



## Academic/ Quality Assurance Board

### Minutes

**Date of meeting:** 30<sup>th</sup> May 2021

**Duration of meeting:** 14:00 to 15:30

**Location:** Google Meet

### Agenda:

No	Items
01	Minutes of the previous meeting
02	Matters arising
03	Review of Policies
04	
05	
06	

### Attendance:

Names	Occupation/ Directorate
Bilal Sheikh	Principal
Syeda Zain	Dean of Studies / Chairperson
Mr Desh Raj Sharma	Course Team Leader Business and Marketing - Secretary
Pratika Teyssedou	Course Team Leader Hospitality Management
Mr Francis Marfo	Senior Lecturer - Marketing
Mr Yannick Fansi	Senior Lecturer - Hospitality
Mr Kwaku Adjepong	Course Team Leader DET
Dr Jahanzaib Irfan	Course Team Leader Health & Social Care
M Amin	25252 – HND Bus MKT
Gina Pop	25074 – HND Hospitality

### Apologies:

Names	Occupation/ Directorate

### **1. Minutes for the previous meeting**

The minutes of the meeting of 23<sup>rd</sup> April 2021 were received and approved.

### **2. Matters Arising**

None

### **3. Review of Policies**

Online Teaching and Code of Conduct

Communication Policy

VLE/ Digital Strategy

Code of practice in Copy Right

Copy Right Policy

Data Breach Policy

Information Access Request Procedure

Intellectual Property Policy

Letter of Breach

Letter to subject information of loss

Privacy Policy

Record Retention

Record Management Policy

Student Retention strategy

### **Date of Next**

The meeting is ended, and the next meeting is scheduled for 2<sup>nd</sup> June 2021

<b>Person responsible</b>	<b>Action</b>