

Meeting Minutes

Academic Board (AB)

Date: Monday, 28 April 2025

Time: 11:30 AM (Meeting commenced at 11:40 AM)

Location: [Insert location or state "Online" if virtual]

Attendees:

- Dr. Mohamad Islam (MI) – CEO and Director (Observer)
- Mathew Shafaghi (MS) – Academic Partnerships Manager and Chair
- Isabella Micu – Secretary
- Valentina Bouzo – Internal Member
- Kritik Ranjit – Internal Member
- Bickey Shah – Student Representative
- Dr. Rajib Mustofa (RM) – External Member (15 years in industry, OFS Assessor, partnership experience since 2018)
- Dr. Ramesh Marasini (RA) – External Member (20 years in UK Higher Education, Deputy Dean, Senior Academic Lead)

1. Introductions

All members introduced themselves and their roles.

2. Terms of Reference for Academic Board

The Terms of Reference were discussed and acknowledged. No amendments requested at this stage.

3. Programme Data

It was agreed that programme data will be presented at the next meeting.

4. Policy Review and Approval

Members were asked to review the following policies and provide feedback within 48 hours.

- a. Access and Participation Statement - Action: Add policy author and version control details.
- b. Compliance with Consumer Protection Law - RM emphasized the importance for marketing colleagues to understand the policy's implications.
- c. Freedom of Speech Policy - MS noted alignment with OfS requirements and practices at other institutions. No objections; all members agreed.
- d. Learner Recruitment and Admissions Policy - MS highlighted that it covers all stages of applicant interaction with an emphasis on transparency. No objections; approved.
- e. Student Contract - Approved without further comment.
- f. Student Protection Plan - Approved.
- g. Student Refund and Compensation Policy - Approved.
- h. Value for Money Policy - Approved.
- i. DMS Strategic Plan - Approved.

5. Principal's Update

- a. Strategic Plan - MI shared the vision for expansion, including future physical campuses and plans for MSc and degree-awarding powers within 10 years. Course design is underway to support this vision.
- b. Staff and College Resources - Briefly acknowledged; no specific updates noted.
- c. Partnership Updates - No significant changes reported.

Student Experience Feedback – Bickey Shah:

- Positive experience overall.
- Online platform (Moodle) user-friendly with recorded lectures and one-on-one sessions available.
- Application process via website was clear and transparent.
- Found DMS through an online search and noted competitive pricing and supportive staff.

- Engaged in active discussions during classes and satisfied with overall interaction.

6. External Advisors – Closing Comments

RA:

- Commended the meeting for its relevance and depth of academic discussion.
- Suggested future meetings include student progress and performance data.
- Recommended focusing on assessment methods and student outcomes.

MS:

- Acknowledged RA's comments and emphasized alignment between the Academic Board and Assessment Board in monitoring academic standards.

7. Confirmation of Actions

- Members to review and comment on policies within 48 hours.
- Ensure version control and policy authorship are consistently included.

8. Any Other Business

No additional matters were raised.

9. Date of Next Meeting

Monday, 28 July 2025 at 11:00 AM