

**UNIVERSITY OF WARWICK/UNIVERSITY COLLEGE BIRMINGHAM  
JOINT ACCREDITATION BOARD  
MINUTES OF THE MEETING HELD 11:00, 7 TUESDAY SEPTEMBER 2021  
ROOM 105, MOSS HOUSE, UNIVERSITY COLLEGE BIRMINGHAM**

<b>Present</b>	Professor Stuart Croft	SC	Vice-Chancellor and President, UoW (Chair)
	Professor Michael Harkin	MH	The 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
<b>Attending</b>	Lyudmyla Demchuk	LD	Academic Partnerships Coordinator, UoW
	Maureen McLaughlin	MMc	Director of Education Policy and Quality, UoW
	Kim Robinson	KR	Deputy Registrar, UCB
<b>Ref</b>	<b>Item</b>		
001	<p><b>Chair's welcome and introduction</b></p> <p>It was reported to the Board that the Accreditation Agreement had been signed in July 2021 and had been published on the JAB Teams site for members to view.</p> <p>The agreement stipulated that this Board would meet once per term. The purpose of the Board was to ensure that the validation arrangement progressed as anticipated and to provide strategic direction on the future development of the partnership.</p>		
002	<p><b>Apologies for absence</b></p> <p><i>None received</i></p>		
003	<p><b>Declaration of interests</b></p> <p><i>There were no declarations of interest</i></p>		
004	<p><b>Membership and Terms of Reference</b></p> <p>The role of the JAB, as outlined in the Accreditation Agreement (section 5.18) was reported to the Board</p> <p>The Board noted its role and the following comments were noted:</p> <ul style="list-style-type: none"> <li>• That the first annual Accreditation Visitor report was likely to be received at the Autumn 2022 JAB meeting;</li> <li>• That it would be beneficial for items (b) and (d) to be made standing items on the JAB agenda;</li> <li>• That Spring and Autumn JAB meetings would be the most appropriate for the receipt of the analysis of External Examiners' reports;</li> <li>• That Quoracy should be built into the JAB Terms of Reference;</li> <li>• That the role of the JAB as outlined above, should inform JAB agenda setting;</li> <li>• That item (e) will be included in the first meeting of Spring 2022 and will be revisited at the beginning of each formal intake;</li> </ul>		

	<ul style="list-style-type: none"> <li>• That the JAB would also be a vehicle for advocacy and promotion of the partnership and that this would be included in governance. Other committees should be included for operations purposes.</li> </ul> <p><b>DECISION:</b> The Board approved the JAB structure as outlined in the Accreditation Agreement and noted the comments from members.</p> <p><b>ACTION:</b> The JAB Secretariat to make amendments to the JAB agenda, Terms of Reference, and Schedule of Business to reflect these comments.</p>
005	<p><b>Appointment of Accreditation Visitor</b></p> <p>The Director of Education Policy and Quality informed the Board that an Accreditation Visitor should be appointed by UoW to oversee certain aspects of the UCB partnership, as outlined in the Accreditation Agreement. The Accreditation Visitor should be a senior academic member of UoW, appointed on the basis that they have the appropriate and relevant academic experience, acting as a link between the two parties. They should be a member of the JAB and provide an annual report on activities undertaken to the JAB. The Board noted the suitability of the Deputy Pro-Vice Chancellors for Education, Professor Will Curtis (Chair of the Partnerships committee and Co-Chair of AQSC) and Professor Andrew Clark (Co-Chair of AQSC).</p> <p><b>DECISION:</b> The JAB approved that the Deputy Pro-Vice Chancellors for Education (Will Curtis and Andy Clarke) would fulfil this role together to apportion the workload.</p>
<b>Substantive Items</b>	
006	<p><b>Chair’s Business</b></p> <p>The Chair informed the Board that Michelle Donelan, Minister of State for Universities, had written to UoW and UCB to express her delight in receiving news that the partnership between UoW and UCB had been agreed.</p> <p>The Minister noted in particular that:</p> <ul style="list-style-type: none"> <li>• The partnership would undoubtedly provide great benefit to both institutions, as well as the wider higher education (HE) sector;</li> <li>• Cooperation such as this was one of the driving factors behind the world-leading status of UK HE;</li> <li>• As they should be, the most significant beneficiaries of this relationship would be students;</li> <li>• That that the specialist vocational education University College Birmingham provided was well-paired with the wide reach of the University of Warwick;</li> <li>• That she would like to remain informed of developments and outcomes going forward.</li> </ul> <p><b>DECISION:</b> The JAB agreed that the Minister be invited to official opening in January 2022.</p>
007	<p><b>Headline report from Approval/Accreditation event</b></p> <p>The Director of Education Policy and Quality and the Deputy Pro-Vice Chancellor (Education, Quality and Standards) summarised the outcomes from the Approval and Accreditation Events (007-JAB070921).</p> <p>Notable strengths identified at the Approval Event on 24 May were as follows:</p> <ul style="list-style-type: none"> <li>• A clear and well-articulated vision, a strong record of external quality review, well managed quality assurance processes, a strong regional reputation among industry employers for producing high quality graduates good track record in meeting widening participating and BAME achievement targets.</li> <li>• A clear and effective academic management and deliberative structure and proactive student engagement in decision making.</li> </ul>

	<ul style="list-style-type: none"> <li>• A strategic fit with the University in terms of the focus on student experience and on work related learning.</li> <li>• Well-articulated academic regulations and supporting policies.</li> <li>• Learning and support facilities.</li> <li>• A strong commitment to student support as evidenced by dedicated support for work related learning, degree apprentice developments and the role of academic development tutor in managing the transition to higher education.</li> </ul> <p>At the Course Accreditation Event of 3 June, the Panel recommended full accreditation and validation of the courses proposed with no formal conditions of approval; this was subject to further developments in certain areas via an action plan to be monitored and reviewed by the Partnerships Committee and the JAB.</p> <p>Notable areas of strength were identified as:</p> <ul style="list-style-type: none"> <li>• The supportive environment and positive working relationships fostered between staff and students with a strong commitment to student engagement.</li> <li>• UCB's approach to engaging academic and professional staff in strategic developments and review.</li> <li>• Clear evidence of active stakeholder engagement with industry and employers in the region.</li> <li>• The value of practice-based, 'real-world' learning, teaching and assessment and the effective management and deployment of placements.</li> <li>• Commitment to widening access and participation across all courses.</li> <li>• Clarity of course regulations, promotional materials, programme, and module specifications.</li> <li>• Supportive culture of staff development and continuing professional development.</li> <li>• Highly valued and effective system for peer and formal observation of teaching.</li> <li>• Innovative pedagogies and online, student centred learning.</li> <li>• Targeted deployment of learning resources and student support.</li> </ul>
008	<p><b>Action Plan Update</b></p> <p>The Board received and noted a verbal update on the Action Plan from the Director of Education Policy and Quality. The Board noted the following key actions.</p> <p><b>Institutional level:</b></p> <ul style="list-style-type: none"> <li>• Colleagues in UoW's Research and Impact Services had been contacted to initiate the exploration and further development of the commitment to research ethics.</li> <li>• In 2021, UCB made the move from a management structure based on year groups to the introduction of course leadership, which should develop a stronger culture of course coherence and leadership and facilitate a deeper understanding of progression through the years of study.</li> <li>• The recognition that UCB should take appropriate steps to manage the potential logistical challenges of working with regulations associated with the teach out of University of Birmingham accredited courses simultaneously with the commencement of University of Warwick accredited courses. It was noted that it would be critical to ensure that these differences were clearly communicated to students and staff teaching on and supporting courses.</li> </ul> <p><b>Course Accreditation (to be resolved ahead of the January 2022 implementation):</b></p>

	<ul style="list-style-type: none"> <li>• The continued alignment of UCB and UoW policies and regulations where appropriate; to explore differing approaches to recognition of prior learning at level 7, which the Board noted had already been addressed by a shift in the UCB approach.</li> <li>• To deepen the approach to research ethics at UCB (as noted above) through the institutional level bridging with UoW’s Research and Impact Services.</li> <li>• To make clear to students how institutional processes governing complaints and appeals and Fitness to Practice aligned with one another. It was noted that a comparison between the complaints and appeals processes had been undertaken and that a meeting between the relevant teams at UCB and UoW was being sought, to ensure that appropriate signposting was in place and a mutual understanding of processes was developed.</li> <li>• The establishment of link tutor roles at course/departmental level to strengthen the partnership, working across the two institutions and underpinned by the dedicated central support based in EPQ.</li> <li>• For UCB to keep under careful review the practice of parallel teaching of UoB and UoW validated students and ensure that staff and students were made aware of the provenance of their awards. It was noted that UCB would make this clear in promotional materials and course handbooks for students and for staff.</li> <li>• The strengthening and deeper embedding of the role of programme leader at UCB, which would enable the link tutor roles to work more effectively.</li> <li>• Both institutions to continue to work towards a deeper understanding and consistency of assessment criteria and grade descriptors.</li> <li>• The development of an appropriate process for the approval of new courses and overarching monitoring and review of all accredited UCB provision.</li> <li>• In respect of two specific courses (BSc Accounting and Finance and MSc Enterprise Management), to undertake further work with academic colleagues in both institutions to resolve potential confusion between WBS and UCB programmes.</li> </ul>
009	<p><b>Mechanism for Approval of New Course Proposals</b></p> <p>Board members discussed the appropriate process for the consideration and approval of new course proposals from UCB.</p> <p>The Board noted the requirement to develop and agree an appropriate mechanism for new course approvals, which maintained the rigour of the UoW approach but recognised the internal rigour and approach of UCB. The Board was informed that this task was scheduled to begin in the autumn term and that it was intended for a process to be developed outside of the complexities of the UoW Course Approval system with input from the Partnerships Committee and Accreditation Visitor(s)</p> <p><b>ACTION:</b> A formal mechanism to be drafted with input and consideration from the UoW Partnerships Committee and AQSC.</p>
010	<p><b>Plans for Annual Review of UCB</b></p> <p>The Board discussed means by which an annual review of UCB might be incorporated into existing UoW processes.</p>

	<p>It was noted that UCB had a rigorous system of periodic review of its programmes for revalidation whereas, UoW courses were approved in perpetuity until it was decided to close them or where it was necessary to undertake external accreditation.</p> <p>The Director of Education Policy and Quality informed Board members that encompassing UCB within the Teaching Excellence Group (TEG) process on an annual basis would be explored. This would operate as a single entity where the Quality Assurance and Quality Enhancement aspects of the provision could be considered holistically, using the same approach utilised for academic departments in UoW.</p>
011	<p><b>Any Other Business</b></p> <p>The Director of Education Policy and Quality noted the need to be aware of OfS requirements in relation to validation arrangements.</p>
<p><b>CLOSED BY 13:00</b></p> <p><b>Next meeting: 10:00, 04 February 2022, University of Warwick</b></p>	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
004 – Defining the role of JAB	<b>DECISION:</b> The Board approved the JAB structure as outlined in the Accreditation Agreement and noted the comments from members.		
	<b>ACTION:</b> The JAB Secretariat to make amendments to the JAB agenda, Terms of Reference and Schedule of Business to reflect these comments.	JAB Secretariat February JAB Meeting	Completed
005 – Accreditation Visitor appointment	<b>DECISION:</b> The JAB approved that the Deputy Pro-Vice Chancellors for Education (Will Curtis and Andy Clarke) would fulfil this role together to apportion the workload.		
006 – Chair’s Business	<b>DECISION:</b> The JAB agreed that the Minister be invited to official opening in January 2022.		
009 – Mechanism for the approval of new Course Proposals	<b>ACTION:</b> A formal mechanism to be drafted with input and consideration from the UoW Partnerships Committee and AQSC.	EPQ and UCB Quality Leads  September	Completed