

**UNIVERSITY OF WARWICK/UNIVERSITY COLLEGE BIRMINGHAM
JOINT ACCREDITATION BOARD
MINUTES OF THE MEETING HELD 10:00, Friday 28 October 2022
BOARDROOM, 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
	Roberta Wooldridge Smith	CT	Interim Academic Registrar & Director of Student Opportunity, 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	Quality and Partnerships Development Manager and Secretary, UoW
	Paul Blagburn	PB	Assistant Director (Outreach), 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
	Eleanor Sanger	ES	Digital Resources Officer, UoW
	Dominic Sheehy	DS	Academic Partnerships Officer and Assistant Secretary, UoW
	Professor Pat Tissington	PT	Academic Director Employability & Skills, UoW
	Dr Andrew Todd	AT	Director, Regional Strategy and Partnerships, UoW
Ref	Item		
001	<p>Chair's welcome and introduction</p> <p>The Chair welcomed new and existing Board members and colleagues attending to present items:</p> <ul style="list-style-type: none"> • Professor Pat Tissington, Academic Director Employability & Skills, UoW, who would be a permanent addition to the JAB going forward, providing academic leadership to the wider partnership. • Paul Blagburn, Assistant Director (Outreach), UoW, who would be co-presenting a report on Widening Participation across the partnership (item 015). • Elanor Sanger, Digital Resources Officer, working in EPQ at Warwick and would be observing the meeting. <p>The Chair thanked Dr Chris Twine, Academic Registrar, UoW, for his support of the partnership. Chris had moved into another role and Roberta Wooldridge Smith would be added to the membership of the JAB as Interim Academic Registrar.</p>		
002	<p>Apologies for absence</p> <p>Apologies were received from Roberta Wooldridge Smith, Interim Academic Registrar, UoW. Dan Derricott, Director of Education Policy and Quality, UoW, would be deputising in Roberta's absence.</p>		
003	<p>Declaration of interests</p> <p>No new declarations were made.</p>		
004	<p>Minutes of the Meeting Held on 11 May 2022</p> <p>The Board approved the minutes of the last meeting with no amendments.</p> <p>Decision: The Board approved the minutes from the previous JAB (Joint Accreditation Board).</p>		

005	<p>Matters arising from the meeting held on 5 May 2022</p> <p>The Board acknowledged four actions arising from the previous meeting:</p> <ul style="list-style-type: none"> a) The Assistant Secretary (Dominic Sheehy, Academic Partnerships Officer, UoW) was asked to collate 4-5 case studies detailing the outcomes from emerging collaborations to be presented at the JAB in October 2022. <ul style="list-style-type: none"> • These case studies were extracted and detailed within the paper ‘Overview of Emerging Collaborative Activity’ (item 013). b) Andrew Todd was asked to invite Councillor George Duggins to the 16 June event to give a welcome. <ul style="list-style-type: none"> • Cllr George Duggins was invited to the event and gave a welcome alongside the two Vice-Chancellors. c) Jose Lopes was asked to find a venue and suitable time to host a formal launch event in October or November 2022. <ul style="list-style-type: none"> • The event would be taking place at UCB in Camden House, Engineering and Digital Centre and The Restaurant, Summer Row. Further details on the event will be presented under item 008, ‘Partnership Launch Event, 02 November 2022. d) The Assistant Secretary (Dominic Sheehy, Academic Partnerships Officer, UoW) was tasked with creating 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. <ul style="list-style-type: none"> • A working group was created to deliver the launch event; the group had been meeting regularly since June 2022. Further details on the event would be presented under item 015, ‘Partnership Launch Event, 02 November 2022. <p>The Director of Education Policy and Quality (EPQ), UoW noted the success of the joint event on 16 June 2022. The event was a ‘soft launch’ of the partnership, welcoming the first cohort of UCB students taking Warwick awards to the UoW campus.</p>
006	<p>Membership and Terms of Reference 2022/23</p> <p>The Director of Education Policy and Quality (EPQ), UoW, provided an update to the Board on the membership:</p> <ul style="list-style-type: none"> • Jose Lopes, Executive Director, External Engagement, UCB, in attendance. • Dr Andrew Todd, Director Regional Strategy and Partnerships, UoW, in attendance. • Roberta Wooldridge Smith, Interim Academic Registrar & Director of Student Opportunity, UoW, JAB member. <p>Decision: The Board approved the Membership and Terms of Reference for 2022/23</p>
007	<p>Chair’s business</p> <p>There were several updates provided by the Chair and members of the Board:</p> <ul style="list-style-type: none"> • Student recruitment <ul style="list-style-type: none"> ○ The Chair noted the positive start to the year evidenced by the large intake of UCB students in both higher and further education. UCB had seen an increase in international student applicants which could be attributed to the new partnership. • Initial Teacher Training (ITT) <ul style="list-style-type: none"> ○ UCB was unsuccessful in their application for Initial Teaching Training (ITT) reaccreditation with the Department for Education. Heads of Department at UoW had been in touch with UCB counterparts to collaborate in this space. An initial solution had been agreed for current PGCE UCB students, transferring to the equivalent UoW course until the end of their programme. This arrangement would be taken to the next Partnerships Committee for approval.

	<ul style="list-style-type: none"> ● Institutional Teaching and Learning Review (ITLR) <ul style="list-style-type: none"> ○ The Pro-Vice-Chancellor (Education), UoW, updated the Board on the Institutional Teaching and Learning Review taking place at UoW. ITLR takes place every five years and mobilises the whole university, including both professional support services and academic departments. It informs the UoW Education Strategy and performs an important quality assurance function. Key themes include blended learning, interdisciplinarity and education for sustainable development. ● Widening Participation <ul style="list-style-type: none"> ○ The Assistant Director (Outreach), UoW, updated the Board on the progress towards improving access to higher education in the widening participation space over the previous five years. UoW had been accepting a record number of students from the bottom quintiles and were now seeing BAME student numbers from those quintiles increase. UoW had a strong regional focus driving this work in this space, which stretches from increasing access to university education and providing support for students whilst studying at university. A more thorough update will be covered under item 015. ● The Warwick Award <ul style="list-style-type: none"> ○ The Academic Director (Employability & Skills), UoW, updated the Board on the Warwick Award, which had established a set of core skills with the intent to embed them into the student experience. Students reflect on their skills gained from their core curriculum and extra curricula activities, map their progress, and chart their development. The pilot phase of the award was ongoing. ● UCB Engineering course and facilities <ul style="list-style-type: none"> ○ The Chair updated the Board that UCB had launched a new Engineering course with an intake of 160 students. Development of the James Cond building to expand their offering in this space was underway.
Launch of the Partnership	
008	<p>Partnership Launch Event, 02 November 2022</p> <p>The Director, Regional Strategy and Partnerships, UoW and the Executive Director, External Engagement, UCB provided an update on the preparations for the official partnership launch event taking place in November 2022. It was reported that:</p> <ul style="list-style-type: none"> ● There would be two main aims of the event: to set the scene and intention of the partnership going forward, and to promote and celebrate the partnership and its current achievements. ● Key stakeholders from the region had been invited based on relevance to the partnership’s focus on widening participation, student pathways, and impact on local businesses. ● A promotional video introducing the partnership had been created and was shown to the Board. The vision for the partnership was summarised in the video as ‘People, Place and Partners’. ● There would be 67 attendees, with a post-event communication plan in place and a press release organised to maintain engagement and connections.
Validation of Programmes	
009	<p>Overview of all module changes</p> <p>The Board was invited to note an overview from the Pro-Vice-Chancellor (Curriculum, Teaching and Learning), UCB, of all UCB module changes from the previous academic year:</p> <ul style="list-style-type: none"> ● All UCB module leaders undertake a holistic review of the performance of their modules yearly which includes student feedback. This informs proposed yearly changes either by the department or the executive management team.

	<ul style="list-style-type: none"> • The decision was taken previously that these changes would not need to be approved by UoW individually and instead a report to the Joint Accreditation Board (JAB) during the first meeting of the academic year would provide suitable quality assurance. • If a module change would impact upon a UoW award, the Accreditation Visitor would be invited to the UCB Validation and Approvals committee for oversight and input.
010	<p>Re-validation and periodic review schedule</p> <p>The Board noted the report from the Pro-Vice-Chancellor (Curriculum, Teaching and Learning), UCB, providing a schedule of re-validations and periodic reviews for UCB programmes validated by UoW for the upcoming year.</p> <p>This work will feed into the UCB five-yearly periodic review, allowing programme teams to review the performance of programme based on student and external examiner feedback. These newly refreshed programmes would then be brought to the UCB Validation and Approvals committee.</p>
010	<p>Operationalisation of the Accreditation Agreement Update</p> <p>The Director of Education Policy and Quality (EPQ), UoW provided assurance to the Board on the progress towards operationalising the partnership.</p> <p>After a full year of collaboration, most of the administrative and policy work needed to drive the accreditation agreement had been implemented or was in the final stages before completion. This included processes to manage course approvals, external examiners, student complaints, student and course data, the role of a Link Tutor (item 012), exam boards and ratification of awards (item 013), the conferral of awards, transcripts and certificates.</p> <p>The focus for the 2022-23 academic year would be to align and enhance the quality, monitoring and review elements of the agreement.</p>
012	<p>UoW Link Tutor Role and Responsibilities</p> <p>The Director of Education Policy and Quality (EPQ), UoW provided an overview of the proposed Link Tutor role for consideration and approval:</p> <ul style="list-style-type: none"> • The Link Tutor role was designed to provide added value to the partnership through academic insight, whilst providing programme level quality assurance for UoW. • The role would allow the UoW Accreditation Visitor to maintain a higher level of oversight, performing an institutional quality assurance function. • The role would increase resilience across the partnership by spreading out knowledge (of the partnership) and responsibilities across multiple colleagues. • Proposed Link Tutors would be selected from current UoW staff and brought to the Sub-JAB for an initial review. <p>The Chair welcomed the new role and noted the overall benefits to both parties and the students.</p> <p>Decision: The Board approved the UoW Link Tutor Role.</p>
013	<p>Exam Board and Graduation Process for Validated Awards</p> <p>The Director of Education Policy and Quality (EPQ), UoW updated the Board on the new exam board and graduation process for UCB students studying towards UoW awards:</p> <ul style="list-style-type: none"> • The first round of exam boards for UoW awards would take place in February 2023. • Where UCB exam boards consider the award of UoW awards, the membership would include one academic colleague (UoW) and a nominee of the Director of EPQ (UoW) to give assurance to UoW and its governing bodies of the exam board processes and quality standards.

- It was intended that the new Link Tutor role would fulfil the position of ‘academic colleague’ from UoW and they would submit recommended outcomes and a report to UoW Senate Sub-Group (SSG) to facilitate consideration of the ratification of awards.
- Until Link Tutors are in post, the Accreditation Visitors would cover these duties.
- UCB would continue to run their graduation ceremonies according to their usual processes however, UoW would require a presiding officer to be present.

The Board agreed that the proposed process was pragmatic and allowed UoW to embed quality assurance measures and gain oversight of all UoW degrees without disrupting UCB procedures.

Decision: The Board **approved** the Exam Board and Graduation Process for Validated Awards

Partnership Development

014

Overview of emerging collaborative activity

The Director of Education Policy and Quality (EPQ), UoW provided an overview of collaborations outside of the core validation agreement:

a) STEM Education Pathways

- Conversations were taking place between WMG, the Work Based and Professional Learning (WBPL) team and colleagues at UCB regarding apprenticeships and pathways involving courses in: Cyber Security, Engineering, Business, Food Engineering and Construction. Conversations were in an early stage however, progress is being made towards mapping programmes, routes for students and accreditation.
- There was scope for this work to include CPD opportunities for staff and tripartite collaborations with Harper Adams University.
- Work in this area would be brought back as a separate item at a future JAB.

b) Supporting Maths Education

- Through the UoW placements office, UoW students studying Maths at an Undergraduate level taking a 30-credit Introduction to Teaching Maths module, would be taking up seven-day placements in term two at UCB to support HE students on programmes such as Nursing.
- Conversations were ongoing regarding UoW students offering one to one support for UCB FE students; a barrier being that UoW students need to travel to UCB.
- A long-term plan would be for UoW and UCB to work together strategically to enhance the Maths curriculum and to tie this in with new UCB Engineering programmes.

The Board agreed that Supporting Maths Education should be given more focus and made a key priority area. UCB would welcome further collaboration in this space and the Board agreed that there was scope to expand the partnership further in this area.

c) Creative Futures & Business Incubation

- UCB launched their Creative Futures Incubator (pilot) on 3rd October 2022, offering six months support to 7 graduate businesses including a 2k grant and £500 towards marketing costs.
- UCB had provided further support by creating an incubator space on their campus.
- Funding for the pilot had been provided by research England until June 2023. UCB would need to look at how to fund future programmes and use the outcomes and impact of the pilot to secure this in the 2023/24 academic year for 2024/25.
- A review of the pilot would take place in 2023 and would focus on the student experience, outcomes, and the impact on the Birmingham area.
- Work in this area would be brought back as a separate item at a future JAB.

	ACTION: Academic Partnerships Officer and Assistant Secretary, UoW, to work with, Pro-Vice-Chancellor (Curriculum, Teaching and Learning), to update UCB contact details included in the emerging collaborative activity report.
015	<p>Widening Participation Activity 2022-23</p> <p>The Pro-Vice-Chancellor (Access, Participation and Student Experience), UCB and Assistant Director (Outreach), UoW provided an overview of Widening Participation activity taking pace across the partnership and plans for the 2022-23 academic year:</p> <ol style="list-style-type: none"> UCB and UoW made commitments that the partnership would support widening participation and the wider agenda (over the entire student lifecycle) in their Access and Participation Plan submissions. Plans for a joint UCB and UoW IntoUniversity centre in south Birmingham were in an advanced stage; both UCB and UoW hoped that sign off on the project would be imminent. The Practising Inclusive Education group project funded through the WIHEA (Warwick International Higher Education Academy) External Collaboration Fund was progressing well with opportunities for joint research emerging. Outcomes from this group would be brought back at a future JAB.
016	<p>Any other business</p> <p>The Pro-Vice-Chancellor (Access, Participation and Student Experience), UCB, started a dialogue focusing on the branding of the wider partnership, joint recruitment, and signposting students to UCB courses.</p> <ul style="list-style-type: none"> An approach was proposed, whereby unsuccessful UoW student applicants, particularly from lower income households, would be signposted to relevant UCB programmes. It was suggested that a joint effort to promote study opportunities at an earlier stage of the process such as schools and within the local area could be a better route, rather than creating a process after students have applied. It was reported that strong recruitment onto UoW validated programmes was due to the partnership, particularly for international students. A focus for the future would be to attract more local and UK based students. UCB were conducting research into how students perceive the partnership and would feed this back at a future meeting. <p>The Chair noted the positive UCB Annual Report and Financial Summary 2022, which detailed significant growth taking place across the institution.</p> <p>The Chair formally thanked Kim Robinson, Deputy Registrar, UCB, for her work on the partnership and at UCB, who would be leaving to take up a new position in the Education Policy and Quality team at UoW.</p>
<p>CLOSED BY 12:00</p> <p>Next meeting: 10:00, 03 March 2022, Via Microsoft Teams</p>	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
004 - Minutes of the Meeting Held on 11 May 2022	Decision: The Board approved minutes from the previous JAB meeting.		
006 – Membership and Terms of Reference 2022/23	Decision: The Board approved the Membership and Terms of Reference for 2022/23		

012 - UoW Link Tutor Role and Responsibilities	Decision: The Board approved the UoW Link Tutor Role		
013 – Exam Board and Graduation Process for Validated Awards	Decision: The Board approved the Exam Board and Graduation Process for Validated Awards		
014 – Overview of emerging collaborative activity	ACTION: Dominic Sheehy to work Elaine Penn to update UCB contact details included in the emerging collaborative activity report	Dominic Sheehy, Dec 2022	Complete