

ACADEMIC BOARD

CONFIRMED

Minutes of the meeting held on 9 December 2014

Present:

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

14:21 Apologies for absence

Apologies were received from T Curnow, A Fry, G Haigh, K Joost, E Lees, P Phillips, K Riley.

14:22 Minutes of the meeting held on 22 October 2014.

AB14/20

The minutes and confidential minutes of the meeting on 22 October 2014 were approved as a correct record.

14:23 Matters Arising

(a) Matters Arising Report

AB14/21

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

- (i) 14:07 – Admissions Process – S Jowett – discussions with SaMIS and Admissions had identified potential problem areas re clearing and had agreed to set up a new procedure which could address a complex scenario for a small number of students. The procedure would ensure that any applicants who had previously studied at UoC or anywhere else, would automatically be referred for more detailed consideration. Admission, tutors and SaMIS would work together through the Admissions process and wording in the offer was being reviewed.
- (ii) 14:11 – Academic Calendar 16-17 and 17-18 – C Reid – this would be reported to Academic Board in February.
- (iii) 14:14 – International Strategy – I Sinker – the final draft would be reported to to UEG in December and Academic Board in February.
- (iv) 14:14 – Academic Malpractice Panel Members – C Reid – noted that

- any additional members would be approved by Chair's action.
- (v) 14:18(c) – Academic Regulations – J Robinson – noted that the amended Regulations had been posted on-line.
 - (vi) 14:18(c) – Student References Policy – M Weaver – noted that pilots were underway in 3 areas and so far there had been positive feedback. Outcomes of the pilots would be reported to a future Academic Board

2. Noted the actions which had been completed in relation to: Appendix 2
- (i) 14:04 – SU membership of Academic Board.
 - (ii) 14:05 – Removal of Safe search on You Tube – completion of a Safeguarding Risk Assessment.
 - (iii) 14:16 – Deliberative Committees – terms of reference and membership had been updated.
 - (iv) 14:13(a) and (b) – Research Strategy and Code of Practice for Research – had been approved under Chair's actions
 - (v) 14:18(b) – Learning and Teaching Committee – membership had been amended.

(b) Fitness to Practise Policy – A Dickson

Verbal

AGREED Noted that some minor housekeeping changes to the Fitness to Practise Policy had been signed off by the Vice Chancellor under Chair's actions. The updated Policy was now available on staffnet – <http://www.cumbria.ac.uk/Public/LISS/Documents/Policies/FitnesstoPractisePolicy.pdf>

SUBSTANTIVE ITEMS

ACADEMIC PERFORMANCE, QUALITY AND STANDARDS

14:24 Vice Chancellor's Report

Received: Paper from the Vice Chancellor

AB14/22

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:

- Death of a student – it was noted with sadness that a student had died following a road traffic accident. All colleagues involved in supporting students and staff were thanked.
- Deaths of two Honorary Fellows who had been involved in the creation and support of the University.
- NCTL Numbers – an update was provided on the ongoing discussions with NCTL re the numbers allocated.
- STEM Funding – welcomed the allocation and noted that match funding was being sought from the LEP. Two other Catalyst bids were also being progressed.
- 50th Anniversary of HE in Lancaster events.
- Research - welcomed the number of M Phil and PhD completions.
- Development of Year 0 programmes
- Ambleside – the successful migration of students to the Ambleside campus welcomed. Student experience during the migration had been of paramount importance and students and staff had settled in well. All colleagues involved were thanked for their significant efforts to achieve the successful migration.
- Success of the Knowledge Transfer Partnership programme
- Success at Golden Apple Awards.
- Welcomed the growth in numbers in Career Ahead.
- Graduations – had been splendid occasions. All colleagues involved were

thanked.

AGREED Received and noted the report.

14:25 Faculty Reports

(a) Education, Arts and Business

Received Paper received from the Executive Dean

AB14/23(a)

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

- Arts – emphasised the importance of securing Creative Skillset Higher Education Accreditation.
- Expansion of Year 0 activity and development of an Enhanced Foundation Entry set of Programmes. All colleagues involved in this cross-University work were thanked.
- IFLAS – launch of a series of open programmes with Impact International, an international executive training organisation.
- NCTL allocations – the Faculty was grateful for the support from colleagues across the University in progressing discussions with NCTL.
- Potential growth areas, including London.

AGREED Noted the update.

(b) Health and Science

Received Paper received from the Executive Dean

AB14/23(b)

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

- National changes in arrangements for commissioning of NHS funded activities – with significant changes to student funding package anticipated for 2016.
- Potential for NHS funded activity – including confirmation re the MSc in Physiotherapy
- 1st Graduation of Paramedic students from Army Medical Services
- Launch of the simulated Ambulance in Lancaster.
- Confirmation of the Institute of Leadership and Management (ILM) accreditation.

AGREED 1. Noted the update.
2. Noted and welcomed confirmation of the ILM accreditation.

14:26 Annual Reports 2013/14

(a) Student Progress Review Annual Report

Received Paper received from the Head of LiSS

AB14/24(a)

The Head of LiSS presented the Student Progress Review (SPR) Annual Report 2013-14, which provided an update on the operation and outcomes of the Student Progress Review as applied in 2013-14. It presented data at University and Faculty / Service level for 2013-14, along with comparative data for the previous two academic years.

It was noted that there had been an increase in the use of Student Progress Reviews, which could be attributed to more awareness of staff and student engagement with the process, and also to changes in the student body, with some students entering the University with lower qualifications requiring additional support.

There could be further refinement of the process with the introduction of mandatory

triggers, but this would require IT support. It was suggested that Programme Leaders would appreciate guidance re when to stop the process, recognising that the limit of this process/intervention had been reached.

It was noted that the Student Journey programme could impact on this process in the future, with an automated tracking system.

There was discussion on the potential impact of the Consumer Regulations and the need to be more explicit re what would be provided to students and what they needed to contribute. It was suggested that this could be looked at in the review of the Student Charter and that more could be done to emphasise students' obligations to other students.

- AGREED**
1. Noted the summary and Student progress Review Annual Report 2013-14.
 2. Confirmed that the report could be published on the website.
 3. Agreed that the Head of LiSS consider a further enhancement of the SPR process by providing guidance on when to stop the process, recognising that the limit of this process/intervention had been reached.
 4. Agreed that the Head of LiSS address the Consumer Regulations requirements in the next review of the Student Charter.
- ACTION**
- M Weaver to action 3 above.
 - M Weaver to action 4 above during the review of the Student Charter.

(b) Student Complaints Procedure Annual Report

Received Paper received from the Head of LiSS

AB14/24(b)

The Head of LiSS presented the Student Complaints Procedure Annual Report 2013-14, which provided an overview of the operation and outcomes of the Student Complaints Policy and Procedure. It presented data at University and Faculty / service level for 2013-14, along with comparative data for the previous two academic years.

It was noted that the Annual review of the process had been put on hold pending the Student Journey outcome and consultation with the sector by the Office of the Independent Adjudicator.

There was discussion on the following:

- Colleagues were actively considering how to report on complaints against staff, as this was currently recorded under HR processes.
- Complaints processes were now well embedded across the University.
- Expansion into Partnership provision – colleagues were considering how to best capture and monitor this area. Currently the University dealt with complaints when the collaborative partners own process had been exhausted.
- Details were provided of how wider cross-University issues identified through the complaints process were identified and communicated to relevant colleagues. Any specific issues were also directed to the relevant Faculty or professional Service. It was noted that the LiSS Infrastructure and Policy Manager has regular meetings with Associate Deans to discuss the issues arising from all these policies.

- AGREED**
1. Noted the summary and Student Complaints Procedure Annual Report 2013-14.
 2. Confirmed that the report could be published on the web.

(c) Student Code of Conduct and Adjudication Procedure Annual Report

Received Paper received from the Head of LiSS

AB14/24(c)

The Head of LiSS presented the Student Code of Conduct and Adjudication Procedure Annual Report 2013-14, which provided an overview of the operation and outcomes of the Student Code of Conduct and Adjudication Procedure as applied to students in 2013-14. It presented data at University and Faculty / service level for 2013-14, along with comparative data for the previous two academic years. No significant changes were being made or proposed for the application of the Code of Conduct and Adjudication Procedure in 2014/15.

It was noted that paragraph 2.3 of the cover paper should have referred to Student Code of Conduct not Student Progress Review.

It was suggested that Fitness to Practice (FTP) cases should be identified separately, rather than including them with course based behaviours, as it would be useful to know how many go through FTP procedures each year.

- AGREED**
1. Noted the summary and Student Code of Conduct and Adjudication Procedures Annual Report 2013-14.
 2. Confirmed that the report could be published on the web.
 3. Agreed that for 2014-15 onwards Fitness to Practice (FTP) cases should be identified separately, rather than including them with course based behaviours, as it would be useful to know how many go through FTP procedures each year.

ACTION M Weaver to action 3 above by including in future reports the number FTP cases.

(d) Safeguarding: Children and working with Vulnerable Groups' Annual Report Summary

Received Paper received from the Head of LiSS

AB14/24(d)

The Head of LiSS presented a summary of the Safeguarding Annual Report for 2013-14, which captured key safeguarding issues, progress on actions from the previous year and key priorities for 2014/15.

There was discussion on the significant increase in the number of cases compared with last year, each of which were complex cases requiring very robust responses. There was detailed discussion on the specific areas which had increased and recognition of the number and resources involved with dealing with each of these incidents. It was suggested that there should be investigation of any reasons for this significant increase.

- AGREED**
1. Noted the executive summary of the Safeguarding Children and Working with Young People Annual report for the academic year 2013-14.
 2. Agreed that the Head of LiSS undertake further investigation of any reasons for the significant increase in the number of cases.

ACTION M Weaver to action 2 above by investigate reasons for the significant increase.

(e) Annual Report on Office of the Independent Adjudicator Casework and Activity – Calendar Year 2013

Received Paper received from the Head of LiSS

AB14/24(e)

The report provided an overview of the OIA and the University's engagement with it during the calendar year January 2013 to December 2013. The reduction in the number of complaints to the OIA, compared to the previous year, was welcomed.

AGREED Noted the annual report on OIA activity for the calendar year for 2013.

(f) Academic Appeals' Annual Report

Received Paper received from the Head of SaMIS

AB14/24(f)

The Head of SaMIS presented the Annual report, which provided an overview of the outcomes of Academic Appeals submitted in 2013-14 by students enrolled on UoC awards, including those delivered and assessed by a collaborative partner. The data was presented at University and Faculty level and included comparative data for the previous 2 years.

There was discussion on the difference between the academic appeals for the University provision and for collaborative partner provision. The most common reason for upholding University academic appeals was "extenuating circumstances". Work was continuing to promote Extenuating circumstances awareness and processes and on areas where appeals re "Unfair treatment" were being reported.

In relation to collaborative partners' provision, there had been a significant increase in appeals for one collaborative partner. There was discussion on the specific collaborative partner and the interventions which had been put in place.

It was suggested that future reports should express figures as a percentage of the total student population.

- AGREED**
1. Noted the summary of academic appeals and outcomes in 2013-14 and the actions endorsed by Academic Quality and Standards Committee.
 2. Agreed that future reports should express figures as a percentage of the total student population.

ACTION C Reid to express figures as a percentage of the total student population in the next Annual report.

(g) Academic Malpractice Annual Report

Received Paper received from the Head of SaMIS

AB14/24(g)

The Head of SaMIS presented the Annual report, which provided an overview of the outcomes of Academic Malpractice procedure in 2013-14 for suspected cases of major malpractice submitted in respect of student assessments at the University and in Collaborative partnerships. The data was presented at University and Faculty level and included comparative data for the previous 2 years.

There was discussion on the increase in the cases of malpractice, compared with previous years, particularly in the Faculty of Health and Sciences. This data had been discussed in detail at the Academic Quality and Standards Committee. It was recognised that one reason for the increase was greater use of on-line submission and Turnitin software resulting in a higher detection rate. Any students on professional health and social care processes are automatically referred through Fitness to Practice and detection was viewed seriously and important to detect.

AQD and Faculty colleagues were continuing to promote good academic practice with students and one specific AQSC recommendation was being progressed re building in more targeted work from induction onwards, aimed at professional courses and adult returning students.

AGREED Noted the summary of suspected cases of major academic malpractice in 2013-14 and the actions / recommendations endorsed by the Academic Quality and Standards Committee.

14:27 Amendment to Academic Regulations for inclusion of Dual and Double Degrees

Received Paper received from the Head of AOD

AB14/25

The paper set out a proposal to change the Academic Regulations to allow the University to offer Dual / Double Awards, as part of its collaborative provision offer through the addition of a new paragraph. These Awards are offered in many other Universities and would enable developments in a number of areas across the University.

The QAA were due to provide Guidance on different types of collaborative provision, and it was recognised that the University might need to re-visit all categories of collaborative provision in light of that Guidance.

Academic Board thanked all colleagues who had been involved in the development of these proposals.

AGREED Agreed a change to the Academic Regulations to allow the University to offer Dual / Double Awards as part of its collaborative provision offer through the addition of the following (new) paragraph to section B6.5:

“(iv) Dual/Double Awards: An arrangement where the University collaborates with one or more other awarding bodies to provide a single jointly delivered programme that leads to separate awards (and separate certification) being granted by each institution.”

ACTION J Robinson to update the Academic Regulations.

14:28 Self Evaluation Documents for Primary and Secondary ITT Summary Report

Received Confidential paper received from the Director of Institute of Education

AB14/26

The paper set out the draft SEDs for Primary and Secondary ITT. It was noted that some of the information had still to be updated or added and the documents would be completed by early January 2015. It was suggested that the documents should be forwarded to University Board Directors when completed.

AGREED

1. Noted the update on progress with the production of the Self Evaluation documents for Primary and Secondary ITT.
2. Agreed that the Director of the Institute of Education arrange to circulate the documents to University Board members when completed.

ACTION J Moses to arrange with K Leigh re circulation to University Board.

ACADEMIC STRATEGY AND PLANNING

14:29 Annual Operating Plan Academic Transformation Programme Update

Received Report from the Deputy Vice Chancellor

Verbal

The Deputy Vice Chancellor provided an update on progress projects within the Academic Transformation Programme (ATP). The business case for the ATP had been approved by the Planning and Resources Committee and progress was now being monitored by the Change Delivery Board.

It was noted that timescales for each of the Projects within the ATP were wide ranging, with some due to be completed this academic year and other to run into subsequent years. Each Project had its own project management arrangement and a Programme Board overseeing all elements. All projects were progressing well.

AGREED Noted the update.

14:30 Learning, Teaching and Assessment Strategy

Received Paper from the Head of AOD

AB14/27

The paper set out a proposed Learning, Teaching and Assessment Strategy which had been the subject of detailed consideration by the Academic Quality and Standards Committee.

The Learning and Teaching Plan had been reviewed, in light of the University's Academic Strategy, and a more succinct statement of intent in relation to the University's strategic approach to learning and teaching had been developed.

During consideration of the Strategy the following was discussed:

- Metrics for measurement - these would be picked up as part of the next stage of the work. Colleagues would meet at the end of January to discuss the proposed targets and alignment with Institutional performance indicators. It was anticipated that there would be a range of measures and metrics we would be considered for each Departmental level. This more tailored approach to setting targets at Departmental level was welcomed.
- Statement 2 – To promote learning partnerships – it was recognised that future developments meant that the learning partnerships agenda would need to be strengthened and promoted as this area developed.
- The high level Statement of intent approach was considered. It was recognised that following the development of these statements, there would be more work by HoDS between now and the end of January to turn these into Institutional Plans. The importance of working with the Business Planning process was emphasised.

- AGREED**
1. Approved the Learning, Teaching and Assessment Strategy, which would replace the Learning and Teaching Plan, recognising that it would move to the next stage of development to articulate itself into a more detailed set of proposals which KPIs could be applied to.
 2. Noted that the detailed Departmental responses would be reported to the Learning and teaching Committee.
 3. Agreed that the Head of AOD report to Academic Board on progress at the appropriate time.
 4. Emphasised the importance of working with the Business Planning process.

ACTION J Robinson to report progress to Academic Board at the appropriate time.

14:31 Research Degree Awarding Powers Update

Received Paper from the Director of Research and Head of the Graduate School

AB14/28

The paper provided an update on progress towards the Research Degree Awarding Powers application. It was noted that the research survey would be undertaken on an annual basis and was about to be launched. This paper had also been reported to the University Management Team and RDAP progress was being discussed at all levels of the University.

It was suggested that future reports should include a resources statement to quantify the resources required.

There was discussion on Criterion 1 and the metric in relation to Active or recognised contribution to a subject association, relevant professional body or learned society.

There was discussion on workload / capacity issues, but also a recognition that this was a crucial part of career progression and personal academic development, and as such this type of participation should be celebrated and encouraged.

The report was welcomed as a clear articulation of the current picture and what needs to be achieved.

AGREED Noted the required areas of investment and progress towards the RDAP application, with a target date of December 2016.

OTHER MATTERS

14:32 Honorary Awards Committee

Received STRICTLY Confidential paper from the Vice Chancellor AB14/29

Recorded as a separate confidential minute.

14:33 Deliberative Committees – Changes to Terms of Reference and Membership Changes

Received Paper from the University Registrar and Secretary AB14/30

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

AGREED Agreed the following changes to terms of reference and membership of Deliberative Committees:

- (a) The Pro Vice Chancellor Enterprise, Business Development and Engagement to be added to the membership of Academic Board (AB to recommend this change to University Board) and the Research and Enterprise Committee.
- (b) The terms of reference and membership of the Technology Enhanced Learning Sub-Committee, as set out in paragraph 2.
- (c) The addition of the Business Planning and Performance Manager and the Director of IT Services to the membership of the Research Degree Awarding Powers Steering Group.
- (d) A change to the terms of references of the Professorial Titles Conferment Committee, as set out in paragraph 4.
- (e) The replacement of the Director of the Institute of Education with the Director of School and Business Engagement as a member of the EAB FAQSC.

ACTION E MacKay to update terms of reference and membership

14:34 Strategic Risks and Communications

(a) Risks

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

Academic Board discussed potential risks in relation to quoracy and emphasised the importance of attendance at meetings.

AGREED Agreed that the Committee Services officer reinforce the message re quoracy and attendance at meetings.

ACTION E MacKay to email Committee Secretaries

(b) Communications

There were no specific items identified for corporate communications.

REPORTS AND COMMITTEE MINUTES

14:35 Academic Board Committees

(a) Research and Enterprise Committee – S Stephenson

Received: (i) Minutes of the meeting held on 17 October 2014. AB14/31
(ii) Research Office and the Graduate School Action Plan. Appendix 1

AGREED

1. Received the minutes of the meeting on 17 October 2014.
2. Noted the Research Office and Graduate School Action Plan.
3. Noted that the Committee had been monitoring progress re RDAP.

(b) Academic Development Committee – S Jowett

Received: (i) Minutes of the meeting held on 5 November 2014. AB14/32
(ii) Endorsement of the revalidation of 2 separate named awards for BA(Hons) English and BA(Hon) English and Creative Writing.
(iii) Endorsement of the formal withdrawal of South Thames College Programmes and BA(Hons) Journalism from the University portfolio.
(iv) Endorsement of the developments in relation to Foundation Year provision.

AGREED

1. Received the minutes of the meeting held on 5 November 2-14.
2. Endorsed the decision to revalidate two separate named awards for BA (Hons) English and BA (Hons) English and Creative writing.
3. Endorsed the formal withdrawal of South Thames College Programmes and BA (Hons) Journalism from the University portfolio.
4. Endorsed the developments in relation to Foundation Year provision.

(c) Academic Quality and Standards Committee - S Jowett

Received: (i) Minutes of the meeting held on 17 November 2014. AB14/33
(ii) External Examiner Summary Report 2013/14 Appendix 1
(iii) External Examiner Appointments. Appendix 2

AGREED

1. Received the minutes of the meeting on 17 November 2014.
2. Noted the External Examiner Summary Report 2013/14.
3. Noted the External Examiner appointments.

(d) Learning and Teaching Committee - S Jowett

Received: (i) Minutes of the meeting held on 21 November 2014. AB14/34
(ii) Library Learning Resources Strategy and Collection Management Policy. and Appendices
(iii) Student Voice Working Group paper regarding the introduction of 'Consent Form for using Student Work as Exemplars'.

AGREED

1. Received the minutes of the meeting on 21 November 2014.
2. Approved the Library Learning Resources Strategy and Collection Management Policy.
3. Noted the Student Voice working group paper regarding the introduction of "Consent Form for using Student Work as Exemplars".

14:36 Minutes of University Board of Directors

Received Paper from the University Registrar and Secretary AB14/35

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

14:37 Date of next meeting

Wednesday 25 February 2015 at 2pm (until 4.30pm) in SKF28, Carlisle.

Deadline for papers: 13 February 2015.