

UNIVERSITY OF WARWICK/UNIVERSITY COLLEGE BIRMINGHAM
JOINT ACCREDITATION BOARD
MINUTES OF THE MEETING HELD 11:00, WEDNESDAY 5 MAY 2022
SUMMER ROW, UNIVERSITY COLLEGE BIRMINGHAM

Present			
	Professor Stuart Croft	SC	Vice-Chancellor and President, UoW (Chair)
	Professor Michael Harkin	MH	Vice-Chancellor and Principal, UCB
	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
	Professor Elaine Penn	EP	Pro-Vice-Chancellor (Curriculum, Teaching and Learning), UCB
	Dr Chris Twine	CT	Academic Registrar, UoW
	Alice Wilby	AW	Pro-Vice-Chancellor (Access, Participation and Student Experience), UCB
	Joseph Young	JY	University Secretary and Registrar, UCB
Attending	Lauren Baker	LB	Assistant Registrar (Partnerships) and Secretary, UoW
	Dan Derricott	DD	Director of Education Policy and Quality, UoW
	Jose Lopes	JL	Executive Director, External Engagement, UCB
	Kim Robinson	KR	Deputy Registrar, UCB
	Dominic Sheehy	DS	Academic Partnerships Officer and Assistant Secretary, UoW
	Dr Andrew Todd	AT	Director Regional Strategy and Partnerships, UoW
	Oliver Walmsley	OW	Director of Business Relations, UoW
Ref	Item		
026	<p>Chair's welcome and introduction</p> <p>The Chair welcomed Board members and colleagues who were in attendance to present items later in the meeting:</p> <ul style="list-style-type: none"> • Jose Lopes, Executive Director for External Engagement, UCB (034) • Oliver Walmsley, Director of Business Partnerships, UoW (034) • Andrew Todd, Director of Regional Engagement, UoW (035) 		
027	<p>Apologies for absence</p> <p>No apologies were received.</p>		
028	<p>Declaration of interests</p> <p>No new declarations were made.</p>		
029	<p>Minutes of the Meeting Held on 4 February 2022</p> <p>The Board approved the minutes of the last meeting with no amendments.</p> <p>Decision: The Board approved minutes from the previous JAB (Joint Accreditation Board).</p>		
030	<p>Matters arising from the meeting held on 4 February 2022</p> <p>The Board acknowledged two actions arising from the previous meeting:</p> <p>a) Alice Wilby to draft a specification regarding GCSE Maths support for local students and to share with University of Warwick (UoW) for potential links with the Widening Participation Team and Warwick Volunteers</p> <p>The Pro-Vice-Chancellor (Access, Participation and Student Experience), UCB gave a summary of ongoing conversations with the Head of Widening Participation, UoW:</p>		

	<ul style="list-style-type: none"> • UoW students, via Warwick Volunteers, would be working with year 11 students to offer support in Maths and English skills in the academic year 2022/23. Two UoW students had been employed to tutor UCB students on courses that have a Maths component, such as Nursing. • A meeting to discuss the launch of a joint IntoUniversity centre in South Birmingham had taken place. The Board was informed that IntoUniversity was a charity, running community centres in areas with low levels of HE progression in partnership with universities, utilising university students to tutor local students with the aim to increase the pipeline to Higher Education. <p>The Board noted the positive progression in this area and that there would be a time and monetary commitment to consider regarding the IntoUniversity project.</p> <p>b) UCB and UoW to plan two events for the official partnership launch with one to take place in the next three months and the other after summer.</p> <p>This action has been covered under item 035.</p>
031	<p>Chair's business</p> <p>No update was provided by the Chair.</p>
Validation Agreement	
032	<p>Progress towards operationalising the accreditation agreement</p> <p>The Director of Education Policy and Quality, UoW invited the Board to note the progress towards operationalising the accreditation agreement and to request approval of the new external examiner process:</p> <p>a) Overview of Partnership Progress</p> <p>The Director of Education Policy and Quality (EPQ), UoW provided assurance to the Board that the JAB's sub-group (Sub-JAB) continued to meet and work towards the running of the partnership which included the harmonisation of academic regulations, the approval of processes for programme review and scheduling periodic reviews. Current work had been centred on fully operationalising the partnership, including determining processes for student data sharing, certificate production, exam boards and ratifying awards.</p> <p>The Board received a summary of the ongoing development of the process for exam boards, which would see UCB run exam boards with two UoW colleagues in attendance as members, one of which would be an Accreditation Visitor or Link Tutor. A Link Tutor would be a member of UoW staff with relevant subject knowledge and their participation in exam boards was intended to provide subject level quality assurance which would then feed into institutional level assurance. Sub-JAB members had been working to devise a process in which the UoW Senate Sub-Group retained responsibility for ratifying awards while allowing results to be published in line with UCB's academic calendar and progression deadlines.</p> <p>b) External Examiners Process</p> <p>The Board considered the process for the nomination, approval, and submission of reports for External Examiners (EEs). The Director of EPQ reported that an interim solution was proposed during the teach out period with University of Birmingham (UoB), during which EEs would hold a dual appointment with UoW and UoB, and the UoB report template would be utilised. Following teach out, the process aligns with UoW's existing practices and would use the UoW EE report template. A summary of the EE reports would then be taken to the JAB for analysis in the autumn of each academic year.</p> <p>Decision: The Board recommended the approval of the External Examiner process and agreed that the Secretary present the process to the UoW Partnerships Committee on 17th May 2022 for final approval.</p>
Partnership Development	
033	<p>Overview of emerging collaborations and agreement for next priorities</p>

	<p>The Director of EPQ invited the Board to note the emerging collaborations across the partnership and provide a steer on prioritising specific collaborations.</p> <p>There had been four key areas of collaboration that had been given focus, as decided by the Board at the last meeting:</p> <p>1. Employability and Employer Engagement</p> <p>This area has been covered in detail under item 034.</p> <p>2. Widening Participation</p> <p>The Director of EPQ updated the Board on the joint project, funded by the Warwick International Higher Education Academy (WIHEA), involving academic staff, professional service staff and student co-creators at UCB and UoW. The project had been looking holistically at inclusive education and how it relates to teaching, learning, curriculum, and everyday life across both institutions. The project would conclude in June 2022 and outcomes would be available to be shared at the next JAB in October 2022.</p> <p>The Pro-Vice-Chancellor (Access, Participation and Student Experience), UCB updated the Board on UCB's approach to access which was being reviewed with a focus on attainment at a college level. The Board noted that UoW involvement in this area could be helpful, through research projects and student case studies. This work could also impact the wider region, as UCB students were based across the Midlands. This work would feed into the IntoUniversity project detailed under item 030.</p> <p>3. Supporting Maths Education</p> <p>The Pro-Vice-Chancellor (Access, Participation and Student Experience), UCB promoted the emerging positive relationship between UoW and UCB teachers. It was reported that students from UoW had aided UCB students with Covid-19 catch-up courses and there were plans for them to offer further support to other UCB students. UCB Covid-19 catch-up classes were ongoing (usually 10-15 students) and continued collaboration with Warwick Volunteers and the Centre for Teaching Excellence (CTE) would be welcomed.</p> <p>4. STEM Education Pathways</p> <p>The Executive Director, External Engagement, UCB reported that although some progress in this area had been made, the pace had been slow while the UCB engineering building was being built and academics were being appointed. The Board noted the significant potential for future collaboration.</p>
034	<p>Opportunities for collaboration in employer and business engagement</p> <p>The Executive Director, External Engagement, UCB and the Director of Business Relations, UoW gave an update to the Board noting that employer engagement was still evolving, and developments would be presented at a future meeting. Work progressing in this area was split into four themes:</p> <p>1. Degree Apprenticeships</p> <p>UCB had been working with Sam Hardy, Director of Flexible and Online Learning, UoW, and Sue Parr, Business Development Director, WMG, UoW on identifying Degree Apprenticeship progression routes. There had been ongoing work to establish a route for Level 4 UCB students to progress to UoW Level 6 apprenticeships. There had been discussions relating to the difference between required foundation level skills and planned mapping work between the offers at both institutions. This activity presented opportunities to link-up on graduate outcomes, Degree Apprenticeship Business Engagement, promotions and updates at regional events or joint events.</p> <p>2. Enterprise/Business Incubation</p> <p>A pilot Creative Future Incubator had been developed and would be open to recent UCB graduate applicants from hair, makeup, and prosthetics courses, enabling them to receive a £2k bursary to help develop their businesses. Plans had been made to open an incubator space in October 2022, with dual UoW/UCB branding. Local businesses were keen to be involved with perceived benefits for branding, employee pipelines and the fit</p>

	<p>with UoW's vision and innovation strategy. There had been concerns regarding resource as UCB does not have full time staff managing these projects. This would be reviewed in the future depending on the successes of the pilot and subsequent events.</p> <p>3. Esports</p> <p>UCB and UoW were working on locating a venue for the "Esports on the Move" event planned to take place over 11 weeks from July 2022. The event was intended to be a positive promotion of the partnership ahead of the Commonwealth Games 2022 and provide an opportunity to showcase the partnership in the centre of Birmingham.</p> <p>4. Joint collaborative offer on business engagement</p> <p>The approach to collaborating with businesses had so far been to react to opportunities as they arise. A joint conversation with Flybe had taken place and UCB would be taking this forward. There were different services UoW and UCB could offer as each institution boasts different strengths and therefore, during future conversations with businesses, both universities would be able to react to what is being presented and defer as necessary. Business engagement opportunities would be shared between the institutions, capitalising and promoting the different strengths of each partner.</p> <p>ACTION: Academic Partnerships Officer and Assistant Secretary, UoW to collate 4-5 case studies detailing outcomes of the emerging collaborations to be presented at the JAB in October 2022.</p>
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035	<p>Programme of Launch Events and Engagement</p> <p>The Board were updated on the two events planned to promote the partnership in 2022:</p> <ol style="list-style-type: none"> 1. An informal event on 16 June 2022 had been organised to raise awareness of the partnership and celebrate the first cohort of UCB students studying on UoW validated programmes. There would be an opportunity for photos and videos to further promote the partnership and would consist of approximately 50 students from different subjects across the February 2022 UCB intake as well as relevant UoW and UCB staff. <p>ACTION: Director Regional Strategy and Partnerships, UoW to invite Councillor George Duggins to the 16 June event to give a welcome.</p> <ol style="list-style-type: none"> 2. A formal launch of the partnership aimed at regional stakeholders had been in development, designed to showcase the joint UCB-UoW offering, partnership and the value added to both institutions. The Board agreed that the event would be planned for October/November 2022 and the event should focus on four themes from the emerging collaborations work. <p>ACTION: Executive Director, External Engagement, UCB to locate a venue and suitable time to host a formal launch event in October or November 2022</p> <p>ACTION: Create a working group with UCB and UoW colleagues to drive forward the October/November event preparations and invite businesses and key stakeholders, such as Andy Street, Mayor of the West Midlands</p>
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036	<p>AOB</p> <p>There was no other business reported.</p>
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CLOSED BY 12:00

Next meeting: 10:00, 28 October 2022, University College Birmingham

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
032 - Minutes of the Meeting Held on 4 February 2022	Decision: The Board approved minutes from the previous JAB meeting.		

032 – External Examiner process for UCB and UoW	Decision: The Board recommended the approval of the External Examiner process and agreed that the Secretary present the process to the UoW Partnerships Committee on 17 th May 2022 for final approval.		
034 - Opportunities for collaboration in employer and business engagement	ACTION: 4-5 case studies to be produced detailing the outcomes from emerging collaborations to be presented at the JAB in October 2022.	Dominic Sheehy, October 2022	Ongoing
035 – 16th June 2022 UCB/UoW celebration event	ACTION: Councillor George Owens to be invited to the 16 June event to give a welcome.	Andrew Todd, 16/06/2022	Completed
035 – Official partnership launch event	ACTION: Find a venue and suitable time to host a formal launch event in October or November 2022.	Jose Lopes, July 2022	Completed
035 – Official partnership launch event	ACTION: Create a working group with UCB and UoW colleagues to drive forward the October/November event preparations and invite businesses and key stakeholders, such as Andy Street, Mayor of the West Midlands	Dominic Sheehy, July 2022	Ongoing