**Actions arising from the first project board meeting (in order of priority):**

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|  | Planned review of ‘assessment’ rules and regulations needs to look at possibility of building more flexibility into the exam-setting/scrutiny process for departments, especially in terms of the timing of the process (e.g. SSC deadlines). More flexibility in the exam-setting/scrutiny process would improve the feasibility of departments using the Lent Term ‘Week 0’ exam period for their MT half-units. It will also help them to assess whether they need additional resources for supporting a second round of exams.   **Action**: Hannah Bannister, Mark Thomson, Dr Neil Mclean, departmental and faculty representatives |
|  | Part of the ‘assessment’ review will need to include recommendations about progression, deferral, condonation and re-sit rules, in light of the new permutations of student achievement under the revised year structure.   **Action**: Hannah Bannister, Mark Thomson, Dr Neil Mclean, departmental and faculty representatives |
|  | Need to determine whether departments will be expected to hold sub-boards of examiners meetings before end of ST, i.e. by the end of Week 7 (and if so what does this mean for marking turnaround times and involvement of externals?), or whether academic staff will be expected to attend them outside of term time, e.g. in Lent Term ‘Week 8’? This will in part depend on the take-up of the LT ‘Week 0’ exam period, which could take some of the heat out of the ST exam period; and on any revisions to the nature of sub-board meeting arising out of the review of ‘assessment.’  **Action**: Hannah Bannister, Mark Thomson |
|  | RW to write to all non-term time users (e.g. pre-sessionals, executive programme teaching, conference hosting) to invite them to confirm dates for 2015/16. TQARO staff to support (by end of August)  RW to write to all users of Peacock Theatre (e.g. open days, Summer School welcome lecture, etc) to invite them to confirm dates for 2015/16 (by end of August).  RW, LT and MTT to develop guidance to departments by start of MT, inviting them to consider how they will organise the extra term time week, e.g. whether they will take a common approach across the department, in terms of reading week; or whether they will leave to individual course conveners to determine; and to say whether they plan to offer any additional learning activities and what kind of space they need. SSLCs and TCs to be consulted. Deadline for response by end of MT.  MTT to alert TLC to above timetable so that they can co-ordinate with departments about any reading week learning activities that are to be co-delivered.  MTT to consult with Simeon Underwood re: strengthening of room-booking allocation policy.  **Action**: Mark Thomson, Linda Taylor, Rachel Ward |
|  | Need to identify ‘owners’ of different sets of School regulations and codes and ask them to review in light of changes to the academic year.  **Action**: Andrew Webb |
|  | Need to look at Lent Term ‘Week 0’ exam capacity, determine which rooms will be used for exams, how many staff/porters we need to set them up; and then to convert them back to ‘teaching style’ over the weekend (may need to contract out some of this work). Also need to be mindful of potential room clashes between December ceremonies and Lent Term ‘Week 0’ exam set-up (i.e. if the latter needs to happen before the Christmas break).  **Action**: Hannah Bannister, Keith Clarkson |
|  | Students’ Union: a) need to develop clear communication strategy for students (down to the level of individual courses), and for staff; b) need confirmation on whether students would have access to faculty during reading weeks.  **Action**: a) Communication strategy to be discussed at next project board meeting  b) Mark Thomson to raise with Paul Kelly |
|  | GLPD reviewing timing and cycle of committee business, to report to a future project board meeting.  **Action**: Andrew Webb and team |
|  | Issues around accommodation to be investigated and reported back to the project board. None of them seemed to be of the kind that would derail the new structure.   **Action**: Rachael Elliot |
|  | Financial Support Office to review operations, e.g. timing of Financial Award Panels, liaising with academic staff to ensure availability for decision-making during summer period; revised arrangements to be in place for the lead up to 2015/16 academic session.  **Action**: Cath Baldwin, Sue Plater |
|  | Need to determine the risks/benefits of leaving the July ceremonies as currently scheduled, or of bringing them forward closer to the end of the ST.  **Action**: Hannah Bannister, Rachel Ward, Elizabeth Aitken |
|  | GLPD to comment on the effect of the new structure’s timings on the procedure for nominating and appointing honorary fellows.  **Action**: Andrew Webb |
|  | HR issues: timeliness with which teaching contracts were prepared for non-permanent staff.  **Action**: Mark Thomson to liaise with HR over appointment of member to the project board |
|  | Need for TLC to co-ordinate with departments to ensure that ‘additional learning support’ (either during reading weeks or otherwise) is joined up, and that there is not duplication of effort at School and departmental levels.  **Action**: Neil Mclean |
|  | Need for LSE Careers services to be available from the start of earlier pre-sessionals.  **Action**: Mark Thomson to convey to Jenny Blakesley |
|  | Need to keep Medical Centre and Chaplaincy up to date.  **Action**: Mark Thomson to keep Dr Ollie Naidoo and Revd James Walters informed of developments. |
|  | Assess effect of earlier start date to academic year on Academic Induction Programme.  **Action**: Neil Mclean |

MTT  
3.7.14