Chair) Professor Cara Aitchison
(AB/MB)

Vice-Chancellor's Executive Group

- 2) Deputy Vice Chancellor (Deputy Chair) Vacant
3) Chief Officer, Resources (Deputy Chair) David Llewellyn
(MB)
4) Pro Vice-Chancellor, Research & Innovation (Deputy Chair) Professor
Sheldon Hanton (AB/MB)
5) Pro Vice-Chancellor, Student Engagement Dr Jacqui Boddington
(AB/MB)
6) Pro Vice-Chancellor, Partnerships & External Engagement Professor Leigh
Robinson (AB/MB)
7) University Secretary & Clerk to the Board Governors Christine Fraser
(AB³/MB)

Deans of School

- 8) Dean of Cardiff School of Art & Design Professor Olwen
Moseley (AB/MB)
9) Dean of Cardiff School of Education & Social Policy Julia Longville
(AB/MB)
10) Dean of Cardiff School of Management Professor David
Brooksbank (AB/MB)
11) Dean, Cardiff School of Sport & Health Sciences Dr Katie Thirlaway
(AB/MB)
12) Dean of Cardiff School of School of Technologies Professor Jon Platts
(AB/MB)

Directors of Professional Services

- 13) Director of Environment & Estates Paul Robinson (MB)
14) Director of Global Academies Leila Gouran (AB/MB)
15) Director of Global Engagement Sharon Johnstone (AB/MB)
16) Director of Innovation Matthew Taylor (AB/MB)
17) Director of Learning Enhancement Dr Jo Hendy (AB/MB)
18) Director of Marketing & External Relations John Cavani (AB⁴/MB)
19) Director of People Services Ashley Flaherty (MB)
20) Director of Registry Services Ben Rogers (AB/MB)
21) Director of Research Professor Steve Gill (AB/MB)
22) Director of Sport Ben O'Connell (MB)
23) Director of Student Services Kirsty Palmer (AB/MB)
24) Director of Library and Information Services Paul Riley
(AB/MB)

Student Representatives

- 25) Student Union President Amy Louise Fox (AB/MB)

² 'AB' denotes member of previous Academic Board and 'MB' denotes member of previous Management Board.

³ In attendance only

⁴ In attendance only

26) Student Union Vice-President

Keira Davies (AB)

Elected Members of Academic Staff

27) Elected Academic Staff Member

Meryl Hopwood, Senior Lecturer
CSE&SP (AB)

28) Elected Academic Staff Member
Lecturer

Dr Robert Meyers, Principal

July 2020

CSS&HS (AB) *Tenure until 31*

Elected Member of Professional Services Staff

29) Elected Professional Services Staff Member
of Welsh Language

Dan Tiplady, Head

Unit (AB/MB)

Elected Member of the Professoriate

30) Elected Professoriate Staff Member
CSS&HS (AB)

Professor Sarah Curran,

Angela Jones Evans (*Secretary*)

Senior Executive

Officer (AB⁵)

Julie Morgan (*Recorder*)

Senior Officer (MB⁶)

Designated Deputies:

Each member will appoint one designated Deputy to be approved by the Combined Academic Board and who may attend in their absence.

Quorum: A minimum of 50% of members including the Chair or one of the Deputy Chairs.

Frequency of meetings: Monthly from 10.00 – 12.00 on or around the first Wednesday of every month

Terms of Reference reviewed and approved on (date): 13 July 2020

⁵ In attendance only

⁶ In attendance only