

**ACADEMIC BOARD**

CONFIRMED

**Minutes of the meeting held on 25 February 2015**

**Present:** P Strike (Chair) – Vice Chancellor (C)  
 S Booth - Pro Vice Chancellor - Enterprise, Business Development and Engagement  
 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)  
 K Joost – Academic representative – EAB (C)  
 S Jowett – Deputy Vice Chancellor (C)  
 E Lees – HoD representative – H&S (A)  
 J Moses – Director of Institute of Education (La)  
 P Phillips – Academic representative – H&S (La)  
 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)  
 Katia Riley – UCSU Student Voice Facilitator

**14:38 Apologies for absence**

Apologies were received from A Fry, G Haigh, S Longstaffe, S Pankhurst and F Powley.

**14:39 Chair's Comments**

The Chair welcomed Sandra Booth - Pro Vice Chancellor - Enterprise, Business Development and Engagement to her first meeting of Academic Board.

**14:40 Minutes of the meeting held on 9 December 2014**

AB14/36(a)  
 AB14/36(b)

The minutes and confidential minutes of the meeting on 9 December 2014 were approved as a correct record, subject to amending a typographical error in 14:23(b).

**14:41 Matters Arising****(a) Matters Arising Report**

AB14/37

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

- (i) 14:34 – Quoracy** – it was noted that a message highlighting the importance of attending meetings would be sent out to Committee Secretaries for onward transmission to all Committee members. There was discussion on barriers to attendance at meetings and the need to set dates as far in advance as possible and on days which would be suitable for academic representatives with teaching

commitments. It was noted that the annual review of Committee effectiveness would be commencing within the next week and Committee Chairs and Secretaries would be encouraged to carefully consider the number of Committees, meetings and members.

**ACTION** E MacKay to contact academic representatives on Academic Board, AQSC and FAQSC re the most suitable dates and times for meetings.

**(ii) 14:14 and 14:23(a)iii – International Strategy** – I Sinker – it was noted that this would be reported to the next Academic Board.

**(iii) 14:18(c) – Student References Policy** – M Weaver – it was noted that work was ongoing and draft references had been prepared for students in the pilot. So far there had been positive feedback from staff involved in the pilots. The final outcomes would be reported to a future Academic Board.

**(iv) 14:26(a) – Student Progress Review Annual Report 13-14** – M Weaver – it was noted that the issues raised would be addressed through the triennial review which would report to the March Student Engagement and retention Group.

**(v) 14:26(c) – Student Code of Conduct and Adjudication Procedures Annual Report 13-14** – M Weaver – it was noted that the comments made by Academic Board would be taken into account for the process in future. A Task and Finish Group would be meeting to review the Student Charter and would then involve Legal Services as required.

**(vi) 14:26(d) – Safeguarding: Children and Working with Vulnerable Group’s Annual Report 13-14** – M Weaver – it was noted that the reasons for the increase in the number of cases would be reported to Academic Board in April 2015.

**(vii) 14:26(f) – Academic Appeals’ Annual Report** – C Reid – it was noted that student numbers and percentages would be reported in next year’s annual report.

AGREED 2. Noted the actions which had been completed in Appendix 2 relation to:

- (i) 14:27 – Amendment to Academic Regulations for inclusion of Dual or Double Degrees
- (ii) 14:28 – Self Evaluation Documents for Primary and Secondary ITT
- (iii) 14:30 – Learning, Teaching and Assessment Strategy
- (iv) 14:23(a)ii – Academic Calendar 2016/17 and 2017/18
- (v) 14:04 – Academic staff and HoD representatives on Academic Board
- (vi) 14:P07 – Faculty Report – EAB – Admissions
- (vii) 14:18(c) – Academic Regulations

**(b) Academic representatives on Academic Board** Verbal  
Noted the resignation of Trevor Curnow, as an Education, Arts and Business Faculty academic representative on Academic Board. Due to the significant activity taking place within the University at this time, nominations for a replacement academic representative would be sought later in the academic year.

## SUBSTANTIVE ITEMS

### ACADEMIC PERFORMANCE, QUALITY AND STANDARDS

#### **14:42 Vice Chancellor’s Report**

Received: Paper from the Vice Chancellor

AB14/38

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 and a member of staff – Academic Board recorded sadness at these losses.
- Injury to a student during a Students’ Union rugby match - Academic Board recorded best wishes for the student’s recovery.
- A Research and Development contract with Sellafield Ltd - Academic Board thanked Ian Sinker, Michele Lawty-Jones, Sheila Pankhurst, Robin Talbot and Jacq Longrigg for their significant activity in progressing this. The partnership with Sellafield and collaboration with the University of Manchester were welcomed.
- National College for Nuclear progress - Academic Board thanked all colleagues involved in the process.
- GlaxoSmithKline – progress with the development of a relationship.
- Expressions of interest had been submitted to the Cumbria Local Enterprise Partnership for the next round of Local Growth Funds.
- Continued success with Knowledge Transfer Partnerships was welcomed.
- Carlisle Business Interaction Centre events.
- Continuing negotiations with NCTL and a visit by senior NCTL colleagues with University colleagues and partner schools. A bid had been submitted for some more secondary student numbers.
- HEFCE conference and national developments, including Student Opportunity Funding.
- Some positive news re the Widening Participation agenda and particularly a successful bid for student access and opportunities.
- Academic Board thanked and congratulated all those involved in the Research Excellence Framework and recognised the significant improvement achieved.
- The RDAP survey went out mid February and Academic Board members colleagues were asked to encourage colleagues to complete the survey.
- IiP – welcomed the achievement of IiP Bronze Accreditation. Academic Board congratulated the Students’ Union on achievement of IiP Gold accreditation.
- National College of Nuclear progress.
- Chaplaincy Lecture - to be given by the Chancellor on 11 March 2015.
- University Church choir to perform at the Cathedrals Group.
- Planning permission had been granted for new student accommodation, which would be completed by September 2016.
- Massive Open On-Line Courses (MOOCs) progress.

**AGREED** Received and noted the report.

#### **14:43 Faculty Reports**

##### **(a) Education, Arts and Business**

Received Paper received from the Executive Dean

AB14/39(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:

- REF scores in the Faculty were welcomed, with a significant percentage rated as internationally significant. All colleagues involved in research activities were congratulated and thanked. It was reported that there was a planned and strategic process for communication of REF scores and using them in marketing and promotions to staff, students, prospective students and external stakeholders.
- NQT Survey and its importance to the University as a teacher training provider.

A summary of the survey results was provided and had been circulated to key colleagues throughout the University.

- Masters of Law provision in partnership with Robert Kennedy, with residential elements to be held in East India Dock Road.
- Policing – welcomed positive recruitment and the submission of a research bid by the Policing Team.
- Meeting with NCTL colleagues and the impact of positive feedback from School based partners.
- Drama transition and Professional services offer of support in facilitating this move.
- International developments – FAME College Malaysia - noted a revised timeline in relation and that although the validation had been completed from the University's perspective, it was still progressing through Malaysian qualifications agency, and was therefore not yet fully completed.
- Student Recruitment - Education Studies HEFCE programme positive recruitment. Initial discussions were progressing re a distance learning version. The importance of recruitment was emphasised and the success of some of the new programmes was recognised, but there had been decline in other areas.

**AGREED** Received and noted the report.

**(b) Health and Science**

Received Paper received from the Executive Dean

AB14/39(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:

- Student recruitment.
- Developing links with Sellafield, National College for Nuclear and Lakes College. There may need to be consideration of engineering provision in the near future and the potential for joint delivery.
- Capital funding secured and other potential opportunities.
- New developments – including part time programmes and Defence Medical Services.
- REF – welcomed the results and activity underway in the Faculty and the ongoing trajectory to increase research and scholarly activity.
- Nurse Education - discussed the national context and potential changes to contract commissioning and benchmark prices. Work was progressing to look creatively at what the University could provide to respond to the national shortage of nurses.
- International award given to Radiation Protection Programmes was highlighted and welcomed. Academic Board thanked all colleagues involved in the development and delivery of this programme.

**AGREED** Received and noted the report.

**14:44 Annual Evaluatory Review – University Action Plan**

Received Paper received from the Head of AQD

AB14/40

The paper provided a summary of actions highlighted through the 2013/14 Annual Evaluatory Review (AER) process as requiring action / intervention at University level and the proposed actions to address these issues. Issues had been highlighted by Heads of Department and Departmental Quality Committees.

The paper included a rolling action plan of issues carried forward year on year and identified issues which had been resolved. Future reports would focus on ongoing issues to be resolved. There had been engagement with Heads of Department and

Heads of Professional Services re the issues and the proposed actions. An update on progress with the actions would be presented to a meeting of Academic Board later in the academic year.

There were a number of recurring issues identified year on year particularly re estates suitability / quality and timetabling. It was noted that work was underway to address these issues, but it was recognised that some of the estates issues were longer term and took some time to address.

There was specific discussion on:

- (a) Estates quality and suitability – the importance of improving the quality of the estate was recognised, the need for improvements of the Lancaster estate was highlighted, in order to improve the student experience. Open Day feedback and the Decliners’ survey had also highlighted the need for improvement in the estate.
- (b) Item 36 – Access to LiSS for non-standard academic year students – it was clarified that this had been raised re some students starting at different times of the year not being able to access HeadStart support materials. It was suggested that this could be dealt with by LiSS, but the elements re non-traditional processes might need to be progressed through Student Journey. The Head of AQD undertook to re-word the action for item 36.
- (c) Item 39 – a perceived need to increase recruitment of students with disabilities and the need for join up of data in the Equality and Diversity Annual Report and the Student recruitment Annual Report.

**AGREED** Received the Updated Institutional level Annual Evaluatory Review Action Plan, subject to the Head of AQD amending the action in item 36 as set out above and ensuring join up in data in Equality and Diversity and Student Recruitment Annual Reports.

- ACTION**
- J Robinson to work with the Equality, Diversity and Inclusion Officer and the Head of Marketing and recruitment to ensure join up re the data in the E&D Annual Report and the Student Recruitment Annual Report.
  - J Robinson to re-word the action in item 36.
  - M Weaver to work with C Reid to address the specific issues re accessing Head Start support materials.

#### **14:45 Proposed Changes to Academic Regulations – Introduction of Integrated Year 3 to University Honours Awards**

Received Paper received from the Head of AQD

AB14/41

The Head of AQD presented the report which set out some proposed changes to Academic Regulations to facilitate the ongoing expansion of the Level 3 / Year 0 offer. The specific changes related to:

- Accredited Prior Learning – it was clarified that the proposals related to the Integrated Level 3 Honours Awards, not to stand alone Level 3 Awards.
- Progression requirement from Level 3 to 4 and the completion of credits before progression. The proposal was that students could progress with 100 credits. There was discussion on the variety or practice across the sector and the need to meet the core competencies.

During discussion, it was noted that no change was being proposed to Academic Regulation F15 re condonation, this meaning that condonation could be permitted within L3 of the Integrated Honours Awards (subject to meeting the criteria set out in

the current regulations). There was some discussion on whether modules should be condonable but it was noted that this was a programme design issue (modules designated as core cannot be condoned). The working group overseeing Integrated Level 3 Honours Awards was keen to provide a degree of consistency across all L3 routes in this regard.

- AGREED**
1. Approved the proposed changes to Regulation C6.3.3 – new Regulation and Regulation G2.5, as set out in AB14/41.
  2. Noted that the Academic Regulations Working Group would be proposing further changes to Academic Regulations, for consideration by Academic Board in April 2015.
- ACTION**
- J Robinson to amend Regulations.

## ACADEMIC STRATEGY AND PLANNING

### **14:46 Academic Calendar 2016/17 onwards**

Received Paper received from the Head of SaMIS

AB14/42

The Head of SaMIS presented the paper, which provided an update on the setting of academic calendars for year 2016-17 onwards. Some issues with the current calendar have been identified by the Academic Workload Implementation Review (AWIR) Group and work would continue through that group to model possible changes to the academic calendar from 2016-17 that would help to address current pinch points for academic staff and students. The issues under discussion were primarily focussed on the amount of time set in the calendar for end of semester assessments and marking, the timing and scheduling of Assessment Boards and the potential consequences of extending the time allocated for these activities on the scheduling of Award Ceremonies.

In light of the feedback so far, further modelling on calendars would be undertaken and the AWIR Group would be used as an initial sounding board. However, it was important at this stage to set dates for Awards Ceremonies for November 16 and provisional dates for July 2017, pending further discussion of the preferred academic calendars for 16/17 onwards.

During consideration the following matters were discussed:

- The value of the AWIG being involved in the discussions and the importance of the input and experience of academic colleagues at that Group was emphasised. The Group would be particularly important for considering impact on student experience.
- The potential for automatic feedback was discussed and colleagues were urged to consider assessment methods which could reduce the load on staff. It was noted that at all revalidations, there was careful consideration of assessments and creative use of assessment. A paper was going to the Learning and Teaching Committee on 26 February and institutional performance indicators were being proposed re on-line submission and on-line feedback for Sept 2016.
- Award Ceremonies – there is a variety of practice across the sector, with some Universities having Ceremonies once a year and others having them twice a year. Work was progressing to establish the optimal solution for the University, but in the meantime provisional dates for Ceremonies should be set. It was noted that there would have to be careful consideration of the scheduling of University Board in November, as it had to sign approve HEFCE Returns.

- AGREED**
1. Noted the ongoing discussions with the Academic Workload Implementation review Group regarding the University's Academic Calendars for 2016-17 and beyond.
  2. Approved the following Award Ceremonies dates for November 2016

and July 2017, subject to working closely with the Strategic Governance and Compliance Manager re scheduling of the University Board meeting in November 2016:

- Week commencing 21 November 2016;
- Either week commencing 10 July or 17 July 2017 – pending confirmation of the 16-17 calendar.

**ACTION** C Reid to:

- Progress consideration by AWIP Group; and
- Working with K Leigh re scheduling the University Board meeting in November 2016.

**14:47 Annual Operating Plan Academic Transformation Programme Update**

Received Report from the Deputy Vice-Chancellor

Verbal

The Deputy Vice Chancellor provided an update on progress of each of the projects within the Academic Transformation Programme (ATP) and confirmed that all Projects were on track. Work was progressing on refining some of the reporting mechanisms, to move from intensive monitoring to a lighter touch approach.

Academic Board welcomed progress in each of these areas and thanked and paid tribute to Jacq Longrigg for her work as Programme Manager.

There was discussion on Energus and the need for Academic Board to understand the changes, what the revised service model would be like and what this would mean for student experience ie what would be in place for students and when.

**AGREED**

1. Noted the update.
2. The Deputy Vice Chancellor to report to Academic Board before the end of the current academic year to explain the revised service model at Energus and what this would mean for student experience.

**ACTION** S Jowett and J Longrigg to report to Academic Board in April or June 2015.

**14:48 Enterprise Review**

Received Paper from the PVC – Enterprise, Business Development & Engagement

AB14/43

The Pro Vice Chancellor - Enterprise, Business Development & Engagement provided an update on progress with the Enterprise review and the proposed organisational model which was currently being consulted on. The strategic drive for the review was growth and ensuring re-focus and re-alignment to be able to respond to growth opportunities.

The review was progressing and was currently in collective consultation on phase 1. Collective consultation would close on Monday and feedback would be used to inform the creation of the right structure going forward. The overlap of centralised function and co-dependencies with other areas was being considered along with skills and competencies audit.

There was discussion on the following:

- Student enterprise and employability were recognised as a key part of the enterprise agenda and it was confirmed that the proposals was that this would be part of the Central Enterprise Team.
- The need for clearly definitions, de-lineation and communication lines between research and enterprise, including the important areas of overlap, was emphasised. The transfer of any staff in relation to Research had not yet been fully agreed and was the subject of ongoing discussions. Consultation feedback

- would be taken into account in decision making.
- Some concerns about representation on the Structural Review Advisory board were discussed, with a suggestion that it was more skewed to EAB. It was noted that this was partly due to the vacancy in the H&S Faculty Business Manager post, but there was senior level representation as the Executive Dean was on the Board. There was a suggestion that the Director of Research and Head of the Graduate School might be involved in the Board, but it was recognised that there was an opportunity to provide feedback as part of the consultation process.

**AGREED** Noted progress to date on the Enterprise review and the proposed organisational model which was currently formally being consulted on.

## OTHER MATTERS

### **14:49 Deliberative Committees – Changes to Terms of Reference and Membership Changes**

Received Paper from the University Secretary & Registrar AB14/44

The paper set out proposed changes to the terms of reference and membership of the Technology Enhanced Learning Sub-Committee and the Academic Collaborative Provision Sub-Committee.

- AGREED**
- Agreed the following changes to terms of reference and membership of Deliberative Committees:
    - Technology Enhanced Learning Sub-Committee - the addition of a "Student representative" to the membership of the Sub-Committee.
    - Academic Collaborative Provision Sub-Committee - the addition of a member of the Academic Development team and the removal of the representative for Strategic Planning and Performance.
  - Noted that the annual review of Committee effectiveness would shortly be undertaken and Committee Chairs and Secretaries were asked to respond to the review.

**ACTION** E MacKay to update terms of reference and membership.

### **14:50 Strategic Risks and Communications**

#### **(a) Risks**

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

#### **(b) Communications**

There were no specific items for corporate communications.

## REPORTS AND COMMITTEE MINUTES

### **14:51 Academic Board Committees**

#### **(a) Academic Quality and Standards Committee – S Jowett**

Received:	(i) Minutes of the meeting held on 14 January 2015.	AB14/45
	(ii) Updated Primary and Secondary Self Evaluation documents.	Appendix 1
	(iii) To approve Changshu Institute of Technology (CIT) as an Associate Partner (Dual Award).	Appendix 2
	(iv) To approve the continuation of partnerships with Belfast Bible College (BBC) and Robert Kennedy College (RKC).	Appendix 3
	(v) To note External Examiner appointments.	Appendix 4

- AGREED**
1. Received the minutes of the AQSC on 14 January 2015.
  2. Approved the updated Primary and Secondary Self Evaluation documents.
  3. Approved Changshu Institute of Technology (CIT) as an Associate Partner (Dual Award).
  4. Approved the continuation of collaborative partnerships with Belfast Bible College (BBC) and Robert Kennedy College (RKC).
  5. Noted the External Examiner appointments, nominations and changes to remit.

**(b) Research and Enterprise Committee – A Stephenson**

- Received:
- |   |            |
|---|------------|
| (i) Minutes of the meeting held on 22 January 2015. | AB14/46    |
| (ii) Graduate School AER 2013/14.                   | Appendix 1 |
| (iii) REF Results.                                  | Appendix 2 |

Academic Board welcomed the growth in Graduate School numbers and noted that the Director of Research and Head of the Graduate School would be discussing the potential for some specific Graduate School meeting space with the Director of Estates. However work was also progressing to pull together cogent types of activity in Forum and cross disciplinary work rather than simplify identifying specific spaces.

- AGREED**
1. Received the Minutes of R&EC on 22 January 2015.
  2. Noted the Graduate School AER.
  3. Noted and welcomed the REF Results and continued growth in Graduate School activity.
  4. Emphasised the importance of PhD students completing the 2 yearly survey.
  5. Noted that the Committee had considered the Research Office and Graduate School Action Plan.

**14:52 Minutes of University Board of Directors**

Received Paper from the University Registrar and Secretary AB14/47

- AGREED**
1. Received the minutes of University Board held on 25 November 2014.
  2. Noted that trends on initial teacher training were part of ongoing discussions and monitoring at University Board.

**14:53 Date of next meeting**

Wednesday 29 April 2015 at 2pm (until 4.30pm) in SKF28, Carlisle.

**Deadline for papers:** 17 April 2015