

ACADEMIC BOARD

UNCONFIRMED

Minutes of the meeting held on 22 June 2016

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 Dickson – Associate Dean – Quality and Student Experience (La)
 A Fry – UCSU Community and Partnerships Sabbatical (C)
 A Hampson – HoD representative (C)
 C Hardcastle – Interim Pro Vice Chancellor Academic,
 N Harris – Registrar and Secretary (La)
 R Harrison-Palmer – HoD representative (C)
 S Henderson – Deputy Dean (La)
 A Lane – Interim Director of Student Academic Administration Service (SAAS) (La)
 E Lees – HoD representative – H&S (A)
 L Mansfield – Academic representative – SNROS (A)
 J Moses – Director, Institute of Education (La)
 S Pankhurst – Deputy Dean (La)
 J Robinson – Head of Academic Quality and Development (AQD) (La)
 N Rourke – Academic representative – BLPSS (La)
 F Sapsford – Academic representative – HPSS (C)
 I Sinker – Associate Dean – Academic Development and Innovation (La)
 R Talbot – Executive Dean (La)
 K Watson – Academic representative – Ed (La)
 M weaver – Director of Library and Student Services (La)

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

In attendance: K Leigh - Committee Secretary (La)

15:83 Apologies for absence

Apologies were received from G Haigh, L Kenward, S Longstaffe, S Patefield, C Rouncefield,

15:84 Minutes of the meeting held on 20 April 2016

AB15/68

The minutes of the meeting on 20 April 2016 2016 were approved as a correct record.

15:85 Matters Arising**(a) Matters Arising Report**

AB15/69

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

- (i) *15:54 and 15:70(a) – UOC Approach to the use of Academic awards– I Sinker*
It was noted that this work was ongoing.
- (ii) *15:71 –Appointment of Professors – D Cox and M Leek*
It was noted that the Director of Research was in active discussions with the Director of HR and Equality & Diversity Manager.
- (iii) *15:77b – Student Retention and Achievement Annual Report – A Dickson -*
It was noted that work was ongoing with the Finance and Planning Service to look at 5 year comparisons.
- (iv) *15:77c – Student Retention and Achievement (Collaborative Provision) – A Dickson / J Robinson*

It was noted that SERG was monitoring the trends in students' degree classifications, and had suggested that this is supported by naked cohort analysis: from entry qualifications to degree classification. The Associate Dean: Quality and Student Experience was working with Finance & Planning to look at data specification.

- (v) The data on collaborative provision would be linked to the conversations around TEF and would form part of an ongoing discussion with Finance & Planning.
- (vi) *15:53/15:70 - Programme Initiation (formerly Programme Planning Approval) and Withdrawal Policies* – J Robinson
Programme Initiation and other templates have been further refined. All these templates are all available on staffnet at:
<http://staff.cumbria.ac.uk/Deanery/ProgrammeInitiation.aspx> and
<http://staff.cumbria.ac.uk/Deanery/ProgrammeWithdrawal.aspx>

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

SUBSTANTIVE ITEMS

ACADEMIC STRATEGY AND PLANNING

15:86 Centre for National Parks and Protected Areas

Received Paper from the Pro Vice Chancellor: Enterprise, Business Engagement and Development AB15/70

The paper set out a proposal from the Research and Enterprise Committee for the creation of a Centre for National Parks and Protected Areas to be based in Ambleside. The Centre has been discussed with a number of stakeholders, and the intention would be for it to establish a national and international network of researchers with opportunities for knowledge exchange, diversification of research and enterprise income, support an increase in HEFCE and PF recruitment and contribute to the RDAP submission. The Centre will have five strands included: ECO, health and wellbeing, wildlife centre, community governance and citizens and environment.

It was noted that LDNPA were keen to use the Centre as their research arm, and that this had the potential to partner with the other national parks across the UK, as well as International Parks through the use of Research Fellows.

It was noted that R&EC had requested work to secure the intellectual property, trademark, website and web domain in order to protect the Centre.

AGREED To endorse the recommendation for the creation of a Centre for National Parks and Protected Areas.

15:87 Recommendations from Academic Development Committee

Received Paper from the Strategic Planning and Performance Officer AB15/71

The minutes of the ADC meeting held 26 May were presented to the Committee for information. Members were asked to note in particular:

- a) Programmes approved at the meeting to stage 3 of the programme initiation process
- b) Programmes approved at the meeting to stage 4 of the programme initiation process.

It was suggested that future reports would benefit from a note of when the programmes are expected to be go live. It was noted that programmes agreed to Stage 3, may not necessarily be agreed to final

validation.

ACTION: R Talbot

- AGREED**
- a) To receive the minutes of the meeting held 26 May 2016.
 - b) To note the programmes approved to stage 3 of the programme initiation process following market research.
 - c) To note the new programme developments approved at stage 4 of the programme initiation process.

15:88 Deliberative Committee Review

Received Paper from the Registrar and Secretary

AB15/72

It was noted that since the current Deliberative Committee structure was introduced in 2010/11 there have been a number of developments and refinements as part of a process of continuous improvement. Following an effectiveness review with Chairs and Committee Secretaries in the last few months, a number of further refinements to the Committee Structure were proposed and these were set out in the paper. The key proposals included:

- The establishment of a Student Experience and Retention Committee to report to Academic Board to replace the Student Engagement and Retention Group, which currently resides in the Executive Committee structure.
- The replacement of the Academic Development Committee with an Academic Strategy and Planning Committee to focus on a more strategic, longer term view to the whole academic offer.
- Changes to a number of terms of reference of Deliberative Committees and Groups.

It was suggested that any minor comments on the structure and/or terms of reference be fed through to K Leigh outwith the meeting.

It was noted that the REF Steering Group should be represented on the Deliberative Committee structure reporting in to R&EC, and included in the terms of reference.

ACTION: K Leigh

It was suggested that the wording of the proposed Academic Strategy and Planning Committee terms of reference be clarified outwith the meeting to reflect the role of the Committee in overseeing and monitoring progress against the academic strategy, with operational responsibility being held within the Deanery. Similarly, responsibility for sign off on Stage 2 outcomes would need to be clarified.

ACTION: R Talbot, N Harris, J Robinson

It was noted that parallel to the Deliberative Committee Structure UEG would be considering the Executive Committee structure, which seeks to address any resource issues arising from the Academic Board.

- AGREED**
- a) To approve the establishment of a Student Experience and Retention Committee to replace the Student Engagement and Retention Group.
 - b) To approve the replacement of the Academic Development Committee with an Academic Strategy and Planning Committee
 - c) To approve the revised Deliberative Committee Structure
 - d) To approve the changes to terms of reference and membership of Deliberative Committees and Groups as set out in the paper subject to further review of the ASPC.

15:89 RDAP Update

Received Verbal update from the Director of Research and Head of the Graduate School Verbal

An update was provided on progress towards submission of an RDAP application in March 2017. It was noted that the work was on track to submit in April with the scrutiny team likely to be in the University from June 2017 onwards, for an average of 12 months. The changes in the HE White Paper are not due to come into force until 2017/18 and therefore the submission will be under the current regime. Discussions have taken place with HEFCE to ensure they are aware of the submission. It was confirmed that there is no waiting list for RDAP and therefore should proceed to the expected timeline.

The Director of Research welcomed the support that the Research Office have received over the last year to support the research activity and RDAP criteria. It was noted that any academic appointments being made need to be scrutinised for their externality and their research portfolio and hold or be working towards a PhD.

It was suggested that the Director of Research pick up with the Director of HR the requirement for PhD for academic posts at G8 and above to be included in the job specifications. It was noted that even at G7 if the course team feel a PhD is a requirement there needs to be the flexibility to include that in the job specification.

ACTION: D Cox

AGREED To note the update.

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

15:90 Vice Chancellor's Report

Received Paper from the Vice Chancellor AB15/73

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

- The sad death of another student in this academic year.
- Congratulations to the Students' Union on the SUccess awards event which has become a highlight in the academic calendar.
- The launch of the Sonography laboratory in Lancaster and the opportunities this will bring for academic provision and recruitment.
- The launch of the Sellafield Project Management Academy and the Vice Chancellor's thanks to all those who worked hard on the submission of the bid.
- BIS approval of the National College for Nuclear and the work ongoing to develop the curriculum and prepare for delivery.
- The ongoing discussions with the London School of Commerce, which were due to reconvene later that day.
- The recent international trips to China and Malaysia which are expected to produce good leads for future business.
- The FE Area Review in Cumbria, and the ongoing discussions around rationalisation of provision and possibilities of alternative mergers and partnerships to support the regional skills agenda.
- The success of a bid to the John Fisher Foundation to support four posts in Engineering.
- The success of the University in being nominated for a number of awards, in particular the Estates and LISS teams, and the presentation of the VC Excellence Awards on 21 June.
- The changes in the external environment in relation to the HE White Paper, the Education Excellence Everywhere White Paper and the changes to the NHS

contract, and the implications to the University, in particular in relation to the introduction of the Teaching Excellence Framework to allow tuition fees to be inflated from 2017/18.

- The ongoing Prevent training with staff, with 530 staff now having been trained and further dates scheduled for the autumn term. The response from HEFCE on the University's Self-Assessment of compliance with the Prevent Duty, gave a clean bill of health with some minor points of clarification.

The Committee expressed concern that there needs to be a greater University engagement in the design of the National College for Nuclear to ensure University of Cumbria presence is represented in the branding, and to ensure that the Chemistry and Engineering facilities will be fit for purpose.

ACTION: P Strike to raise at the next NCfN Board meeting.

AGREED Received and noted the report.

15:91 Executive Dean's Report

Received Paper from the Executive Dean

AB15/74

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:

- The collaborative work in relation to Higher Level Apprenticeships in Policing submitted to HEFCE.
- The recent meetings with the Defence Medical Services, with an indication that they wish to contract more formally with the University which is testament to the work that the Paramedic staff have put in to developing those relationships.
- The ongoing consultation around the Education White Paper and the work of staff in the Institute of Education who presented at the RIPLE conference, Erasmus+ conference and other events.
- The likely proposal for DAA, Dusseldorf as an Associate Partner, as a means of enabling students from their Level 5 Business Diploma progress to a UOC Top-up in International Business Management. The Executive Dean to work with the Head of AQD and Associate Dean (Academic Development and Innovation) to present a proposal for Chair's action outwith the meeting.

ACTION: R Talbot

The Committee noted that the wording of the report needed to be amended in relation to the decision to withdraw *the offer* of DipHE in Counselling from 2016, given that Academic Board alone has the authority to withdraw programmes.

ACTION: R Talbot

- AGREED**
1. Received and noted the report including reports from each of the Departments / Centres.
 2. Noted the Chair's action in relation to approval of DAA as an Associate Partner.

15:92 Collaborative Provision Policy and Procedures

- Received
- a) Revised processes for the approval of collaborative provision AB15/75(a)
 - b) Proposal of Cumbria Christian Learning as an Associate Partner AB15/75(b)

The paper set out recommendations of the Academic Collaborative Provision Sub-Committee, endorsed by Academic Quality and Standards Committee, for revisions to the University's existing processes for the approval and management of collaborative provision. The revisions sought to reflect the Deanery Structure, alignment with the recently revised Scheme of Delegation and to provide better reflection of the wider sector regarding collaborative provision, as set out by the CUC.

It was noted that there was an additional section to clarify responsibility for managing the business development and relationships within the Deanery, with AQD focusing on academic standards and quality.

The second paper set out a proposal for the approval of Cumbria Christian Learning as an Associate Partner of the University following successful completion of the Institutional Approval Processes. It was noted that the proposal is a reconfiguration of an existing arrangement with the Lancashire and Cumbria Theological Partnership but requires Academic Board to re-approve the partnership given the changes. It was noted that the financial due diligence didn't meet the normal standards required, but subject to further discussions with the Deanery, assurance had been provided that the partner met the requirements for institutional approval.

It was noted that following a robust discussion at AQSC there was a view that it is not a good idea to partner in subject areas that the University does not cover itself. It was noted that the intention would be to move this programme into the Institute of Education given the synergies with the existing programme in Religious Studies and to provide monitoring of quality assurance.

- AGREED**
1. To approve the proposed revisions to the Collaborative Provision procedures and processes.
 2. To approve Cumbria Christian Learning as an Associate Partner of the University.

15:93 Graduate School Mid-Year Annual Evaluatory Report

Received Paper from the Director of Research & Head of Graduate School AB15/76

The report set out activity of the Graduate School during the period 1 September 2015 and 1 April 2016. The key highlights were discussed as follows:

- Achievement of the 2015/16 target for PGR students
- Enhancement of the VLE and Blackboard resources which has been welcomed by students.
- The proactive approach to network learning and the discussions with the Students' Union to develop a PGR Society to be rolled out in the next semester.
- The creation of a PGR hot-desk at Fusehill Street and student base at Ambleside, which are actively being used by the students.
- The achievement of a successful outcome in the review of the Research Accreditation with Lancaster University.

The Committee noted the inclusion of the BME data in the report and were advised that this compared well to the rest of the sector. It was noted that the changes to UKVI were having an impact on the groups of students being taken on to the PGR programmes, in order to meet the required admission criteria.

- AGREED** To receive the report.

15:94 Student Success and Retention Framework

Received Paper from the Associate Dean – Quality and Student Experience

AB15/77

Following discussions at the Student Engagement and Retention Group, a working group had been established to look at the whole institutional approach to retention, comparing strategies and approaches used by other HEIs, and reviewing publications from the HEA. It was noted that the Group had decided to implement a framework rather than a strategy to provide a holistic approach to student success.

It was noted that the Framework had been considered by SERG and the Learning and Teaching Committee, as a work in progress, with a view to taking a 'student journey' approach from pre-arrival, academic engagement, social engagement through to completion and mapping current provision and identifying where further work is required. It was noted that the intention would be for this to be a joint venture between the University and the Students' Union. The intention would be to present the Framework more graphically so as to be more easily understood, populated and monitored.

The Committee welcomed the Framework for capturing all the evidence in one place and the contribution this would have to the TEF review.

AGREED To endorse the Student Success and Retention Framework for implementation in 2016/17.

15:95 London School of Commerce

Received Paper from the Executive Dean

AB15/78

The report provided an update on the work in progress around discussions with the London School of Commerce.

AGREED To note the report.

15:96 Outcomes of Fitness to Practise Policy Review

Received a) Proposed amendments to the Fitness to Practise Policy AB15/79(a)
b) Proposed amendments to the Fitness to Practise Adjudication process AB15/79(b)

The paper set out a suite of papers showing proposed amendments to the Fitness to Practise Policy and adjudication process for the Department of Health, Psychology and Social Studies programmes, to be supportive of students and increase compliance with professional, statutory and regulatory body requirements. It was noted that benchmarking activity has been undertaken with other HEIs in an attempt to bring the policy and processes more in line with those.

The Committee welcomed the revisions to the policy and noted the advice received from the University Lawyers on compliance with a range of legislation, disability discrimination, data protection, which have been incorporated into the policy.

It was suggested that the policy should form the basis of a wider piece of work to align the fitness to practice policies of the other professional programmes across the University, including Education, Health Care, Science and HLA provision. This could also form a condition of validation in relation to trainers and mentors in the workplace and Honorary lecturers.

ACTION: A Dickson

A second paper set out a proposal to introduce a professional practice case conference as part of the student code of conduct and adjudication/fitness to practise procedures, and to rename the current Adjudication/fitness to practise hearing to the Health and Conduct Committee.

- AGREED**
- a) To endorse the updated Fitness to Practise Policy (Health, Psychology & Social Studies)
 - b) To endorse the introduction of a professional practice case conference as part of the student code of conduct and adjudication/fitness to practise procedures, and to rename the current Adjudication/fitness to practise hearing to the Health and Conduct Committee.

15:97 International Annual Report

Received Paper from the Associate Dean: Academic Development and Innovation AB15/80

The paper provided a report on activity over the last year. It was noted that the scope of the report is to be revised for future iterations to ensure this captures key data around conversion, success and retention as well as enabling that data to be looked at collectively.

The Committee welcomed the report and noted that this related to undergraduate and postgraduate taught courses only, and that PGR students are reported separately.

It was suggested that international student achievement and retention be embedded in the wider SAR report to be able to monitor the whole student profile in one report that feeds into Academic Board and University Board.

ACTION: J Robinson, I Sinker

AGREED To note the annual report.

15:98 Student Charter Review

Received Paper from the Director of Library and Student Services AB15/81

It was noted that a light touch review of the Student Charter had been undertaken in consultation with the Students' Union, with the proposal for a full refresh of the Charter in 2016/17. It was noted that as a result a number of sections had been updated and reordered with the addition of links to financial information.

The Committee welcomed the update and suggested that a comprehensive list of awards achieved by the Students' Union be included in the Charter.

ACTION: M Weaver

AGREED To approve the updated Student Charter 2016/17

15:99 UCSU End of Year Report

Received Paper from the UCSU Academic Officer AB15/82

The report set out the UCSU end of year report. The key highlights were as follows:

- The increase of female Sabbatical officers for 2016/17
- The doubling of the membership of the Student Union Panel of Representatives, with 104 ideas having been submitted and 44 passed by the Panel, whilst seeking to be mindful of financial and reputational issues.
- The survey of the course representatives with good responses of their experience of their time as a course rep.

- The work of the Officers throughout the year – eg cut the cost campaign to save the maintenance grants –
- The work of the Information and Advocacy Service in supporting a number of adjudications and malpractices over the year which has meant a heavy caseload.
- The work to support the NSS campaign with a number of positive outcomes around student engagement as a result. This forms part of a 3 year campaign which will be continued under the new Sabbatical Officers.
- The launch of postcards designed to direct students to the Information and Advocacy Service and the positive engagement by academic staff.
- The presentation of the Impact report which sets out the achievements of the Students' Union over the last year, which is very positive.
- The positive feedback from students on the work of the Students' Union.

The Committee welcomed the report from Students' Union and the work that they have undertaken. It was noted that the induction of the new Sabbatical officers will take place in early July and it was suggested that the report is shared with key staff as good background information.

As this was their final meeting of Academic Board, the Chair thanked the UCSU sabbatical officers for their work with the University and the mutual benefits received from their engagement in the life and Committees of the University.

AGREED To receive and note the report.

REPORTS AND COMMITTEE MINUTES

15:100 Academic Board Committees

(a) Honorary Awards Committee - P Strike

Received: (i) Minutes of the meeting held on 16 March 2016 AB15/83
(ii) Confidential Nominations for Award of Honorary Fellow

The recommendations for the award of Honorary Fellow from the Honorary Awards Committee were presented to Academic Board for consideration, and recommendation to the University Board for approval.

The Committee noted the aspiration to seek to increase the use the Honorary Fellows and suggested greater social media presence, student and public lectures, critical friends as a means of nurturing these relationships, albeit with careful management through key University contacts. It was also suggested that the University's expectations of Honorary Fellows should be made clear when appointments are made.

ACTION: N Harris

AGREED

1. To receive the minutes of the meeting on 11 May 2016
2. To approve the nominations presented for Honorary Award for recommendation to the University Board on 7 July for approval.

(b) Academic Quality and Standards Committee - A Dickson

Received: (i) Minutes of the meeting held on 20 May 2016 AB15/84(a)
(ii) Revised Validation Process b)
(iii) Progress report on University AER Action Plan c)
(iv) New regulation to determine alternative courses of Verbal
action in cases of abnormal circumstance

Academic Board were asked to note in particular:

- The request to endorse the revised validation processes

- The update on progress made against the University AER action plan.
- The changes to the terms of reference for student/staff forums which will be fed through the annual review of Committees.
- The request for approval of a new regulation to enable the University to, through the Vice Chancellor, determine alternative courses of action in cases of abnormal circumstances.

- AGREED**
1. To receive the minutes of the Academic Quality and Standards Committee of 20 May 2016
 2. To endorse the revised validation processes as set out.
 3. To approve the introduction of a new regulation to, through the Vice Chancellor, determine alternative courses of action in cases of abnormal circumstances.

(c) Learning and Teaching Committee - A Dickson

- Received:
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|-------|--|------------|
| (i) | Minutes of the meeting held on 2 June 2016 | AB15/85(a) |
| (ii) | Revised Academic Design principles | b) |
| (iii) | Updated Personal Tutor Policy | c) |
| (iv) | Statement of Practice: Anticipatory Reasonable Adjustments for Students with Disabilities and Specific Learning Difficulties | d) |

Academic Board were asked to note in particular:

- The request to endorse the revised Academic Design Principles
- The request to approve the updated Personal Tutor Policy.

- AGREED**
1. To receive the minutes of the meeting held 2 June 2016
 2. To endorse the revised Academic Design principles
 3. To endorse the updated Personal Tutor Policy

(d) Research and Enterprise Committee - S Booth

- Received:
- | | | |
|------|--|------------|
| (i) | Minutes of the meeting held on 31 May 2016 | AB15/86(a) |
| (ii) | Research Centre Policy and Research Centre and Institutes Annual Report template | b) |

The Academic Board were asked to note in particular:

- The request to approve the Research Centre Policy and Research Centre and Institutes Annual Report template

- AGREED**
1. To receive the minutes of the meeting held 31 May 2016
 2. To approve the new Research Centre Policy and updated Annual Report template

(e) University Board - N Harris

- Received: (i) Minutes of the meetings held on 21 January and 3 March 2016 AB15/87

It was noted that following the reduction in size of the University Board it has been spending more time on strategic matters, including the academic strategy, student number projections, academic provision and context.

It was noted that the Board engagements with the academic departments over the year have been very beneficial and that departments would welcome any feedback from those sessions.

- AGREED** To receive the minutes of the meetings held 21 January and 3 March 2016

15:101 Strategic Risks and Communications

(a) Risks

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

(b) Communications

No specific items were identified for strategic communications.

15:102 Any Other Business

As this was the last meeting for the Vice Chancellor, the Executive Dean on behalf of the Academic Board thanked him for his chairmanship over the last few years, and wished him well in his future activities.

The Vice Chancellor expressed his gratitude to colleagues for their support and progress over the last five years and encouraged the University to celebrate its successes.

15:103 Date of next meeting

Wednesday 19 October 2016 at 2pm (until 4.30pm) – in Carlisle.

Deadline for papers: Monday 10 October