

**18 November 2022****Minutes**

**Attendees:** Mr C Heady (Chair), Mr N Bailey, Mr G Chapman, Dr M Cheng, Mr K Conroy, Mr S Grinsell, Dr D Grundy, Dr M Knight, Dr K McDonald, Ms L Mckenna, Mr C McMorrow (minutes), Dr T Morgan, Mr A Perrin (Secretary), Mr D Shaw, Mrs N Thewlis, Dr C van der Land, Dr C Watts, Mr G Wickstead

**Student Representatives Attendees:** Fareeha Ejas, Laiba Alamtab, Yerkezhan Amantayeva, Aina Ferrer Bhargava, Hanfu Cao, Platon Parshikov, Albert Soldatov, Hengxinyue Zhang, Yuze Zhong

**Apologies:** Dr M Armstrong, Dr M Brennan, Mr D Broadbent, Dr S Hacker, Mr T Kern, Dr R Valentine

**Student Representative Apologies:** Hesham Alderazi, Hotham Alshekheri, Nao Nojima, Ayanat Turganbayeva

**Part 1: Routine Business****1. External Examiner Reports & Proposed responses**

Approved: Document A

The Chair stated that some of the external examiners expressed a preference to attend in person, noting that the interaction and sharing thoughts and experience with other external examiners was lost with some opting to 'dial-in' online. The Chair added that some of the external examiners had suggested more introductory guidance be made available for those new to the role.

AP noted that there is a plethora of information available on the EE Portal.

MK informed members that her team would review the guidance available.

CVL highlighted that some of the Architecture pathway responses to the EE had not been included.

NT noted that these had been included yet may need to be revisited to clarify INTO's responses as the external examiner feedback was given in a combined format across all three Architecture pathways.

**2. Annual Monitoring Review (Foundation, International Year One, Graduate Diploma and English only)**

Approved: Document B

DG suggested that using Inspira Digital Exams may help INTO students prepare for the Business School and the wider University.

**3. Minutes of the Previous Meeting and Action Log**

Approved: Document C

The Action Log was reviewed and updated.

**4. Board of Examiners Chair & Secretary**

Considered: Document D

AP noted that Kenneth McKeegan is no longer able to undertake the role of Chair of Board of Examiners and proposed that Chris Heady acts as Chair for both the INTO Board of Studies and Board of Examiners.

Board members were not aware of any reason that the same person could not act as Chair for both boards.

MK agreed to check and confirm there are no restrictions to this.

## **5. Review use of discretion at the Board of Examiners**

The Chair confirmed that discretion was exercised with only one student.

## **6. Decolonisation Updates**

KM provided some background, noting that this had extended from a group of sabbatical officers who were motivated to ensure course content is reflective of diversity.

The Chair asked what action the University had taken surrounding this.

DG noted this is an ongoing process.

KM suggested that INTO could link up with the schools to enquire what has been done.

## **Part 2: Matters of Report and Information**

### **7. University Education Committee Summary Report**

Considered: Document E

### **8. Cross-Faculty Education Committee Summary Report**

Considered: Document F

### **9. Programme Reports**

- |   |                   |
|---|-------------------|
| • Foundation – Architecture (Thomas Kern)                                     | <b>Document G</b> |
| • International Year One – Architecture (Thomas Kern)                         | <b>Document H</b> |
| • Graduate Diploma – Architecture and Landscape Architecture (Thomas Kern)    | <b>Document I</b> |
| • Foundation – Biomedicine, Biology and Pharmacy (Tanya Morgan)               | <b>Document J</b> |
| • Foundation – Science, Computing, Engineering and Mathematics (Tanya Morgan) | <b>Document K</b> |
| • Foundation – Business & Management (Glen Chapman)                           | <b>Document L</b> |
| • Foundation – Humanities and Social Sciences (Glen Chapman)                  | <b>Document M</b> |
| • International Year One – Business (Michael Cheng)                           | <b>Document N</b> |
| • Graduate Diploma – Business and Humanities (Lisa Mckenna)                   | <b>Document O</b> |
| • In-Sessional English (Nick Bailey)  | <b>Document P</b> |
| • Academic English and Study Abroad with English (George Wickstead)           | <b>Document Q</b> |

KM asked if the SSCs are chaired by a student.

The Chair and AP noted that these are usually Chaired by a staff member and co-Chaired by a student.

The Board agreed these ought to be chaired by a student.

*Action: INTO to implement the chairing of SSCs by a student.*

### **10. Date of the next meeting – Friday 10<sup>th</sup> March 2023 at 10am**

### **11. Any Other Business**

As there was no further business the Chair thanked members for their participation and attendance.