

**UNIVERSITY OF WARWICK/UNIVERSITY COLLEGE BIRMINGHAM**  
**JOINT ACCREDITATION BOARD**  
**MINUTES OF THE MEETING HELD 10:00, Friday 03 March 2023**  
**Online Meeting Via Microsoft Teams**

<b>Present</b>	Professor Michael Harkin	MH	Vice-Chancellor and Principal, UCB (Chair)
	Adam Child	ACh	Academic Registrar
	Professor Andrew Clark	AC	Deputy Pro-Vice-Chancellor (Education and Policy) and Accreditation Visitor, UoW
	Professor Will Curtis	WC	Deputy Pro-Vice Chancellor (Education Quality and Standards) and Accreditation Visitor, UoW
	Professor Chris Hughes	CH	Pro-Vice-Chancellor (Education), UoW
	Jane Perry	JP	Deputy Vice-Chancellor & Chief Academic Officer, UCB
	Alice Wilby	AW	Pro-Vice-Chancellor (Access, Participation and Student Experience), UCB
	Joseph Young	JY	University Secretary and Registrar, UCB
<b>Attending</b>	Lauren Baker	LB	Head of Education Quality and Partnerships and Secretary, UoW
	Dan Derricott	DD	Director of Education Policy and Quality, UoW
	Jose Lopes	JL	Executive Director, External Engagement, UCB
	Dominic Sheehy	DS	Academic Partnerships Officer and Assistant Secretary, UoW
	Dr Andrew Todd	AT	Director, Regional Strategy and Partnerships, UoW
<b>Ref</b>	<b>Item</b>		
019	<p><b>Chair's welcome and introduction</b></p> <p>The Chair welcomed existing Board members and recorded thanks to outgoing member Elaine Penn, Pro-Vice-Chancellor, UCB, who played an instrumental role in establishing the partnership.</p> <p>The Chair also welcomed two new members:</p> <ul style="list-style-type: none"> <li>• Adam Child, Academic Register, UoW</li> <li>• Jane Perry, Deputy Vice-Chancellor, UCB</li> </ul>		
020	<p><b>Apologies for absence</b></p> <p>Apologies were received from:</p> <ul style="list-style-type: none"> <li>• Professor Stuart Croft, Vice-Chancellor and President, UoW</li> <li>• Professor Pat Tissington, Academic Director Employability &amp; Skills, UoW</li> </ul>		
021	<p><b>Declaration of interests</b></p> <p>No new declarations were made.</p>		
022	<p><b>Minutes of the Meeting Held on 11 May 2022</b></p> <p>The Board approved the minutes of the last meeting with no amendments.</p> <p><b>DECISION:</b> The Board <b>approved</b> the minutes from the previous Joint Accreditation Board (JAB).</p>		
023	<p><b>Matters arising from the meeting held on 28 October 2022</b></p> <p>The Board acknowledged one action arising from the previous meeting:</p> <ul style="list-style-type: none"> <li>• Dominic Sheehy to work with Elaine Penn to update UCB contact details included in the emerging collaborative activity report (014-JAB28102022{Protected}).</li> </ul> <p>This action had been completed and an updated version of the report would be included under item 029 (029-JAB03032023{Protected}).</p>		

024	<p><b>Chair's Business</b></p> <p>The Chair noted that Professor Chris Hughes, Pro-Vice-Chancellor (Education), UoW, would be deputising for Professor Stuart Croft, Vice-Chancellor and President, UoW, in his absence.</p> <p>The Chair also reported that there were recent structural changes made at UCB to facilitate growth and a full update would be provided at the next JAB in May 2023.</p>
025	<p><b>Outline approval of new programmes and major amendments</b></p> <p>Jane Perry, Deputy Vice-Chancellor &amp; Chief Academic Officer, provided an overview of the BEng Electromechanical Engineering programme proposal:</p> <ul style="list-style-type: none"> <li>• This proposal had been flagged to the Sub-JAB and reviewed by the Accreditation Visitors ahead of consideration at the JAB as per the approved process.</li> <li>• The programme would be the first Higher Education (HE) provision offered through the new UCB School of Engineering, Digital, &amp; Sustainable Construction.</li> <li>• It would be designed with multiple exit points (e.g Lvl 4) and could be offered as full or part time study and to apprentices.</li> <li>• BTEC and T level qualifications would fulfil the entry requirement criteria for the qualification.</li> <li>• It would be designed to align with initiatives across the West Midlands focusing on upskilling and would aim to attract both UK and international students.</li> <li>• There would be an emphasis on growing cohort numbers steadily, starting from a size of 20-25 students.</li> <li>• The proposal is scheduled to be brought to a UCB validation and approvals committee in June 2024</li> <li>• It was noted that UoW departments would need to be involved in the process of programme design; notably Warwick Manufacturing Group (WVG) and UoW's school of Engineering.</li> <li>• UCB are exploring a licence agreement with Pearson, which would allow UCB to design their own curriculum (and subsequently, fit a UoW curriculum). UoW would need confirmation of this and further clarity on the agreement before full approval is given. UCB had submitted their application to Pearson and do not have a timeframe to receive confirmation.</li> <li>• HNC and HND awards had been chosen to reflect a focus on employability however, they do not reflect UoW sub-degree awards (CertHE and DipHE align more closely). It would be a long process to explore the possibility of UoW offering these awards; more conversations are needed to resolve this.</li> <li>• A degree apprenticeship route would be validated separately and clearly by UCB.</li> </ul> <p><b>DECISION:</b> The Board approved the outline proposal of the BEng Electromechanical Engineering programme subject to the UoW School of Engineering being brought into the conversation.</p> <p><b>ACTION:</b> Jane Perry, Deputy Vice-Chancellor, UCB, to link UoW School of Engineering contacts with the programme design team at UCB.</p> <p><b>DECISION:</b> The JAB approved the name change of the UCB award from BSc (Hons) / FdSc Sport and Exercise Therapy to BSc (Hons) / FdSc Sport Therapy.</p>
<b>Launch of the Partnership</b>	
026	<p><b>Update on Student Numbers</b></p> <p>Alice Wilby, Pro-Vice-Chancellor (Access, Participation and Student Experience), UCB, provided an overview of student numbers (UoW validated programmes) from February 2022-23 and from September 2023 onwards:</p> <ul style="list-style-type: none"> <li>• It was noted, at the time of writing the report, UCB were in the process of enrolling students and final numbers would increase.</li> <li>• There were 1497 undergraduate students and 1105 postgraduate students enrolled at UCB studying towards UoW awards.</li> </ul>

	<ul style="list-style-type: none"> <li>Warwick degrees were proving popular, with students spread across multiple courses and disciplines.</li> <li>It was suggested that a total number of students listed against specific degrees would be useful in planning future exam boards and financial arrangements should be build into the current schedule of business, with a yearly report produced.</li> <li>The Board received feedback that Warwick courses offered at UCB were attracting prospective international students however, home students saw the partnership as a bonus, and required further clarity to understand how the partnership benefited them.</li> </ul> <p><b>ACTION:</b> UCB to bring a paper to the May 2023 JAB detailing internal changes to UCB and a forecast of intended growth and future developments.</p>
<b>Validation of Programmes</b>	
027	<p><b>Operationalisation of the Accreditation Agreement</b></p> <p>The Director of Education Policy and Quality, UoW, provided an overview of progress towards operationalising the accreditation agreement, with a focus on the first UCB external exam boards with UoW students:</p> <ul style="list-style-type: none"> <li>UoW accreditation visitors and EPQ representatives were present at the February and March UCB external exam boards, overseeing student marks from recent exam sittings.</li> <li>This represented a positive milestone however, there would be some changes to the process in the future, such as UCB providing exam grids (with mean marks) and all documents in advance of the board.</li> <li>These boards were attended virtually by UoW; it was decided that these boards (February and March) would be in person going forward.</li> <li>The accreditation visitors praised the positive working relationship between UCB and the external examiners.</li> <li>Overall, there were no major issues, and minor concerns with the process would be reviewed and amended at the frequent Sub-JAB meetings.</li> </ul>
028	<p><b>Review Cycle for UCB Programmes Validated by UoW</b></p> <p>The Director of Education Policy and Quality, UoW, presented a paper detailing changes to the Review Cycle for UCB Programmes Validated by UoW:</p> <ul style="list-style-type: none"> <li>The paper proposed that the cycle of internal UCB reviews be supplemented with two additional review points on an annual and a five yearly basis to provide Educational Oversight to UoW.</li> <li>The aim would be to embed continual improvement, rather than seek baseline compliance.</li> <li>Every five years, the overall partnership would be reviewed with the objective input of an external reviewer. This process aligns with other UoW partnerships.</li> <li>Further details would be brought to upcoming Sub-JAB meetings for discussion.</li> </ul> <p><b>DECISION:</b> The board approved the proposed Review Cycle for UCB Programmes Validated by UoW</p>
029	<p><b>Overview of Emerging Collaborative Activity</b></p> <p>The Pro-Vice-Chancellor (Access, Participation and Student Experience), UCB, provided an update on developing a joint IntoUniversity centre:</p> <ul style="list-style-type: none"> <li>The Pro-Vice-Chancellor (Access, Participation and Student Experience), UCB, and Paul Blagburn, Assistant Director (Outreach), UoW, continued to work with IntoUniversity, with the aim of opening a centre in the Birmingham area.</li> <li>The centre would increase the pipeline to Higher Education (HE) in the areas, and the next step would be finding a suitable location, with low progression rates.</li> </ul>

- UCB were successful in pulling in students from their local area and providing opportunities for students to progress through HE. The location would, therefore, be closer to Warwick and further away from the centre of Birmingham. A location would be decided soon.
- Birmingham City University, also occupied a similar function in the centre of Birmingham and were looking to open another centre with IntoUniversity.
- UCB, UoW and IntoUniversity had an agreement in principle, with a roadmap to successfully opening a centre. IntoUniversity would begin fundraising once a location is decided, and then UoW and UCB would progress conversations on funding and formal commitments.
- The Board were keen to keep momentum in this project; IntoUniversity moves quickly and UCB and UoW would need to be prepared to respond appropriately.

The Director of Education Policy and Quality, UoW thanked colleagues for the efforts in the successful official partnership launch dinner on 2nd November 2022, hosted at UCB.

- The Chair noted the positive feedback from Council members and discussions taking place in the room on the day of the event.
- Key stakeholders were present at the launch dinner, and similar events to promote the partnership had also taken place.

The Executive Director, External Engagement, UCB, and the Director, Regional Strategy and Partnerships, UoW, provided an update on recent events and communications relevant to the partnership:

- UCB and UoW delegates were invited to a House of Commons event in December 2022 as part of the Centre for New Midlands. The Partnership was promoted with good engagement from Andy Street, Mayor of the West Midlands, and local parliamentarians.
- A communications plan would be brought to the next JAB, showcasing plans throughout the year to promote joint events and showcase milestones.
- A driver behind this work, was to maintain the profile of, and stakeholder engagement with, the partnership following the successful launch event in November 2022.
- Joint discussions had also taken place with Coventry and Warwickshire Chamber of Commerce on the development of the Local Skills Improvement Plan (LSIP).

The Director of Education Policy and Quality, UoW noted that updates on apprenticeships, pathways and the joint Practising Inclusive Education project would be brought back at the JAB in May.

030

**Any other business**

The Deputy Vice-Chancellor & Chief Academic Officer, UCB, requested that UCB be able to advertise degrees going through the final stages of internal approval to prospective students. Degrees being validated by UoW would be branded as 'subject to validation' as per UCB's usual process.

**ACTION:** The correct labelling and promotion of UoW validated awards to prospective UCB students would be brought to the next Sub-JAB group for further discussion and an update provided at the May JAB.

**CLOSED BY 12:00**

**Next meeting: 10:00, 26 May 2023, University of Warwick,  
Scarman Conference Centre, CV4 7AL, Space 43**

**DECISIONS AND ACTIONS**

<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>
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025 - Outline approval of new programmes and major amendments	<b>DECISION:</b> The Board <b>approved</b> the outline proposal of the BEng Electromechanical Engineering programme subject to the UoW School of Engineering being brought into the conversation.		
025 - Outline approval of new programmes and major amendments	<b>ACTION:</b> Jane Perry, Deputy Vice-Chancellor, UCB, to link UoW School of Engineering contacts with the programme design team at UCB.	Jane Perry, May 2023	Ongoing
025 - Outline approval of new programmes and major amendments	<b>DECISION:</b> The JAB <b>approved</b> the name change of the UCB award from BSc (Hons) / FdSc Sport and Exercise Therapy to BSc (Hons) / FdSc Sport Therapy.		
026 - Update on Student Numbers	<b>ACTION:</b> UCB to bring a paper to the May 2023 JAB detailing internal changes to UCB and a forecast of intended growth and future developments.	Alice Wilby, May 2023	Ongoing
028 - Operationalisation of the Accreditation Agreement	<b>DECISION:</b> The board <b>approved</b> the proposed Review Cycle for UCB Programmes Validated by UoW		
030 - Overview of Emerging Collaborative Activity	<b>ACTION:</b> The correct labelling and promotion of UoW validated awards to prospective UCB students would be brought to the next Sub-JAB group for further discussion and an update provided at the May JAB.	Dan Derricott, May 2023	Complete