



ACADEMIC BOARD

2 May 2018

MINUTES

PRESENT¹:

Provost (Chair)

Ms Sarah Al-Aride; Ms Wendy Appleby; Professor Jonathan Ashmore; Dr Paul Ayris; Professor Gillian Bates; Professor Matthew Beaumont; Professor Stephanie Bird; Professor Martin Bobak; Professor David Bogle; Dame Nicola Brewer; Professor Robert Brownstone; Professor Stella Bruzzi; Professor Neil Burgess; Dr Ben Campkin; Dr Celia Caulcott; Dr Ben Clifford; Dr Alun Coker; Professor Susan Collins; Dr William Coppola; Professor Nicola Countouris; Ms Sonja Curtis; Professor Izzat Darwazeh; Dr Rachele De Felice; Dr Vanessa Diaz; Professor Annette Dolphin; Dr Karen Edge; Professor Andrew Edkins; Professor Piet Eeckhout; Professor Susan Evans; Professor Elizabeth Fisher; Professor Maria Fitzgerald; Professor Becky Francis; Dr Richard Freeman; Dr Martin Fry; Professor Mary Fulbrook; Dr Andrew Gardner; Professor Derek Gilroy; Professor Eric Gordy; Professor Elizabeth Graham; Ms Jessica Gramp; Professor Andrew Green; Professor Lee Grieveson; Dr Jennifer Griffiths; Professor Patrick Haggard; Professor Mordechai Haklay; Professor Michael Hanna; Professor Michael Heinrich; Dr Arne Hofmann; Ms Lori Houlihan; Professor Benjamin Kaplan; Ms Iida Kayhko; Professor Robert Kleta; Mr Rex Knight; Professor Martin Koltzenburg; Dr Patty Kostkova; Dr Sarabajaya Kumar; Professor Paola Lettieri; Professor David Lomas; Dr Helga Luthersdottir; Ms Collette Lux; Professor Gesine Manuwald; Professor John Martin; Professor Robin McAnulty; Professor Neil Millar; Professor John Mitchell; Professor Gudrun Moore; Professor Ruth Morgan; Professor John Mullan; Dr Mark Newman; Professor Mignon Nixon; Mr Angus O'Brien; Professor Moses Oketch; Professor Norbert Pachler; Professor Enrico Palandri; Professor Ivan Parkin; Professor Alan Penn; Dr Hynek Pikhart; Professor David Price; Professor Sarah Price; Mr Kieren Reed; Professor Geraint Rees; Professor William Richardson; Professor Miguel Rio; Ms Fiona Ryland; Dr Benet Salway; Professor Vieri Samek-Lodovici; Professor Rose Marie San Juan; Professor Ralf Schoepfer; Professor David Selwood; Professor Sonu Shamdasani; Professor David

¹ An attendance sheet was circulated for signature at the meeting. Any colleagues present who did not sign the sheet and whose names are therefore not recorded as present are invited to notify the AB Secretary's office (e-mail – academic.services@ucl.ac.uk) so that their names can be included in the record when these Minutes are confirmed at the next scheduled meeting of AB.

Shanks; Professor Elizabeth Shepherd; Dr Bill Sillar; Dr Christophe Soligo; Dr Uta Staiger; Professor Michael Stewart; Professor Melvyn Stokes; Professor Judith Suissa; Professor Alan Thompson; Professor Jon Thomson; Professor Nigel Titchener-Hooker; Mr Simon To; Professor Derek Tocher; Professor Phiroze Vasunia; Dr Nalini Vittal; Mr Martin Walsh; Professor David Wengrow; Ms Breege Whiten; Professor Andrew Wills; Dr James Wilson; Professor Maria Wyke; Dr Stan Zochowski

In attendance: Mr Derfel Owen (Secretary to Academic Board); Ms Anne Marie O’Mullane (Governance and Secretariat Manager); Miss Karen Brodie (Global Engagement Office); Dr Jamie Brown (Institute of Epidemiology & Health); Dr Rebecca Caygill (Communications & Marketing); Dr Claire Garnett (Institute of Epidemiology & Health); Dr Kersti Karu (Chemistry); Ms Natasha Lewis (Finance & Business Affairs); Dr Michail Stamatakis (Chemical Engineering)

Apologies for absence were received from: Dr Simon Banks; Dr Yasminah Beebeejaun; Professor Douglas Bourn; Professor Claire Carmalt; Professor John Collinge; Professor Peter Earley; Professor Frances Edwards; Professor Piet Eeckhout; Dr Melanie Ehren; Professor Nick Freemantle; Professor Helen Hackett; Dr Evangelos Himonides; Dr Lily Kahn; Sandra Leaton Gray; Dr Dewi Lewis; Professor Gary Lye; Professor Alejandro Madrigal; Dr Jenny Marie; Professor Charles Marson; Professor Usha Menon; Professor Robert Mills; Dr Andy Pearce; Professor Helen Roberts; Dr Alexander Samson; Professor Rebecca Schendel; Professor Jonathan Schott; Professor Mala Shah; Professor Trevor Smart; Professor Anthony Smith; Professor Sarah Spurgeon; Ms Sherrill Stroschein; Ms Emanuela Tilley; Dr Hans van de Koot; Dr Rosie Peppin Vaughan; Professor Sarah Walker; Professor Susan Ware; Professor Dominic Wyse.

<i>Key Abbreviations</i>	
AB	Academic Board
FAQ	Frequently asked questions
GCAB	Governance Committee of Academic Board
HE	Higher Education
IPR	Intellectual Property Rights
KPI	Key Performance Indicator
OfS	Office for Students
SMT	Senior Management Team
TEF	Teaching Excellence Framework
UCLB	UCL Business
USS	University Superannuation Scheme
UUK	Universities UK
VP	Vice-Provost

Preliminary Business

1. MINUTES OF 17th JANUARY 2018 MEETING

1.1 The minutes of the 17th January 2018 meeting were approved.

2. MATTERS ARISING

- 2.1 It was noted that Item 17, Annual Report of Academic Committee: Session 2016-17, was a matter arising from the AB meeting on the 17th January 2018.

Matters for Discussion

3. Provost's Business

3A. SMT Away Day

- 3A.1 The Chair of the OfS, Sir Michael Barber, was a guest at the SMT Away Day. It was an excellent opportunity to hear the views of the Chair of the OfS on the HE sector and he was complimentary about UCL. The focus of the Away Day was improving education and the student experience at UCL. The Vice-Provost Education's team has modelled potential outcomes for the subject-level TEF and the results showed the need for greater attention to the student experience. This was a matter that AB would focus on at its first meeting in 2018/19.

3B. Recently Asked Questions and Factual Information

- 3B.1 The Recently Asked Questions and Factual Information documents that had been circulated to Academic Board members would be appended to the 2nd May 2018 minutes.

3C. UCL East

- 3C.1 Outline planning had been approved and the invitation to tender for MG1 had gone out. UCL was awaiting an announcement on the award of a governmental grant that would assist with building UCL East. A number of academic presentations were planned for this meeting of AB, however, due to the busy schedule for this meeting, they had been deferred.

3D. Vice-Provost (Operations)

- 3D.1 The VP (Operations) was due to retire at the end of the year. One AB member had written to the Provost expressing views on the process for appointing the VP (Operations) replacement. The Provost explained that he was currently consulting with colleagues about the future of the role and the way in which central professional services would be led and managed in the future. The Provost invited members of AB to contact him with any views they have about the role. There was some discussion on AB involvement in recruitment of VPs. It was confirmed that VP appointments were appointments of Council.

4. USS PENSIONS SCHEME AND ACCURATELY REPRESENTING THE POSITION OF UCL TO UNIVERSITIES UK

- 4.1 Dr Alun Coker presented the paper 'USS Pensions Scheme and Accurately Representing the Position of UCL to UUK'. The paper was prompted by the two occasions when the SMT, represented by the Director of Finance, responded to consultations by the UUK on the USS Pensions Scheme. The structure of the consultation process meant that the communications were presented as views of UCL. However, it was noted that the wider staff community had not been involved in the process of agreeing UCL's position.
- 4.2 The Provost noted that it was custom and practice for the accountable officer (the Provost) to respond to consultations. The Director of Finance responded to these consultations in the accountable officer's name. However, the Provost accepted responsibility for not bringing the matter to AB and would bear this in mind for the future.
- 4.3 During discussion, a concern was expressed whether there was a need to consult with members of the Institution as was set out on the first page of the paper and whether if there was disagreement with proposals whether it would paralyse UCL from communicating "the view of the University". It was confirmed that this was not the intention of the motion which proposed consultation with AB in order that it could represent the views of AB to Council.
- 4.4 AB undertook a vote by show of hands on the following motion:
- a) This fact (that the 2014 and 2017 responses to UUK consultations on the USS pensions scheme are not the views of the Institution) is promptly communicated to UUK by UCL's SMT/Phil Harding, and that a report of this communication is returned to the next meeting of Academic Board;
 - b) Any future communication with UUK claiming to represent the University on *decisions* that will directly affect the terms and conditions of service of academic staff must be notified to Academic Board, so as to consult it in advance;
 - c) Where no such consultation has taken place, then no view must be returned as the view of the University;
 - d) Where the view of SMT differs to that of the Academic Board, any reporting must use the following form of words "This is the view of SMT, not of the university, and SMT is not a formal or statutory committee of the university".
- 4.5 The vote by show of hands overwhelmingly supported the motion.

5. UCL'S CODE OF PRACTICE ON FREEDOM OF SPEECH AND THE PROCEDURE FOR THE MANAGEMENT OF EVENTS THAT INCLUDE EXTERNAL SPEAKERS

- 5.1 Ms Wendy Appleby, the Registrar and Head of Student & Registry Services, presented a re-drafted Code of Practice on Freedom of Speech along with a separate Procedure on the Management of Events that include External Speakers. Changes included moving process related matters out of the policy and into the

procedure. Following discussion of the matter at GCAB, the word 'academic' was removed from before the phrase 'freedom of speech'.

- 5.2 Many comments and queries from Academic Board members focussed on how the procedure would operate for events that were linked with delivery of the curriculum and did not use the room-bookings system to book rooms or academic conferences, where often the speakers had not been selected yet.
- 5.3 While the Policy was supported by AB, it was agreed that the operation of the procedure for events not using centrally bookable rooms and academic conferences would be developed further and would be brought back to AB for further consideration. Interested AB members could input into this process.

6. INTELLECTUAL PROPERTY RIGHTS POLICY

[Paper 5-34, 2017-18]

- 6.1 Dr Celia Caulcott, VP (Enterprise and London) presented the paper on the reconstituted IPR policy and associated FAQ document. The re-constituted IPR policy proposed to combine two separate IPR policies, one for staff and one for students. AB at its meeting on the 11th October 2017 requested that a Working Group of AB be established to consider the draft policy and that further consultation take place. A working group was established and the proposed policy and FAQ document was a culmination of the work undertaken by the working group. The IPR Working Group was thanked for its efforts.
- 6.2 AB welcomed the FAQ document and following discussion it was agreed that the IPR Working Group would remain constituted to consider new and emerging FAQs. The Working Group would have the power to take decisions to update the FAQ document unless the Working Group felt that the matter should be escalated to AB for consideration.
- 6.3 It was noted that while Lecture Capture fell outside the IPR policy, it was an important issue. It was agreed that a working group of AB on the functioning of lecture capture at UCL should be established. The matter would be brought back to Academic Board at its next meeting for report under Matters Arising.
- 6.4 **RESOLVED:**

AB resolved to endorse the policy and recommend to Council that the clarified IPR Policy to Council be approved.

7. UCLB UCL RELATIONSHIP REVIEW

[Paper 5-35, 2017-18]

- 7.1 Dr Celia Caulcott, VP (Enterprise and London), presented a paper outlining the heads of terms for a renewed relationship between UCL and UCLB, which was supported by a financial model that increased funding from UCL to UCLB and a set of KPIs that would be considered for approval by Council.
- 7.2 This approach was intended to encourage a return from UCLB to UCL and an improved understanding of the flow of technologies and IPR between UCL and

UCLB. UCLB would remain a wholly owned subsidiary of UCL and the Board of UCLB would be accountable to UCL for its performance. There was a discussion on the critical role of Business Managers as the productive unit of UCLB and the purpose for the development of the Heads of Terms. The latter was the initial step in the journey of refreshing the relationship between UCL and UCLB.

8. CITIES PROGRAMME

[Paper 5-36, 2017-18]

- 8.1 Dame Nicola Brewer, Vice-Provost (International) presented an update on the UCL City Specific Funding Programme (Cities Programme) purpose & preparations. The Cities Programme was a cross-UCL initiative that supported, funded and promoted the research and teaching that UCL academics undertook with partners in key international urban locations. It would start in Europe as a counterpoint to the UK leaving the EU.
- 8.2 The Cities programme encompassed three parts. Firstly, there would be seed-funding for academic partnerships across three years, supporting UCL academics to start new projects and develop existing work with their partners in the selected locations. Secondly, there would be a curated series of local public activities and events and thirdly, there would be wraparound activity that would include engagement with alumni, prospective students and the media. There would be an Academic Director appointed for each city and recruitment for two of the Academic Director roles was due for completion shortly.
- 8.3 During discussion it was emphasised that there was a great opportunity for the programme to link with the UCL Urban laboratory. It was noted that this was only one aspect of UCL's approach to mitigating the impacts of Brexit and it provided an early opportunity and pathway to deepen and sustain partnerships with key universities. In relation to student recruitment, the Academic Director for the city would develop an academic theme and academic activity; there would be wraparound activity involving recruitment and alumni engagement. The VP (International) welcomed any further comments AB members may have.

OTHER MATTERS FOR APPROVAL OR FOR INFORMATION
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9. Diversity of External Members of Council

[Paper 5-37, 2017-18]

- 9.1 **Received** – a note from GCAB on the professional diversity of UCL Council external members.

10. National Student Survey & Teaching Excellence Framework Update

- 10.1 This oral update item was not presented due to lack of time.

11. School of Life and Medical Sciences Annual Report

[Paper 5-38, 2017-18]

- 11.1 **Received** – the SLMS Annual Report reporting on activities and performance of SLMS since its last report in February 2017.

12. Amendment to the Name of UCL Institute of Neurology

[Paper 5-39, 2017-18]

- 12.1 **Received** – a proposal for recommendation to Council, to change the name of the UCL Institute of Neurology to the UCL Queen Square House Institute of Neurology with effect from the start of the academic year (2018-19).

13. Report on Regulations for Management

[Paper 5-40, 2017-18]

- 13.1 **Received** – a proposal to make changes to the Regulations for Management.

14. Charter and Statutes Working Group

[Paper 5-41, 2017-18]

- 14.1 **Approved** – the terms of reference for the Academic Board Charter and Statutes Working Group and noted the membership of the Working Group.

15. Academic Board Elections

[Paper 5-42, 2017-18]

- 15.1 **Received** – a report on the outcome of the elections to Academic Board (2018 – 2020), from Academic Board to Council (2018 – 21) and on progress with elections from Academic Board to other bodies.
- 15.2 **Agreed** – in view of the provisions of regulation 3.2(h) of the Regulations of Management, that the non-academic staff members listed in Appendix 2 of Paper 5-42 be elected to Academic Board for the period 2018-20.

16. Tenure of Membership of GCAB

[Paper 5-43, 2017-18]

- 16.1 **Agreed** – to the proposals on the tenure of the different categories of GCAB members as set out in Paper 5-43.

17. Annual Report of Academic Committee: Session 2016/17

[Paper 5-44, 2017-18]

17.1 **Received** – the updated Annual Report of Academic Committee: Session 2016/17.

18. Minutes of Council

[Paper 5-45, 2017-18]

18.1 **Received** – the Council Minutes for the meetings 25 October 2017, 23 November 2017 and 30 January 2018.

19. Minutes of GCAB

[Paper 5-46, 2017-18]

19.1 **Received** – the minutes of GCAB held on the 8 January 2018.

20. Awards to UCL Staff

[Paper 5-47, 2017-18]

20.1 **Received** – details of awards, appointments, elections and honours relating to UCL staff since the last report to UCL.

21. List of recent appointments

[Paper 5-48, 2017-18]

21.1 **Received** – a list of appointments (i) of Heads of Academic Departments, and (ii) to established Chairs tenable at UCL.

22. Chair's action (including Academic Board Working Groups on Established Chairs and Readerships)

[Paper 5-49, 2017-18]

22.1 **Received** – a note of action taken by the Chair on behalf of Academic Board since the last report.

23. Dates of meetings in the coming year

23.1 Upcoming dates of Academic Boards meetings as follows:

- Autumn 2018: Tuesday 23rd October 2018, 2.00 – 4.00, Venue TBC
- Spring 2019: Wednesday 6th February 2019, 2.05 – 4.00pm, Christopher Ingold Building, Auditorium XLG2
- Summer 2019: Wednesday 15th May 2019 2.05 – 4.00pm, Christopher Ingold Building, Auditorium XLG2