

ACADEMIC BOARD

CONFIRMED

Minutes of the meeting held on 21 October 2015

Present: P Strike – Vice Chancellor, Chair (C)
 S Booth - Pro Vice Chancellor - Enterprise, Business Development and Engagement (C)
 D Cox – Director of Research & Head of Graduate School (La)
 A Fry – UCSU Community and Partnerships Sabbatical (C)
 A Hampson – HoD representative (C)
 N Harris – Registrar and Secretary (La)
 L Kenward – Academic representative – NHPP (C)
 I Koroneos - UCSU Academic Sabbatical
 E Lees – HoD representative – H&S (A)
 S Longstaffe – Academic representative - IoA (La)
 L Mansfield – Academic representative – SNROS (A)
 S Pankhurst – Deputy Dean (La)
 C Reid – Head of Student and Management Information Service (La)
 C Rouncefield – HoD representative (La)
 N Rourke – Academic representative – BLPSS (La)
 I Sinker – Head of Partnerships and Development (La)
 R Talbot – Executive Dean (La)
 K Watson – Academic representative – Ed (La)
 M Weaver – Head of Library and Student Services (La)

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

In attendance: E Mackay - Committee Secretary (C)
 J Whitworth – Chief Operating Officer (C) and S Miller – Director of Estates (C) – for item 15:05

15:01 Apologies for absence

Apologies were received from A Dickson, G Haigh, R Harrison-Palmer, S Jowett, J Moses, S Patefield, J Robinson and K Riley.

15:02 Chair's Comments

The Chair welcomed the new academic representatives to their first meeting and congratulated them on their appointments. It was noted that the Health, Psychology and Social Science representative had not yet been appointed as there had to be a second election, due to a tie in the number of votes cast for 2 candidates.

15:03 Minutes of the meeting held on 24 June 2015

AB15/01(a)

AB15/01(b)

The minutes and confidential minutes of the meeting on 24 June 2015 were approved as a correct record.

15:04 Matters Arising**(a) Matters Arising Report**

AB15/02

AGREED 1. Received updates from the colleagues on progress with the following ongoing actions:

(i) 14:36 – Academic Calendar 16/17 and 17/18 – C Reid –

It was noted that this was on the agenda as a substantive item of business.

(ii) 14:18(c) – Student References Policy – M Weaver

It was noted that the pilot had been completed and the Deanery Implementation

Team would be considering implementation.

(iii) 14:77(vii) – Student Retention, Withdrawal and Achievement Annual Report – J Robinson

It was noted that initial discussions had been held and an update would be provided to the next meeting.

(iv) 14:84 – Supporting Inclusion and Accessibility in the Academic Student Experience for Disabled Students – M Weaver

It was noted that the T&F group had been established with academic representation and action planning initiatives had been agreed. A paper would be submitted to the next meeting of Academic Board, setting out the substantial implications for academic practice and levels of income.

ACTION M Weaver to report to the next meeting

(v) 14:85 – Student Charter – M Weaver

It was noted that the Charter had been completed and published.

(vi) 14:86(a) Student Complaints Triennial Review of Policy and Procedure – M Weaver / S Prince

It was noted that all actions in the minutes had been completed.

(vii) 14:88 – University of Cumbria Students' Union (UCSU) End of Year Report – A Fry / I Koroneos / K Riley –

It was noted that course representatives for part time students had been appointed and UCSU would continue to work with the student representatives.

(viii) 14:89 – Corporate Strategy – UoC Corporate Strategy 2015-2025 – P Strike / S Jowett –

It was noted that this was on the agenda as a substantive item of business.

AGREED 2. Noted the actions which had been completed since the last meeting of Academic Board.

SUBSTANTIVE ITEMS

ACADEMIC STRATEGY AND PLANNING

15:05 Estates Strategy

Received Paper received from the Chief Operating Officer and the Director of Estates AB15/03

The paper provided an update on progress with the development of the University's Estates Strategy. It was anticipated that following input from University Board colleagues, the FRC Estates Advisory Group and the outcome of the bid to the Cumbria Local Enterprise Partnership, the final document would be submitted for University Board sign off in March 2016.

The Chief Operating Officer and the Director of Estates gave a presentation and sought input and engagement of Academic Board. The following matters were discussed:

- The Estates Strategy would be driven by and respond to academic need. It was important to have facilities in the right place for where and how academics were delivering.
- The current planned capital investments, limitations to finance available for investment and the efforts to secure external funding. It was noted that the University's 10 year anniversary in 2017 would be used as an opportunity to

attract external funding and sponsorship of buildings. It was suggested that specialism of subject areas on campuses eg shaping campuses with different identities, could help to lever external funding. The importance of working with other agencies, including local authorities, local business, Chamber of Commerce was emphasised, to ensure a joint approach.

- The key challenges, including: finance, student numbers, inefficiencies of multi-campus estate, suitability of estate and fitness for purpose, changing sizes of cohorts, backlog maintenance, limited capital resources.
- Plans for each of the campuses, with particular discussion on reviewing the plans for Carlisle and moving away from the current strategy of phased consolidation/centralisation to a single campus site, to an approach which would retain the 2 campuses and have a presence in the city centre. The suitability of buildings would be a key consideration to ensure the right shape and type of space. It was stressed that the academic Departments' Business Plans should determine what would be required in Carlisle. Consultants were being engaged to work closely with academic and other colleagues to develop a master plan and Heads of Department would have a crucial role in informing the development.
- Lancaster – the plans were progressing for the new teaching block at Lancaster, but there was also recognition of the need for improvement to the student accommodation in Lancaster. Although substantial improvement / rebuild could not be undertaken at this stage, some improvements were being considered. A range of views were expressed on whether the teaching block or student accommodation should be the priority and the Students' Union representatives also reflected these differing views, confirming that some students would favour improvement of teaching facilities, while others would favour student accommodation improvements.

AGREED Noted progress, and commented as outlined above, as input to the development of the University's Estates Strategy, emphasising the importance of the Strategy being driven by academic need.

ACTION J Whitworth and S Miller to take Academic Board's comments into consideration during the development of the Estates Strategy.

ACADEMIC PERFORMANCE, QUALITY, STANDARDS AND LEARNING, TEACHING, STUDENT EXPERIENCE

15:06 Academic Board Terms of Reference and Membership and Schedule of Business for 15-16

Received Paper from the University Registrar and Secretary

AB15/04

The paper set out the terms of reference, membership and Business Schedule for Academic Board.

AGREED Noted the Terms of Reference, Membership and the Business Schedule for Academic Board.

15:07 Vice Chancellor's Report

Received Paper from the Vice Chancellor

AB15/05

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:

- Recruitment – an update on recruitment was provided and all colleagues involved in the clearing process were thanked and congratulated on the process, which had been professionally run and had involved commitment from across the University.
- NCTL Skills Test arrangements, including the potential to provide more support

- and/or the introduction of a Year 1 provision
- NSS Results – this be the subject of a paper later in the agenda.
- Deputy Vice Chancellor – had announced that she would be leaving the University by the end of 2015. Cover arrangements were currently being considered.
- BIS, HEFCE, QAA, Comprehensive Spending Review and other potential changes/challenges at a national level.
- NHS and potential changes to Bursary arrangements for 2017 onwards, including discussions which had been taking place at a national level re loan system, locality of provision, difficult to recruit professions, who pays for what.
- Teaching Excellence Framework developments.
- National College for Nuclear – a decision and announcement was still awaited.
- Higher apprenticeships and new routes into HE.
- Local Enterprise Partnership and University City.
- Launch of Cumbria Institute of the Arts, with potential to build at UG and PG level.
- International developments.

AGREED Received and noted the report.

15:08 Deanery Report

Received Paper from the Executive Dean

AB15/06

The paper provided an update on: strategic matters; student recruitment; Professional Body accreditation / accreditation agency visit / outcomes; news and successes of the Deanery as a whole; and then provided a breakdown of strategic issues, current performance and news/successes within each of the different areas of the Deanery.

The following matters were highlighted and discussed:

- Establishment of the Deanery – all colleagues involved were thanked and the improvements to the engagement of academic and professional colleagues was welcomed and would be of benefit to students and staff across the University.
- The Deputy Dean and the final Head of Department post were currently being recruited with interviews due in November.
- Professional Body accreditation agency visits outcomes were welcomed
- Broad range of activities across the Deanery, including Research, enterprise, teaching, external activities. In particular, the mention of Laura Collins, a third year Mental Health Student, in Prime Minister's despatches was welcomed
- Academic Board congratulated Laura for her work and achievement and also UoC colleagues for including the proposal in training for students.
- Higher Level apprenticeship scheme - this would be a significant development for the University and it would be important to be clear about how this would align with Integrated Level 3 students, including identifying support requirements. It was noted that the Academic Development Committee would be considering a report on the current University awards, how they are used and developments for the future. This work would then be considered by Academic Board and could include the Higher Level apprenticeship Scheme.
- Relocation of Policing team – it was confirmed work was progressing to relocate the Policing team and programmes from Brampton Road Fusehill Street for September 2016, subject to final sign off by UEG.

- AGREED**
1. Received and noted the report.
 2. Agreed that the Associate Dean, Academic Development and Innovation, report to the next Academic Board on the current and potential future University awards, including the Higher Level Apprenticeship Scheme.

3. Agreed that the Executive Dean and Registrar and Secretary engage with University Board re the format of the Deanery report, and ask what they would like to see in the Deanery report.
4. Received and welcomed:
 - (a) Health Care Professions Council approval of the PgC Diploma Mental Health Practice, UAWd Approved Mental Health Practice and MA Mental Health Practice.
 - (b) Accreditation of the FdSc in Project Management (full and part time) under the APM Academic Accreditation Scheme
 - (c) APM accreditation to deliver APMP: The APM Project Management Qualification (including APMP for registered PRINCE2 Practitioners).

- ACTION**
- I Sinker to report to the next Academic Board meeting on University awards and Higher Level apprenticeships – 2 above.
 - R Talbot and N Harris to engage with University Board re the format of Deanery reports - 3 above.

15:09 National Students' Survey Results 2015 – Implications and Actions

Received Paper from the Deputy Vice-Chancellor

AB15/07

The paper set out the NSS Results 2015, the main areas of concern and the actions which had been put in place to address this at an Institutional level across all areas of the University and also specific action plans for the Institute of Education and the Institute of the Arts.

There was discussion on the actions which were being undertaken to improve student experience and NSS scores for 2016. The importance of student experience, the NSS, the implications for League Table performance and the need for significant improvement were emphasised.

It was pointed out that the outcomes of the Survey were mixed across courses, and therefore particular emphasis was being placed to work with the courses and sites that had performed badly. It was noted that as well as looking at the scores on a course by course basis, detailed consideration was also being given to students' written comments in order to inform the action plan which has emerged from the scrutiny.

It was noted that there were a significant number of courses which had achieved 100% satisfaction and the colleagues involved were thanked and congratulated.

There was then an extensive and detailed discussion on the results, and actions to improve student experience, including:

- Assessment and Marking – there was a drive to reduce turnaround times and in some areas this could include reviewing the way things are assessed. Some concerns were expressed that reducing the turnaround times for assessment could impact on the quality of the assessment feedback provided and this would need to be taken into consideration within each course area.
- Resourcing and the management of limited resources.
- Timetabling – Academic Board members expressed concerns about the timetabling for the current academic year 15/16, following the timetabling project, and commented on some negative feedback which had been received from students and academic colleagues, including:
 - (a) Student feedback that the timetabling was not student friendly with some students in from 9 until 8 every day;
 - (b) scheduling early in the morning and then then late in the afternoon for short slots, with nothing in between – this affected the ability of some students to sustain part time work;

- (c) late release of timetables;
- (d) changes to time slots and/or rooms.

It was noted that similar feedback was being received through the established feedback mechanisms of Staff - Student Forums and Departmental student representatives. This feedback must be taken into account in the close out report for the Timetabling Project, with a period to assess feedback, determine if the Project had delivered what was wanted and determine if any changes were required for the future.

Academic Board stressed that student experience was the key consideration and emphasised that these concerns should be addressed as a matter of urgency by:

- (i) The Head of SaMIS undertook to send any Staff - Student Forum notes on timetabling issues to the Head of Campus Services immediately.
 - (ii) UCSU student representatives to capture any student feedback on timetabling, via direct approaches to UCSU or as identified in formal feedback mechanisms eg SSFs and immediately forward these to the Head of Campus Services and the Associate Dean (Quality and Student Experience).
 - (iii) The Deputy Dean, in conjunction with the Associate Dean (Quality and Student Experience), to get together with Heads of Department and timetabling colleagues to address the concerns and issues.
- Student Experience / Student Voice – the importance of the student voice on all aspects of Student Experience was emphasised and it was recognised that the SU involvement in the NSS and the role of the UCSU staff representation member in training as many course representatives as possible, would help to hear the student voice. There could also be consideration of whether there should be a specific Student Experience Committee within the Committee structure.
 - Future proofing – colleagues were encouraged to consider any potential national changes which could be made to the NSS in future, to ensure that academic colleagues were made aware of and prepared for any future changes.
 - Welcomed the positives in the NSS, including the number of courses which had achieved 100% satisfaction.

- AGREED**
1. Noted and commented as outlined above on the 2015 NSS Results, and the implications and welcomed the action plans put in place across the University and in specific Departments.
 2. Recognised the main areas of concern and the actions which had been put in place in these areas to address concerns.
 3. Noted the significant difference and patterns across courses.
 4. Welcomed and congratulated those courses which had achieved 100% satisfaction.
 5. Agreed that the concerns which had been raised in relation to timetabling are addressed as a matter of urgency by:
 - (a) The Head of SaMIS to send any Staff - Student Forum notes on timetabling issues to the Head of Campus Services immediately.
 - (b) UCSU student representatives to capture any student feedback on timetabling, via direct approaches to UCSU or as identified in formal feedback mechanisms eg SSFs and forward these to the Head of Campus Services and the Associate Dean (Quality and Student Experience) immediately.
 - (c) The Deputy Dean, in conjunction with the Associate Dean (Quality and Student Experience), to get together with Heads of Department and timetabling colleagues to address the

concerns and issues.

- (d) The Associate Dean (Quality and Student Experience) provided a verbal update to the next Academic Board under matters arising.

- ACTION**
- C Reid to identify SSF timetabling issues and forward to E Bales – 4a above
 - I Koroneos and A Fry to capture student feedback on timetabling and send to E Bales and A Dickson – 4 b above.
 - S Pankhurst and A Dickson to arrange urgent meeting with HoDs and timetabling colleagues – 4c above
 - A Dickson to provide verbal update at next Academic Board meeting.

15:10 Graduate School Mid-Year Evaluation Report (AER) 2014-15

Received Paper from the Director of Research and Head of Graduate School AB15/08

The report set out the Interim Graduate School AER report for the period 1 September 2014 to 1 April 2015. The report had been considered by the Research and Enterprise Committee towards the end of the 2014-15 academic year.

It was noted that the targets of increasing the number of PGgR students registered from 75 to 90 during 2014-15, had been achieved by August 2015.

The mid-year review and annual appraisal was the formal route for feedback, but informal feedback was also captured during the year and actions taken to address any issues. The full AER would be presented to the next Academic Board.

- AGREED** Noted the mid-year evaluation, including the performance activity, aspects of good practice, areas of good practice and development opportunities.

ACADEMIC STRATEGY AND PLANNING

15:11 Corporate Strategy and Strategic Plan

Received Report from the Vice Chancellor Verbal

The Vice Chancellor gave a presentation on the development of the Corporate Strategic and Strategic Plan including:

- Strategic Plan context of Sector and external volatility and challenges within the University. Being responsive, agile and focused to respond to the opportunities created by the current volatility was as important as setting out a clear roadmap of activities in the Strategic Plan.
- The Vision, Mission and Strategic Intent, including the following 8 key features, each of which has indicative measures:
 1. grow our income by delivering more high quality academic provision...
 2. ...which enhances our reputation and standing
 3. Co-create an excellent student experience
 4. Prepare our students for professional success
 5. Play a key role in supporting defined regional economic priorities
 6. Grow our research and enterprise capability and capacity
 7. Enhance our effectiveness to drive and deliver a high performing organisation
 8. Be an efficient and sustainable University.
- Key priorities of Growth, Collaboration and Efficiency & High Performing organisation
- Direction of portfolio development – work was being developed to determine the

direction for each area of the portfolio as either "consolidate" or "planned growth", in order to clearly identifying the areas for planned growth.

- Strategic Plan details.

There was discussion on the direction of portfolio development and it was suggested that the terminology of "consolidate" should be re-considered and replaced with "strengthen or continue to support". It was confirmed that this work was still developing and the terminology could be re-considered.

It was noted that the Corporate Strategy and Strategic Plan work was ongoing, was subject to final approval by University Board and was not yet ready for communication more widely to all colleagues. It would provide a framework for to prioritise our resources for the real drive for growth, and the direction of portfolio development. The work was progressing in parallel with the future student numbers which HoDs were providing.

- AGREED**
1. Noted and commented as outlined above in the development of the Corporate Strategy and Strategic Plan.
 2. Agreed that the terminology of "consolidate" should be re-considered and replaced with "strengthen or continue to support".

ACTION P Strike / S Johnson to review the terminology in relation to the direction of portfolio development.

15:12 Proposed Academic Calendar for 2016-17

Received Paper received from the Head of Student and Management Information Service AB15/10

The paper set out a proposed academic calendar for 2016/17, based on the 2 x 12 week semester delivery model and the assumptions that the Induction week for new students would remain in week 4 and that extra formal examination /assessment week at the end of Semester 1 would continue to apply.

The paper set out two options for consideration, due to the timing of bank holidays. It was suggested that proposals for Assessment Board schedules for forthcoming academic years would be presented to the Deanery Implementation Team for discussion prior to a future Academic Board for approval. This would allow detailed engagement between academic and professional services colleagues and identification and resolution of any pinch points.

There was discussion on:

- Where Module Assessment Boards would fit in and changes which might be required to Regulations to allow flexibility re marketing and moderation time.
- Taking into account the need to drive down feedback times and consider alternative assessment methods, but also allowing sufficient time to ensure the quality of assessment feedback provided.
- The two different calendar options were considered, with Academic Board preferring Option 1, but suggesting that exams could be scheduled towards the end of the assessment (final examination) weeks in January.

AGREED Agreed Option 1 in principle, subject to the Deanery Implementation Team considering the proposals for Assessment Board schedules, with a final report to the next Academic Board for approval.

ACTION C Reid to take the proposed Calendar and Assessment Board schedule to the Deanery Implementation Team and report back to the next Academic Board.

15:13 Academic Planning – Academic Development Committee Recommendations

The paper included the minutes of the Academic development Committee meetings on 13 July and 25 September 2015 and set out a number of proposals in relation to courses and programmes for noting and/or approval by Academic Board

It was noted that:

- Integrated Level 3 – some further courses would be added to this list, including Applied Psychology
- The minutes refer to an MSc in Bushcraft but it should be an **MA** in Bushcraft.

- AGREED**
1. Received the minutes of the meeting of the ADC meetings on 13 July and 25 September 2015, subject to correcting MSC Bushcraft to MA Bushcraft.
 2. Noted the suspension of FdA Event Management for 2016/17 entry and approved the recommendation to initiate the withdrawal process (14:43).
 3. Noted the new course proposals approved to move to PPA stage (14:44) and approved taking an MA Arts suite to the PPA stage (15:06).
 4. Note Integrated Level 3 programmes being brought forward for a 2016/17 start (15:04), subject to the addition of further courses to this list, including Applied Psychology.
 5. Noted the approach being taken to evaluate Course Health this year (15:05).
 6. Noted the initiation of the withdrawal process for specialist MBA's (15:07).

ACTION S Bell to amend the minutes (14:44) to MA Bushcraft.

15:14 PREVENT

(a) PREVENT Strategy

Received Paper received from the University Registrar and Secretary AB15/12(a)
The paper set out the Statutory duties responsibilities of HE Institutions arising from the new Counter Terrorism and Security Act 2015 and the actions being taken in response.

A University Task Group had been reviewing the University's current policies, procedures, processes and organisation relating to the "Prevent" agenda against the new statutory duty and the initial Home Office Guidance.

There was discussion on the following:

- One of the key policies being reviewed in this work was the Freedom of Speech Policy / Code of Practice and the review would be reported to a future Academic Board. There will be some onerous responsibilities in terms of recording events being held.
- Safeguarding training for all academic and front line staff and UCSU would be rolled out from January to July and this will encompass PREVENT training. Colleagues at the London campus would be in the initial round of training.
- The Code of Practice for Research and PG Code of Practice identified the need to look at PREVENT. There would be significant implications the Research area, but there were already strict processes in place for scrutiny of research applications.
- The impact on programme delivery was discussed and it was confirmed that efforts were being taken to mainstream into existing activity and process, including looking at what needs to be in a PPA validation process. The key message was the need for a proportionate response.
- It was emphasised that extremism can be in a range of different sectors/areas.

(b) Social Media Policy Revision – to reflect PREVENT Strategy

Received Paper received from the Head of LiSS AB15/12(b)
The paper set out a proposed amendment to the Student Social Media Policy for 15-16, in light of the PREVENT Strategy. The amendment inserted some wording to make it clear what student must not do.

It was noted that the UCSU Academic Officer's campaign would be emphasising what Students should not do in relation to Social Media.

(c) Freedom of Speech Policy / Code of Practice Update to reflect PREVENT

Received Report from the University Registrar and Secretary Verbal
A review of the Freedom of Speech Policy would be reported to a future meeting of Academic Board.

- AGREED**
1. Noted the statutory duty responsibilities of HE Institutions arising from the new Counter Terrorism and Security Act 2015 and the actions being taken in response.
 2. Noted that the Youth and Community Development team were holding a conference in December re supporting young people who may be vulnerable to extremism.
 3. Agreed the amendment to the Social Media Policy for 15-16, in light of the PREVENT Strategy.
 4. Noted that the review of the Freedom of Speech Policy / Code of Practice would be reported to a future meeting of Academic Board.
- ACTION**
- o M Weaver to update and publicise Social Media Policy – 3 above
 - o H Narris to report Freedom of Speech Policy / Code of Practice to a future meeting of Academic Board – 4 above.

15:15 Academic Transformation Programme

Received Report from Associate Dean – Academic Development and Innovation Verbal

The Associate Dean, Academic Development Innovation provided an update on the Academic Transformation Programme. Work was progressing on how the ATP Board reflected the new Deanery structure.

AGREED Noted the update.

15:16 RDAP - Departmental Targets 2015

Received Paper received from the Director of Research and Head of Graduate School - CONFIDENTIAL AB15/13

The paper reported on outcomes of individual meetings between the Research Office and the Academic Heads of Department relating to the RDAP survey data conducted in February 2015. Based on the results of the survey of 2014 activity, agreed achievable and realistic targets had been set against each of the metrics and would be incorporated in Departmental Business Plans.

AGREED Noted the agreed Departmental RDAP metric targets based on the 2015 survey capturing 2014 data.

15:17 International Action Plan

Received Paper received from the Executive Dean AB15/14

The paper set out the International Action Plan for 2015/16, which had been agreed by UEG.

There was discussion on the targets for 16/17, particularly in relation to International PG students, as they appeared to be aspirational. It was noted that the targets for 16/17 were on a growth trajectory and the suggested Departmental targets in the final column were the ones negotiated with Heads of Department

It was noted that the new Deanery would allow better synergy between international, academic colleagues and professional services. Further work and training was still required across the University for dealing with international students, recognising specific cultural and other needs and developing interaction with home students. It was anticipated that the embedding of international activity across services, would free up International colleagues to support staff, along with input from LiSS and UCSU colleagues.

- AGREED**
1. Received the finalised International Action Plan, approved by UEG, subject to:
 - (a) The Director of Research and Head of the Graduate School to work with the Associate Dean Academic Development and Innovation and the Head of International to confirm the final targets in the Action Plan for International PG students.
 - (b) The targets in the Action Plan to be checked against the Business Plan figures submitted to the Strategic Planning and Performance Manager.
 2. Noted that the International Unit would be progressing cross University work and training in relation to international students.
- ACTION**
- o D Cox to work with I Sinker and M Yates to confirm the final targets in relation to International PG students – 1(a) above
 - o I Sinker and M Yates to check Business Plan figures with S Johnson – 1b above.

15:18 LiSS Comments and Suggestions Statement of Intent

Received Paper received from the Head of LiSS

AB15/15

The paper set out a LiSS Comments and Suggestions Statement of Intent, which had been considered by the Student Engagement and retention Group.

Facilities Management and IT Services also have similar Comments and Suggestions processes, so it was suggested that the Head of LiSS work with these services and SaMIS to ensure that there is one common and consistent approach.

AGREED Welcomed the LiSS Comments and Suggestions Statement of Intent and agreed that it should be used as the basis for discussion with IT, FM, SAMIS and any other services re the development of a common and consistent approach across the University.

ACTION M Weaver to progress with relevant professional services.

15:19 Vice Chancellor Appointment Process Update

Received Report from the University Registrar and Secretary

Verbal

The Registrar and Secretary provided an update on the process for the appointment of a Vice Chancellor and set out the timescales for long-listing, short-listing and interview.

AGREED Noted the update.

15:20 Malpractice Panel Members

Received Paper received from the Head of SaMIS

AB15/16

The paper set out nominations to Malpractice Panels of Inquiry for academic year

2015-16.

AGREED Approved the nominations to Malpractice Panels of Inquiry for academic year 2015-16.

15:21 Deliberative Committee Changes

Received Paper received from the University Registrar and Secretary AB15/17

The paper set out some proposed changes to terms of reference and membership of some Committees, Sub-Committees and Panels within the Deliberative Committee structure.

AGREED

1. Agreed the changes to terms of reference and membership of the Academic Collaborative Provision Sub-Committee.
2. Agreed the changes to membership of the Accredited Prior Learning and Articulation Panel.
3. Agreed the minor amendment to the Operating method of the Technology Enhanced Learning Sub-Committee.
4. Noted that the Academic Quality and Standards Committee are currently considering whether the number of Heads of Department on the Committee should be increased.

ACTION E MacKay to update terms of reference and membership.

REPORTS AND COMMITTEE MINUTES

15:22 Academic Board Committees

(a) Research and Enterprise Committee – S Jowett / S Booth

Received: Minutes of the meeting held on 11 June 2015 AB15/18

It was noted that since the last meeting of Academic Board, HEFCE had made some changes in relation to Research and Open Access and the Open Access Policy for Research and Scholarly Outputs would be updated with final sign off by Chair's action.

AGREED

1. Received the minutes of Research and Enterprise Committee.
2. Noted that the Intellectual Property Rights Policy and Open Access Policy for Research and Scholarly Outputs had been approved by Academic Board on 24 June 2015, but agreed to delegate final approval of some further revisions to the Open Access Policy for Research and Scholarly Outputs, to the Vice Chancellor under Chair's actions.

ACTION M Weaver to arrange for P Strike to sign off the Open Access Policy for Research and Scholarly Outputs.

(b) Academic Quality and Standards Committee – S Jowett

Received: (i) Minutes of the meeting held on 28 September 2015. AB15/19
(ii) Placement Learning Policy Appendix 1
(iii) External Examiner appointments and changes to remit Appendix 2

AGREED

1. Received the minutes of the Academic Quality and Standards Committee.
2. Agreed that final approval of the Placement Learning Policy is delegated to the Chair of AQSC. (*Since the meeting, the Policy was approved by the Chair of AQSC on 27/10/15*).
3. Noted the External Examiner appointments and changes to the remit.

15:23 Minutes of University Board of Directors

Received Paper from the University Registrar and Secretary AB15/20

- AGREED**
1. Received the minutes of University Board held on 21 May and 9 July 2015.
 2. Noted that at the October University Board meeting there was discussion on the Estates Strategy and a considerable time was spent discussing NSS results.

15:24 Strategic Risks and Communications

(a) Risks

No specific changes or additions to the Risk Register were identified.

(b) Communications

No specific matters were identified for corporate communications.

15:25 Date of next meeting

Wednesday 9 December 2015 at 2pm (until 4.30pm) in B3, Carlisle.

Deadline for papers: to be confirmed

After the meeting, the new academic representatives were invited to send any feedback to Elspeth MacKay – Committee Secretary and a meeting with academic representatives could be arranged if requested.