

**UNIVERSITY OF WARWICK/UNIVERSITY COLLEGE BIRMINGHAM
JOINT ACCREDITATION BOARD
MINUTES OF THE MEETING HELD 10:00, 4 FRIDAY FEBRUARY 2022
SPACE 25, SCARMAN CONFERENCE CENTRE, UNIVERSITY OF WARWICK**

Present	Professor Michael Harkin	MH	The Vice-Chancellor and Principal, UCB (Chair)
	Professor Stuart Croft	SC	Vice-Chancellor and President, UoW
	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
	Kim Robinson	KR	Deputy Registrar, UCB
	Dominic Sheehy	DS	Academic Partnerships Officer and Assistant Secretary, UoW
Ref	Item		
012	<p>Chair's welcome and introduction</p> <p>It was reported to the Board that several personnel changes had taken place since the previous meeting.</p> <ul style="list-style-type: none"> • At UCB, Robin Dutton had retired as Executive Director of Higher Education Quality. • At Warwick, Maureen McLaughlin had left her post as Director of Education Policy & Quality to join Northumbria University as Academic Registrar. The Board thanked Maureen McLaughlin and Robin Dutton for their work, which had been instrumental to the establishment of the partnership and the strong working relationships established between UoW and UCB. • Dan Derricott had been appointed as the new Director of Education Policy and Quality at UoW and would lead on the management of the validation partnership, alongside Will Curtis, who would continue as academic lead • Lauren Baker (returned from parental leave) and Dominic Sheehy (new in post) would support the partnership from within Education Policy and Quality at UoW and provide Secretariat support to this Board as Secretary and Assistant Secretary, respectively. 		
013	<p>Apologies for absence</p> <p>Jane Furze, Director of MCI, Engagement Group, UoW (had been due to report on item 022)</p>		
014	<p>Declaration of interests</p> <p><i>Nothing to declare</i></p>		
015	<p>Minutes of the meeting held on 7 September 2021</p> <p>The minutes of the last meeting were approved with minor amendments.</p> <p>Decision: The Board approved minutes from the previous JAB (Joint Accreditation Board)</p>		
016	<p>Matters arising from the meeting held on 7 September 2021</p> <p>The Board acknowledged two actions arising from the previous meeting:</p>		

	<p>Amendments to the JAB agenda, Terms of Reference (ToR), and Schedule of Business (minute 004 015-JAB07092):</p> <ul style="list-style-type: none"> • The ToR were addressed in item 018. • The Secretariat would maintain the Schedule of Business which would include the items required for discussion by the terms of the Accreditation Agreement. • Two standing items had been added to the agenda regarding the approval of programmes and the notification of changes to UoW's academic regulations. These would be brought above the line when required. <p>A formal mechanism for the approval of new programmes (minute 009 015-JAB070921): Concluded under section 20</p> <p>It was noted that UCB are liaising with the Minister of State for Universities' diary manager to find a suitable date to help launch the partnership (minute 006 015-JAB070921).</p>
017	<p>Chair's business</p> <p>The Pro-Vice-Chancellor (Access, Participation and Student Experience) (UCB) provided an update on the recruitment of students onto UCB programmes validated by UoW. It was noted that 423 students were due to join in February (2022) with around 300 being international. A large majority of these students would come from Southeast Asia and India. It was noted that UCB had been working to create strong links with India and the UAE, with virtual offices in Delhi and Mumbai and the intention of establishing a wider geographical reach for recruitment.</p> <p>The three programmes with the largest intake in February were:</p> <ul style="list-style-type: none"> • BA/MA Culinary Arts Management. • MSc Hospitality with Tourism Management (options A & B). • BA Business Enterprise.
018	<p>Updated Terms of Reference and Membership</p> <p>The Director of Education Policy and Quality presented to the Board the updates to the ToR. The below were noted as changes:</p> <ul style="list-style-type: none"> • An update to reflect an expansion to the remit of the JAB. An additional responsibility had been added (e) with the intention of providing direction and oversight to the broader partnership and collaborations between the two universities beyond the core validation arrangement. • An updated list of members and attendees following staffing changes. • The inclusion of a quoracy limit. • The formal acknowledgement of the delegation of responsibility to the JAB's sub-group. <p>Decision: The Board approved the updated ToR for 2021-2022</p>
Validation of Programmes	
019	<p>Progress towards operationalising the accreditation agreement</p> <p>The Director of Education Policy and Quality provided assurance to the Board that the operationalisation of the accreditation agreement was moving forward as intended. The following were highlighted as key areas of work:</p> <ul style="list-style-type: none"> • A process to receive details of, and maintain records on, existing External Examiners who will hold dual appointments with UoW and the University of Birmingham, to nominate and appoint new External Examiners and for receiving and reviewing External Examiner reports. • Processes for sharing student data and producing award certificates. • Processes for the monitoring and review of UCB programmes.

	<p>The Pro-Vice-Chancellor (Curriculum, Teaching and Learning) (UCB) noted that discussions had started regarding joint UCB and UoW alumni, looking at the potential resources and support for these students. The board noted its concern at not wanting to annex graduates from their original university and the importance of how the messaging is handled. UCB informed the Board that there was a review of their existing alumni services and would work with the UoW team to integrate graduates that fall under the validation agreement correctly. It was proposed that a joint plan would be created, which UCB would lead on with oversight and input from UoW.</p> <p>The Board noted the good progress on the overall partnership and the intention for the priority areas of operationalisation to be complete for the larger September intake and first graduation in 18 months.</p>
020	<p>Outline approval of new programmes and major amendments</p> <p>The Pro-Vice-Chancellor (Curriculum, Teaching and Learning) (UCB) updated the board on the new process for the approval of new programmes, developed by the Sub-JAB and approved by Warwick's AQSC and Partnerships Committee. The process had been successfully used to approve the BA/FdA International Hospitality and Tourism Management (IHTM) programmes. It had been agreed by the Accreditation Visitors for this approval to proceed outside of the JAB to allow the approval to progress while a formal process was being established.</p> <p>The Board noted the approval of the BA/FdA IHTM by the Accreditation Visitors and they were thanked by UCB colleagues for their comprehensive feedback. The importance of the Sub-JAB in being able to resolve early issues and field questions outside of the main JAB was emphasised.</p> <p>In addition to the ad hoc proposals for new and revised programmes, it was reported that UCB undertook a planned schedule of re-validations and periodic reviews that would lead to revisions and reapproval of programmes. The programmes approved and listed in the Accreditation Agreement were on a five-year cycle of reviews and the UoW Accreditation Visitors would be asked to sit on review panels.</p> <p>UCB colleagues noted their intention to hold more on-site validation events going forward, which would be more conducive to discussions and open questioning.</p> <p>Decision: The Board approved the new process for the approval of new programmes</p> <p>Decision: The Board approved the proposed revisions to the BA/FdA in IHTM</p> <p>Decision: The Board approved the UCB schedule of periodic reviews and revalidations for 2021/22</p>
Partnership Development	
021	<p>Overview of emerging collaborations between the universities</p> <p>The Director of Education Policy and Quality invited the board to review the emerging collaborations (021-JAB040222{protected}) between the universities which detailed areas for development outside of the validation agreement. Many discussions were in an early stage, but due to the breadth of potential projects, a steer and focus on areas to prioritise was needed.</p> <p>Decision: The Board agreed to focus on four key areas: STEM Education, GCSE Maths support for local students, widening participation and employer and business engagement.</p> <ol style="list-style-type: none"> 1. STEM Education pathways <p>There had been significant investment in this area from UCB and initial discussions with UoW colleagues had indicated opportunities for progression, workstreams or interdisciplinary models.</p> 2. GCSE Maths support for local students <p>The Vice-Chancellor and Principal (UCB) proposed that UoW aid in supporting feeder schools in the local area to increase GCSE Maths grades. Joint evening or weekend sessions would improve the marks of the students on the C/D boarder line. All FE colleges must put students on Maths and English</p>

	<p>courses if they fall short of the required 4/C grade before they could continue with their course. Pilot sessions could be run in April or early May 2022 (before May exams), UCB could lead on this with the support from UoW, reaching out to volunteering societies (all DBS checked).</p> <p>Action: AW to draft a specification and share with UoW for potential links with the Widening Participation team and Warwick Volunteers.</p> <p>3. Widening Participation</p> <p>The Board noted the opportunity for further collaboration at A level stage leveraging UCB facilities and UoW support. The Board considered the possibility in the future for UoW to work with UCB in the branding, curriculum design and delivery of a local A level centre.</p> <p>4. Employer and Business Engagement</p> <p>The board noted the final area of focus would involve engaging with local employers and businesses, supporting their development and innovation, sharing learning and best practice, and informing development opportunities within universities' curricula.</p>
022	<p>Communications context overview for Warwick and UCB Partnership</p> <p>Colleagues at UCB and UoW had been working together to create an overall vision of how joint communications for the partnership would proceed. The Director of Education Policy and Quality presented the paper (022-JAB040222{protected}) that would guide joint communications going forward.</p> <p>Decision: The board approved the overall vision for the partnership communications</p>
023	<p>Official launch of the partnership</p> <p>The Board agreed that although there had been several opportunities planned to promote the partnership throughout the year such as a dinner and signage, a single, meaningful, and cohesive official launch should be agreed. Celebrating the first cohort of students would be a priority as well as promoting the digital art unveiling. It was agreed that this would happen within the next three months to catch the early momentum created by the first cohort of students arriving. A September event could also be planned as a supplementary occasion, with one event at UoW and one at UCB</p> <p>Action: UCB and UoW teams to plan two events for the official launch with one to take place in the next three months and the other after summer. One event should be at UoW and one at UCB.</p>
024	<p>Any other business</p> <p>The board noted the Vice-Chancellor and Principal's (UCB) update that the West Midlands Mayor, Andy Street, had outlined his response to the Government's 'Levelling Up' white paper, detailing a new devolution deal for the region. It would allow the West Midlands and Greater Manchester to be 'trailblazer' combined authorities allowing them to bid for more powers, possibly including full devolution of all 16-18 FE funding in the West Midlands.</p>
<p>CLOSED BY 12:00</p> <p>Next meeting: 10:00, 11 May 2022, University College Birmingham, Summer Row</p>	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
015 - Minutes of the Meeting Held on 7 September 2021	Decision: The Board approved the minutes from the previous JAB		

018 – Updated Terms of Reference and Membership	Decision: The Board approved the updated ToR for 2021-2022		
020 – Outline approval of new programmes and major amendments	Decision: The Board approved the new process for the approval of new programmes		
	Decision: The Board approved the approval of the BA/FdA in IHTM		
	Decision: The Board approved the UCB schedule of periodic reviews and revalidations for 2021/22		
021 - Overview of emerging collaborations between the universities	Decision: The Board agreed to focus on four key areas from the emerging collaborations document: STEM education, GCSE Maths support for local students, widening participation and employer and business engagement.		
	Action: AW to draft a specification and share with UoW for potential links with the Widening Participation team and Warwick Volunteers.	AW	Ongoing
022 - Communications context overview for Warwick and UCB Partnership	Decision: The board approved the overall vision for the partnership communications		
023 - Official Launch of the Partnership	Action: UCB and UoW teams to plan two events for the official launch with one to take place in the next three months and the other after summer. Once event should be at at UoW and one at UCB.	Committee members Spring 2022	Ongoing