

ACADEMIC BOARD

CONFIRMED

Minutes of the meeting held on 22 October 2014

Present: P Strike (Chair) – Vice Chancellor (C)
 D Cox – Director of Research & Head of Graduate School (L)
 A Dickson – Associate Dean – Health & Science (H&S) (L),
 A Hampson – Head of Department – Rehabilitation and Social Work –
 Academic representative H&S (C)
 R Hannaford – Executive Dean – Education, Arts and Business (EAB) (L)
 N Harris – Registrar and Secretary (L)
 S Jowett – Deputy Vice Chancellor (C)
 E Lees – Head of Department – Science, Natural Resources and Outdoor
 Studies (A)
 S Longstaffe – Senior Lecturer – Academic representative – EAB (C)
 J Moses – Director of Institute of Education (L)
 S Pankhurst – Deputy Dean – H&S (L)
 F Powley – Associate Dean (EAB) (C)
 C Reid – Head of Student and Management Information Services (L)
 J Robinson – Head of Academic Quality and Development (AQD) (L)
 C Rouncefield – Head of Department – Business, Law and Social Sciences
 (L)
 J Sharp – Academic Sabbatical – UCSU (L)
 I Sinker – Director of Partnerships and Development (L)
 R Talbot – Executive Dean – H&S (L)
 M Weaver – Head of Library and Student Services (L)

(C) – Carlisle campus, (L) – Lancaster campus, (A) – Ambleside campus

In attendance: E Mackay - Committee Secretary (C)
 S Young – Infrastructure Leader – IT Services (for item 14:05) (C)
 K Riley – SU staff - Student Voice Facilitator (C)

14:01 Apologies for absence

Apologies were received from C Callaghan, T Curnow, G Haigh, K Joost and P Phillips.

14:02 Minutes of the meeting held on 25 June 2014

AB14/01(a)

AB14/01(b)

The minutes and confidential minutes of the meeting on 25 June 2014 were approved as a correct record.

14:03 Matters Arising

(a) 13:75(b) – Academic Regulations, Procedures and Processes – Proposed Changes for 2014-15 – J Robinson Verbal

It was noted that the revised Regulations, Procedures and Processes had been disseminated to staff and students and that AQD were continuing to work with the Students Union re informing students of the Regulations.

(b) 13:75(f) – Programme Validation approvals during 2013-14 – J Robinson AB14/02(a)

AGREED

1. Noted the list of programme validation activity for the 2013/14 academic session.
2. Noted that for the current academic year, all validations should be signed off earlier than last year.

(c) 13:75(h) – Standing Validation Panel 14/15 – J Robinson AB14/02(b)
It was noted that the Standing Validation Panel memberships had been revised in line with Associate Deans' comments.

(d) 13:76 – Principles of Programme Design and Delivery – J Verbal
Robinson

It was noted that the Principles had been amended and communicated. Detailed guidance notes and Frequently Asked Questions would be available for staff over the next few weeks.

(e) Student Charter – M Weaver

It was noted that the Staff Charter had been approved under Chair's actions and had been communicated to students.

(f) 13:81 – Professorial Review Group: Revised Draft Process Verbal
and Criteria – R Hannaford / R Talbot

It was noted that the revised process had been launched on 1 October 2014. An update on progress with adoption of the Associate Professor title was also provided.

(g) 13:85 – Honorary Awards Committee – P Strike Verbal

It was noted that University Board had approved all of Academic Board's recommendations.

(h) 13:86 – Deliberative Committees – N Harris Verbal

It was noted that the terms of reference had been updated and placed on Staffnet.

(i) 13:87(a) – Academic Development Committee – S Jowett Verbal

It was noted that :

- amendments had been made to the Programme Planning Approval process and the process and paperwork were fully underway; and
- the Course Withdrawal Process was still under review and was not in a position to be reported to Academic Board.

(j) 2013/14 Student Complaints Procedure Triennial Review Verbal
– M Weaver

It was noted that the Vice Chancellor, on 12/8/14, had endorsed the deferral of the formal triennial review of the Student Complaints Policy and Procedure. Annual monitoring of the procedure would be actioned as normal, to ensure the procedure continued to be fit for purpose and was current, reflecting any amendments to other processes that may impact on the procedure. Any amendments would be reported to Academic Board through the Student Complaints Annual Report 2013-14. The Student Journey Programme activities of 2014-15 would incorporate the triennial review along with any recommend changes to bring the Policy in line with the OIA Good Practice Guide.

SUBSTANTIVE ITEMS

14:04 Academic Board – Terms of Reference and Membership and Business Schedule

Received: Paper from the University Registrar and Secretary AB14/03

The paper set out the terms of reference, membership and Business Schedule for Academic Board for 2014/15. It was noted that the Students' Union (SU) were considering whether to reduce the number of SU nominees on Academic Board from 2 to 1, to reflect the reduction the number of SU Sabbaticals, but it was confirmed that the SU would ensure that there was always a representative at Academic Board meetings.

The Business schedule for Academic Board was considered and Academic representatives were given the opportunity to identify any issues they wished to be considered at Academic Board meetings.

- AGREED**
1. Agreed the terms of reference, membership and Business Schedule for Academic Board for 2014-15.
 2. Noted that any reduction in the number of Student's Union nominees on Academic Board would be reported to the next meeting.
 3. Agreed that Academic staff and Heads of Department representatives email the Registrar and Secretary or the Deputy Vice Chancellor re any issues they wished to be considered at Academic Board meetings
- ACTION**
- E MacKay to report to next Academic Board re 2 above.
 - Any academic staff and HoD representatives to inform N Harris / S Jowett re 3 above.

ACADEMIC PERFORMANCE, QUALITY AND STANDARDS

14:05 Removal of Safe Search on You Tube

Received: Paper from the IT Infrastructure Leader

AB14/04

The paper set out a proposal for the disablement of YouTube Safe Search for both Student and Staff users, due to a change in classification of safe search by YouTube, and subsequent disruption to some learning and teaching activities. It was emphasised that normal arrangements for Web filtering would continue and that the disablement would only apply to Youtube Safe Search. There was discussion on the need for a safeguarding risk assessment.

AGREED AGREED the disablement of YouTube SafeSearch for both student and staff users, subject to the IT Infrastructure Team Leader and the Head of LiSS progressing an appropriate Risk assessment by the Safeguarding Officer and monitoring of any implementation issues.

ACTION M Weaver and S Young to progress the Risk Assessment and monitor any implementation issues.

14:06 Vice Chancellor's Report

Received: Report from the Vice Chancellor

AB14/05

The paper provided an update on activities in a number of areas within the University, and at a national and international level. The following matters were highlighted and discussed:

- A number of important engagements, including: Cumbria Local Enterprise Partnership Board; Lake District Partnership and Cumbria Local Nature Partnership. Colleagues were encouraged to utilise these engagements and the opportunities they presented.
- The potential level of investment in Cumbria over the next few years and the need to ensure that the University was a key player in the skills development agenda.
- HEFCE STEM funding and Catalyst Funding opportunities.
- The Head of Department - Arts and Humanities was now in post at Brampton Road.
- Sandra Booth had been appointed as the Pro Vice Chancellor – Enterprise, External Engagement and Business Development and would join the University on 3 January 2015.
- All colleagues involved in the Newton Rigg decant were thanked for the almost

- seamless delivery of this significant project.
- Awards received, including; a Golden Apple as Best Post 16 Education Institute in Cumbria; and a shortlisting for the THE Awards in the Category of Outstanding Contribution to Leadership development.
- Estates Issues – recognition of the significant level of investment in the University.

AGREED Received and noted the report.

14:07 Faculty Reports

(a) Education, Arts and Business

Received Paper received from the Executive Dean

AB14/06(a)

The paper provided an overview of the strategic developments, current performance / priorities and new/successes within the Faculty. The following matters were highlighted and discussed:

- Student recruitment update - with Business Law and Social Sciences and BA in Education Studies being highlighted as particularly pleasing. There was a discussion on concerns over the recruitment of students who had failed Level 4 on other courses or at other Universities to alternative courses at the UoC. It was emphasised there should be consultation with relevant academic staff at appropriate stages of the process, to assess the student's ability to succeed on another degree course. The role of the Associate Dean (AD) was highlighted, as the first point of contact for any concerns of this type from Academic or Admissions colleagues. The AD would then determine the most appropriate course of action and whether there were University wide issues to be identified and progressed.
- Welcomed the improvement in National Students' Survey (NSS) scores and congratulated the Department of Business, Law and Social Sciences which had achieved the biggest improvement.
- Student and staff successes and achievements were welcomed – particularly the student achievements of Young Cumbrian Artist of the Year, NUS national student of the year and a Golden Apple for Learner of the Year.

- AGREED**
1. Noted the update
 2. Agreed that the Deputy Vice Chancellor liaise with Admissions to ensure that the process involves relevant academic colleagues, at appropriate stages of the process, in decisions re allowing students who have failed Level 4 in courses (or at other Universities) to start other Level 4 Courses.

ACTION S Jowett to progress 2 above with the Admissions team.

(b) Health and Science

Received Paper received from the Executive Dean

AB14/06(b)

The paper provided an overview of the strategic developments, current performance / priorities and new/successes within the Faculty. The following matters were highlighted and discussed:

- Student Recruitment update – Welcomed recruitment performance in NHS commissioned programmes and the growth in healthcare sciences. All colleagues involved in recruitment activity were thanked.
- STEM agenda – plans and opportunities
- NSS – overall improvements were welcomed, with the performance of and Psychology, Occupational Therapy and Diagnostic Radiotherapy highlighted.
- Ambleside – the transition from Newton Rigg had been completed and arrangements for transporting some students from Lancaster were being

monitored. The SU confirmed that they had not picked up any concerns from the students travelling from Lancaster.

- Health Education North West Annual Review Monitoring process – welcomed the very successful outcome and particularly the positive comments from and about students.
- Development areas – number of different initiatives in a variety of areas.
- Significant staff and student achievements.

It was noted that the Strategic Communications team receive copies of the Executive Dean's reports and publicise staff and student achievements. These should also be promoted by Marketing and Communications using social media.

AGREED Noted the update.

14:08 National Student Survey 2014 Results

Received Paper received from the Deputy Vice Chancellor AB14/07
The paper set out the NSS Results 2014, identified the greatest areas of improvement, high performing areas where the University was outperforming the sector and areas which underperformed and required improvement.

Academic Board recognised the significant amount of effort which had taken place across the University to achieve its best NSS scores yet. The Student Engagement and Retention Group had analysed the results, identified and promoted best practice in high performing areas and considered the plans for improvement in areas which were had underperformed. The results showed good progress to take forward continued improvements.

AGREED Noted the continued progress on NSS scores, in particular the improvements in Business and Design, which were particularly important to upcoming league table rankings.

14:09 Amendment to Academic Regulations for inclusion of Dual and Double Degrees

Received Paper received from the Head of AQD AB14/08

AGREED Noted that this item had been withdrawn, as additional guidance from the QAA was due to be issued.

ACTION J Robinson to report to next Academic Board.

ACADEMIC STRATEGY AND PLANNING

14:10 Annual Operating Plan Academic Transformation Programme Update

Received Paper from the Deputy Vice Chancellor AB14/09
The paper outlined progress with the following projects within the Academic Transformation Programme (ATP): Securing Research Degree awarding powers; unfettered income growth – diversifying income streams; Energy Coast; Ewalks – school-led teacher education; costing of academic activity (course costing); Technology Enhanced Learning.

AGREED Noted the progress made in the Academic Transformation Programme.

14:11 Academic Calendar 2015/16

Received Paper from the Head of SaMIS AB14/10

The paper set out the proposed Academic Calendar for 2015/16, based on the model agreed by Academic Board in October 2013 and operating in the current academic year 2014-15. The Head of SaMIS would report to Academic Board in December 2014 on calendars for the next 2 academic years.

There was discussion on the use of the terminology "standard academic year" and a suggestion that alternative terminology should be used in future.

It was noted that there would be full time students starting in January and March. SaMIS were aware of these in year recruitment activities and were working with Faculties and Admissions re any Registration arrangements and additional Assessment Boards.

It was recognised that the dates of bank holidays did present a challenge and UABs in semester 1 could be problematic for students who need assessment contracts over Easter, but SaMIS would work with academic colleagues to address any specific issues and provide support.

AGREED Agreed the Academic Calendar (2 x 12 week semester model) for 2015-16.

ACTION • C Reid to report to Academic Board in December re calendars for the next 2 academic years.

14:12 Academic Workload Policy Update

Received Paper from the Head of AOD

AB14/11

The paper reported on progress with the ongoing review of the Academic Workload Policy and tariffs. A smaller and more focussed Steering Group had been re-introduced, including representatives of Heads of Department and Senior Lecturers. A short questionnaire had been sent out this week and outcomes would be considered by the Group, alongside sector scoping.

Academic Board welcomed the progress towards implementation and thanked the large number of colleagues involved in getting the work to this stage.

AGREED Received the update on the ongoing implementation and review of the University's Academic Workload Policy.

14:13 Research

(a) Research Strategy

Received Paper received from the Deputy Vice Chancellor and Director of Research & Head of the Graduate School

AB14/12(a)

The paper proposed a new Research Strategy for the University. The Strategy had been considered and recommended by the Research and Enterprise Committee in June.

There was discussion on applied research and practitioner research and whether this was adequately reflected in paragraph 2 of the Strategy.

AGREED Approved the Research Strategy, as recommended by the Research and Enterprise Committee, subject to the Director of Research and Head of the Graduate School and Executive Dean – Health and Science considering if a sentence should be added re applied research and practitioner research. If this addition was to be made, Academic Board delegated final sign off to the Vice Chancellor under Chair's action.

ACTION D Cox to discuss with R Talbot and if addition was required, arrange for sign off by P Strike.

(b) Revised Code of Practice for Research

Received Paper received from the Deputy Vice Chancellor and Director of Research & Head of the Graduate School

AB14/12(b)

The paper set out a revised Code of Practice for Research, which had been considered by the Research and Enterprise Committee on 16 October. The Committee had identified some matters to be clarified in relation to safeguarding and anonymity of staff. JNCC had identified some concerns in relation to these matters and these had been considered by the Committee. The concerns had all been addressed, with the exception of one issue in relation to paragraph 5 – Dealing with allegations of research misconduct. Legal advice was being taken to resolve this matter.

AGREED Agreed the revised Code of Practice for Research, subject to legal advice and final clarification of the bullet point under paragraph 5 – Dealing with allegations of research misconduct. Academic Board agreed to delegate final approval of the Code of Practice to the Vice Chancellor under Chair's actions.

ACTION D Cox to finalise the Code of Practice, following legal advice on the one outstanding matter and arrange for final sign off by P Strike.

14:14 International Recruitment Strategy / Plan

Received Paper from the Director of Partnerships & Development (External Relations) Verbal

AGREED Noted that this item had been withdrawn and would be reported to the next meeting of Academic Board.

ACTION I Sinker to report to the next Academic Board.

OTHER MATTERS

14:15 Academic Malpractice Panel Members

Received Paper from the Head of SaMIS AB114/14

The paper set out the nominations for Malpractice Panels for each Faculty. It was noted that the number of nominations had reduced compared to previous years and this would impact on the workload of the remaining Panel members.

AGREED

1. Agreed the nominations to Malpractice Panels of Inquiry for the academic year 2014-15, subject to and amendment moving Karen Lockney to the Faculty of Health and Science Panel.
2. Agreed that the Head of SaMIS determine how many should be on each Panel and email Executive Deans to request more nominations. Academic Board agreed that any additions to membership of Panels could be approved by the Vice Chancellor under Chair's actions.

ACTION

- C Reid to amend memberships, determine how many are required for each Panel and contact R Talbot and R Hannaford to request additional nominations.

14:16 Deliberative Committees – Changes to Terms of Reference and Membership Changes

Received Paper from the University Registrar and Secretary AB14/15

The paper set out proposed changes to the terms of reference and membership of some Deliberative Committees.

AGREED

1. Noted the terms of reference and membership to the Learning and Teaching Committee membership, as set out in the cover paper for the L&TC minutes.
2. Agreed the following changes to membership:
 - (a) Graduate School Sub-Committee – remove Deputy Vice

Chancellor;
(b) Academic Collaboration and Partnerships Sb-Committee -add
Senior Legal Services Adviser

3. Agreed the addition of a "Summary of Purpose" to terms of reference of Departmental Quality Committees.

ACTION E MacKay to update terms of reference and membership.

14:17 Strategic Risks and Communications

(a) Risks

AGREED No changes to the current Strategic Risk Register or additions to the Risk Register were identified.

(b) Communications

AGREED No matters for strategic communications were identified.

REPORTS AND COMMITTEE MINUTES

14:18 Academic Board Committees

(a) Academic Development Committee – S Jowett

Received: (i) Confidential Minutes of 18 July 2014 AB14/16

AGREED Received the confidential minutes of the Academic Development Committee on 18 July 2014.

ACTION

(b) Learning and Teaching Committee – S Jowett

Received: (i) Minutes of 4 June 2014. AB14/17
(ii) Proposed changes to membership

AGREED

1. Received the minutes of the Learning and Teaching Committee on 24 September 2014.
2. Noted the matters highlighted in the cover paper.
3. Agreed the revisions to membership of the Committee, as set out in the cover paper.
4. Agreed the establishment of Technology Enhanced Learning Sub-Committee, with final terms of reference and membership to be approved at the next meeting of Academic Board.

ACTION E MacKay to amend membership of the Committee and report the Technology Enhanced Learning Sub-Committee to the next meeting of Academic Board.

(c) Academic Quality and Standards Committee (AQSC) - S Jowett

Received: (i) Minutes of 23 September 2014 AB14/19
(ii) To endorse the Student References Policy Appendix 1
(iii) To approve AQSC's proposed changes to Academic Regulations in relation to Assessment Boards Appendix 2
(iv) To note the University's submission to the QAA for the Themed Review of London Campuses and note the QAA's report Appendix 3
(v) To endorse Institutional approval of FAME International College Appendix 4
(vi) To note External Examiner appointments Appendix 5

There was discussion on the proposed Student Reference Policy and some concerns about the lack of clarity of what academics were supposed to be doing in relation to

personal or generic references and potential duplication of work. It was reported that the Policy had been developed in response to an issue which had been identified re the absence of references. The Policy and reference template had been developed by the Steering Group following a significant amount of work and responding to points raised by academic colleagues. The templates had been considered by AQSC and pilots would be carried out in Sport, Youthwork, Education and Health – is set out in the document.

- AGREED**
1. Received and noted the minutes of the AQSC on 23 September 2014.
 2. Endorsed the Student References Policy, subject to monitoring and review of the pilots, including analysis of the take up rate for References and employer requested references and getting feedback from staff involved in the pilot.
 3. Agreed the following minor amendments to Academic Regulations, to be implemented with immediate effect:
 - (a) To allow Associate Deans (in addition to Deputy Deans) to Chair University Assessment Boards (F11.9);
 - (b) To ensure that Appeals Panels are chaired by an independent chair (ie not the chair of the actual UAB making the academic decision) (Appendix 5 of the Academic Regulations).
 4. Received and noted; the University's submission to the QAA for the Themed review of London campuses and the QAA response. Academic Board thanked all colleagues involved in this significant piece of work, within in a very short timescale and noted the action plan produced and the lessons learned for continuous improvement.
 5. Agreed Institutional approval of FAME International College.
 6. Noted the External Examiner nominations / extensions to remit.
- ACTION**
- M Weaver to progress the review of the pilot of the Student References Policy (2 above).
 - J Robinson to amend Academic Regulations (3 above).

14:19 Minutes of University Board of Directors

Received Paper from the University Registrar and Secretary

AB14/19

It was reported that University Board had received presentations from Heads of Department and had found these helpful and informative. University Board continued to show interest in Academic Board matters and valued the engagement with Faculties.

AGREED Received the minutes of University Board held on 9 July 2014

14:20 Date of next meeting

Tuesday 9 December 2014 at 2pm (until 4.30pm) by OCS in LG201 Carlisle and AXB209 Lancaster.

Deadline for papers: 27 November 2014

The meeting had been conducted by OCS and the sound quality had been a significant improvement on previous meetings by VET. It was agreed that E MacKay review the physical layout of rooms for the next meeting to achieve further improvements. Each meeting should also have a co-chair, with the Chair and co-chair in different locations.