

**AGENDA**

**For the meeting on Wednesday 7 December 2016 at 3pm in the Management Seminar Room (MX 001)**

Refreshments will be available from 2.30pm outside the Management Seminar Room (MX 001)

Members are reminded that the items of business in Parts C and Part D are starred. This means that those items will be taken as read, and approved or noted as appropriate, without discussion, unless any are unstarred by members contacting the Secretary by **5pm on Friday, 2 December 2016**.

Those papers not attached will be circulated shortly. Late papers circulated after the deadline for unstarred will be unstarred.

**FORMAL BUSINESS**

**1. WELCOME AND APOLOGIES**

**2. MINUTES**

To confirm the Minutes of the meeting held on **Monday 5 September** (M16/121-M16/136) and **Thursday 27 October 2016** (M16/137-M16/166).

Attached

**3. MATTERS ARISING**

No matters arising.

**4. ACTIONS TAKEN BY THE CHAIR**

The Principal agreed amendments to the Fitness to Practice procedures on 12 July 2016.

Attached

**5. UNSTARRING OF ITEMS**

To note the unstarred of any Part C or D items.

**6. FORMAL REPORTS**

6.1 Principal's Report

To receive an oral report from the Principal.

6.2 Reports from the Deputy Principal and the Vice-Principals

To receive oral reports, which will be reported to Council for information, from the Deputy Principal and the Vice-Principals summarising key business undertaken in their areas.

6.3 Report from the Students' Union President

To receive an oral report from the Students' Union President.

6.4 Report from the Council

To receive an oral report from the Academic Board representative on Council on the Council meeting held on 24 November 2016.

To receive the minutes of the Council meetings held on 11 May and 6 July 2016.

AB/16/47  
a&b

## **PART B: MAJOR ITEMS OF BUSINESS**

- 7. THE ROYAL HOLLOWAY AND BEDFORD NEW COLLEGE BILL 2017**
- To receive an update on the final Private Bill and to receive information on the Charity Commission Scheme AB/16/48  
*To follow*
- 8. COLLEGE RANKINGS WORKING GROUP**
- To receive a report from the working group tasked to address the College's position in league tables AB/16/49
- 9. STUDENT FIRST**
- To receive an update about the Student First project AB/16/50
- 10. TEACHING EXCELLENCE FRAMEWORK**
- To receive an update on the Teaching Excellence Framework submission AB/16/51a
- To consider the consultation questions from the Department for Education about Subject Level TEF AB/16/51b
- 11. QUALITY ASSURANCE**
- To receive a report on the process and work undertaken to enable Council to provide the assurances required by HEFCE as part of College's Annual Accountability Statement. AB/16/52
- 12. STUDENT RECRUITMENT**
- To receive a report on the student intake numbers for 2015-16. AB/16/53
- 13. REGULATIONS**
- To receive a report on the suspension of undergraduate and postgraduate regulations in 2015-16. AB/16/54
- 14. COLLEGE BOARD OF EXAMINERS EXECUTIVE COMMITTEE**
- To receive a report on the key areas of business considered by the College Board of Examiners Executive Committee during 2015-16. AB/16/55
- 15. DATES OF TERM**
- To approve dates of terms for 2018-19 and consider provisional dates for 2019-20 and 2020-2021, including proposed dates of Winter Graduation Ceremonies. AB/16/56
- 16. PROCEDURAL BUSINESS**
- 16.1 To discuss the proposed scope and schedule of the Academic Board Effectiveness Review AB/16/57
- 16.2 To note that amendments to Standing Orders will be discussed at the meeting of Academic Board on 31 May
- 17. PROPOSED CHANGES TO COLLEGE EXECUTIVE**
- To receive an updated paper on the proposed changes to the structure of the College Executive AB/16/58

## **PART C: ITEMS FOR FORMAL APPROVAL**

- \* **18. STUDENT RECRUITMENT**  
To approve the standard entry requirements and the English Language entry requirements for UG for entry in 2017-18. AB/16/59
- \* **19. PROPOSED CHANGES TO CONSTITUTIONS AND TERMS OF REFERENCE**
  - 19.1 To approve amendments to the Terms of Reference for Academic Board Executive Committee. AB/16/60
  - 19.2 To approve amendments to the Terms of Reference for the Arts and Social Sciences Faculty Board AB/16/61
- \* **20. PUBLICATION**
  - 20.1 To agree which, if any, items require broad dissemination around the College.
  - 20.2 To confirm the designation of papers as exempt from the Freedom of Information Act requirements.

## PART D: ITEMS FOR REPORT

- \* **21. FACULTY BOARDS**  
To receive a combined report from the meetings of the Faculty Boards held in May 2016. AB/16/62
- \* **22. PERIODIC DEPARTMENTAL REVIEWS**
  - 22.1 To receive the PDR schedule AB/16/63
  - 22.2 To receive the PDR Report and Action Plan following the Department of Media Arts Periodic Departmental Review held in October 2015 AB/16/64
  - 22.3 To receive the PDR Report and Action Plan following the Department of Social Work Periodic Departmental Review held in April 2015 AB/16/65
  - 22.4 To receive the PDR Report and Action Plan following the Department of Drama, Theatre and Dance Periodic Departmental Review held in February 2016 AB/16/66
  - 22.5 To receive the updated Action Plan following the School of Modern Languages, Literatures and Cultures Periodic Departmental Review held in February 2015 AB/16/67
- \* **23. ACADEMIC PLANNING COMMITTEE**  
To receive the minutes of the meetings of the Academic Planning Committee held on 10 May and 15 September 2016 AB/16/68  
a&b
- \* **24. COLLABORATIVE PROVISIONS COMMITTEE**  
To receive the minutes of the meeting of the Collaborative Provision Committee held on 26 January, 12 May and 18 October 2016. AB/16/69  
a-c
- \* **25. DEPARTMENTAL GRANTS GROUP**  
To receive the minutes of the meetings of the Departmental Grants Group held on 17 May and 17 October 2016 AB/16/70  
a&b
- \* **26. RESEARCH COMMITTEE**  
To receive the minutes of the meetings of the Research Committee held on 25 April and 26 May 2016 AB/16/71

\* **27. LEARNING, TEACHING AND QUALITY COMMITTEE**

To receive the minutes of the meetings of the Learning, Teaching and Quality Committee held on 18 May 2016.

AB/16/72

\* **28. DATE OF THE NEXT MEETING:**

Wednesday 15 March at 2pm in Moore Annexe 001