

**ACADEMIC BOARD**

CONFIRMED

**Minutes of the meeting held on 29 April 2015**

**Present:** P Strike (Chair) – Vice Chancellor (C)  
 S Booth - Pro Vice Chancellor - Enterprise, Business Development and Engagement  
 C Callaghan – Academic representative H&S (La)  
 D Cox – Director of Research & Head of Graduate School (La)  
 A Dickson – Associate Dean – Health & Science (H&S) (La),  
 G Haigh - Director of Marketing and Recruitment (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)  
 E Lees – HoD representative – H&S (A)  
 S Longstaffe – Academic representative EAB (La)  
 J Moses – Director of Institute of Education (La)  
 F Powley – Associate Dean EAB (C)  
 C Rouncefield – Head of Department – Business, Law and Social Sciences (La)  
 J Sharp – Academic Sabbatical – UCSU (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

**14:54 Apologies for absence**

Apologies were received from K Joost, S Jowett, S Pankhurst, P Phillips, C Reid, J Robinson and I Sinker.

**14:55 Minutes of the meeting held on 25 February 2015**

AB14/48

The minutes and confidential minutes of the meeting on 25 February 2015 were approved as a correct record.

**14:56 Matters Arising****(a) Matters Arising Report**

AB14/49(a)

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

**(i) Quoracy** – it was noted that the importance of attendance at meetings was being emphasised as part of a package of communications going out to Committee Chair and Secretaries.

**(ii) Academic Calendar 2016/17 and beyond** – it was noted that work was progressing through the Task and Finish Group, with the aim of reporting to Academic Board in June 2015.

**(iii) Student References Pilot** – it was noted that specific issues were being addressed and an evaluation of the pilot would be reported to a future meeting.

**(iv) AER – E&D and Student Recruitment Annual Report (AR) join up** – it was noted that there were opportunities for further consolidation / alignment of some

Annual Reports eg Student Recruitment, Withdrawal and Achievement AR, Student recruitment AR and Equality and Diversity AR.

**(v) AER – Rewording** – it was noted that the action was being progressed by the Head of AQD.

**(vi) AER – Head Start support** – it was noted that the action completed. LiSS colleagues had resolved the specific issue with expansion non-traditional students with the relevant Head of Department. There were plans to extend Head Start in 2015/16.

**(vii) Changes to Academic Regulations** – it was noted that this was an item later in the agenda.

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

- (i) 14:41ii – International Recruitment / Strategy Plan
- (ii) 14:47 – Academic Transformation Programme
- (iii) 14:49 – Deliberative Committee Changes
- (iv) 14:26(f) – Academic Appeals Annual Report

**(b) Safeguarding: Children and working with Vulnerable Groups** – M Weaver AB14/49(b)

With reference the minutes of Academic Board on 9 December 2014 (Min Ref – 14:26d), the report provided an analysis of the reasons for the significant increase in number of Safeguarding cases. Nationally, there had been an increase in safeguarding cases across a number of agencies and there was also increased awareness of reporting mechanisms. The individual University of Cumbria safeguarding cases had been analysed and there were no referrals which the University could have reduced or avoided. It was not possible to predict the extent of casework from year to year.

**AGREED** Welcomed the analysis of the reasons for the increase and re-emphasised the importance of addressing the safeguarding agenda via the current mechanisms and training in place to ensure the University supports vulnerable students and remains compliant.

## SUBSTANTIVE ITEMS

### ACADEMIC PERFORMANCE, QUALITY AND STANDARDS

#### **14:57 Vice Chancellor's Report**

Received: Paper from the Vice Chancellor AB14/50

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 member of staff – Academic Board recorded sadness and expressed condolences.
- General election and the significant implications for the HE sector whatever the outcome eg tuition fees and potential re the number of nursing commissions.
- Student recruitment – update on application / conversion rates and performance against targets, with some specific areas highlighted and discussed.
- Growth and Savings exercise and the impact on staff and student experience - this was a separate item later in the agenda.
- QR and REF Results – welcomed the positive results and financial implications.
- HEIF Funding and potential for further growth in this area were welcomed.

- Project Academy Development with Sellafield Colleagues.
- National College for Nuclear (NCN) – an update was provided on the current position. The impacts and opportunities were discussed, particularly in relation to the developing STEM provision. The need for relevant academic and professional service colleagues to be involved at an early stage was emphasised.
- The development of relationships with some research intensive Universities was welcomed.
- STEM labs – should be on site in Fusehill Street within the next few weeks, and would be ready of occupancy in September 2015. Positive recruitment to STEM programmes was welcomed.
- International student numbers - MBA cohort of Libyan students and collaboration with Changshu Institute of Technology.
- Estates – University Board had approved the commencement of student accommodation in Ambleside and the new teaching block in Lancaster.
- David Butler was welcomed as the interim Head of Department for Arts and Humanities.
- The University had been shortlisted for 2 THE Awards.

- AGREED**
1. Received and noted the report.
  2. Agreed that a report on National College for Nuclear should be submitted to the next meeting of Academic Board and emphasised that relevant academic and professional service colleagues should be involved at an early stage, to identify impacts and opportunities.

**ACTION** S Jowett to report to the next meeting of Academic Board on NCN.

## **14:58 Faculty Reports**

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

Received Paper received from the Executive Dean

AB14/51(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:

- Carter Review of ITT and the implications for the University - colleagues had been actively engaged with this review.
- Academic portfolio and the active engagement of academic colleagues in the development and refreshing of the offer.
- Number of ITT student numbers allocated by NCTL.
- Staff and Student Awards.

#### *Proposal to Transfer Drama Provision to Brampton Road*

The Executive Dean outlined a proposal re the transfer of the drama provision from Lancaster to Carlisle. The academic business case and reasons for the proposal were outlined and discussed and it was emphasised that the proposal had been developed on the basis of academic drivers. Reassurances were provided that the current drama provision in Lancaster would be taught out on that site, with recruitment of new students being to Carlisle for 2016/17 onwards. University Executive Group had approved the proposals for consideration by Academic Board of the academic drivers and academic business case.

There was discussion on the proposal, including: the strength of the response from students and alumni (a petition had been signed by a significant number of individuals); impact on alumni and stakeholder relations and recruitment; and communications. It was recognised that when clear communications had been issued re exactly what facilities and arrangements would be put in place for the teaching out of existing students, this had helped to clarify the position for staff and students.

The business case and rationale for the proposals were accepted, but it was suggested that the University could learn from the experience particularly re decision making, assessment of strength of response and potential impact of decisions and clear and timely communications. The importance of maintaining a relationship with the Dukes was also emphasised.

- AGREED**
1. Received and noted the report.
  2. Approved the transfer of BA (Hons) Drama from Lancaster to Carlisle Brampton Road from 2016/17, subject to resources being in place.
- ACTION** R Hannaford to progress the transfer of drama provision, involving all relevant academic and professional services colleagues as appropriate.

**(b) Health and Science**

Received Paper and a Confidential paper received from the Executive AB14/51(b)  
Dean

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 – positive recruitment performance
- Institute of Leadership and Management (ILM) - this had been implemented as a pilot with growth potential. A report would be submitted to a future Academic Board reviewing its first year and identifying proposals re the way forward. This report would be part of the Executive Dean's Report early in the 2015-16 Academic Board cycle.
- Research - Faculty was looking at research metrics and environment in the Faculty.
- Stillwell – a refreshed focus had breathed life into this piece of intellectual property right, with new relationships and opportunities being developed in other areas of the UK and potential further income opportunities.

*Proposal to move Sport Rehabilitation to Lancaster and move of Physical Education from the Faculty of Health and Science to the Faculty of Education, Arts and Business*

The Executive Dean outlined a proposal to move Sport Rehabilitation to Lancaster and move of Physical Education from the Faculty of Health and Science to the Faculty of Education, Arts and Business. The academic business case and rationale for the proposal were outlined and discussed. University Executive Group had approved the proposals for consideration by Academic Board of the academic drivers and academic business case.

There was discussion on:

- The rationale and business case;
- The improved position for students with the opportunity for more workplace placements in Lancaster;
- Assurances that the current cohort of students in Carlisle would be taught out in Carlisle.
- Confirmation of the ability to relocate learning resources
- The impact on recruitment had been considered and was perceived to be positive.

- AGREED**
1. Received and noted the report.
  2. Approved the transfer of the Sports rehabilitation programme to Lancaster on phased basis wef September 2016, subject to resources being in place.
  3. Approved the move of the Physical Education programme from the

- HSC Faculty to the EAB faculty wef September 2016, subject to further discussions between the Faculties.
- ACTION**
- R Talbot to progress the transfer of sport rehabilitation provision, involving all relevant academic and professional services colleagues as appropriate.
  - R Talbot and R Hannaford to progress further discussions re the transfer of the Physical Education programme.

**14:59 Organisational Changes and Protection of the Student Experience**

Received Report from the Vice Chancellor and the Deputy Vice Chancellor Verbal

The Vice Chancellor provided an update on the current Growth / Savings challenge exercise. The ongoing need to reduce staff costs as a percentage of income, was emphasised but efforts were being made to minimise the impact on student experience. The consultation process had been extended to 15 May 2015. After the consultation period had been closed, UEG would consider the responses and implications of the proposals before making final decisions. An overview would be undertaken and all the proposals would be considered and analysed in light of cross University impact. Mitigation of the impact on student experience would be a clear focus during this process.

**AGREED** Noted the update and the focus on mitigating the impact on the student experience.

**14:60 Annual Reports – 2013/14**

**(a) Student Retention, Withdrawal and Achievement Annual Report**

Received Paper received from the Associate Deans - Faculties of EAB AB14/52(a) and H&S

The paper provided student retention, withdrawal and achievement data for 2011/12 to 2013/14 and acted as an aid for monitoring and evaluation of the University's performance relating to the academic student journey. The report considered retention, withdrawal and achievement at the following levels - University, Undergraduate, postgraduate, collaborative provision, full time and part time. It also provided analysis on the basis of polar quintile, age, disability, ethnicity and campus. The report had been the subject of detailed scrutiny by the Academic Quality and Standards Committee.

Academic Board welcomed the positive improvement in the following areas:

- University retention rate and the increase year on year since 2011/12;
- Reduction in attrition with fewer students not being awarded as a result of failure and fewer withdrawals;
- Improvement in the retention of students identified as minority ethnic;
- The improvement of retention in all areas demonstrates the success of strategies such as HeadStart, PASS and the greater availability of accessible on-line support for students.
- The general pattern of achievement for 2013/14.

The analysis of data had also highlighted the need for actions and further improvement in some specific areas, including:

- Retention is lower in the 50+ age group – this would be the subject of further analysis.
- Brampton Road retention late, which although still positive, shows less improvement than other campuses – this would be the subject of further analysis and action at a Departmental level.
- Percentage of 1<sup>st</sup> and 2.1 awards in 5-0+ age group – which would be the

subject of further analysis and action at University level.

- Some elements of achievement in students declaring a physical disability and students from minority ethnic background - which would be the subject of further analysis and action at University level.

Details were provided of the range of actions which had been put in place to address these and the other identified areas for improvement.

During discussion on the annual report, the following matters were highlighted:

- HeadStart – the positive contribution to retention was recognised.
- Emphasised that during the savings challenge, impact on student retention would be a key consideration.
- Data - it was recognised that the format of reports had changed , after discussion and agreement by Academic Board. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year retention, withdrawal and achievement data was still available and considered at Programme level, but is now not presented in this format in the Annual Report. In addition, the Student Engagement and Retention Group actively reviews and takes actions on detailed retention data. There was a need to avoid duplication of activity and overlap in reporting and it was proposed that the Planning and Performance Team should progress further work on what reports go where and in what detail. It was recognised that there had been significant improvement in the data available, but what is reported to where and use of data sets did need to be reviewed, with Academic Board receiving Executive summaries, including the reports which have gone to other Groups and actions taken.
- Retention data after the first placement is considered by Ofsted.
- The word “taught” should be inserted to clarify when Taught programmes are referred to.

- AGREED**
1. Received and commented as outlined below on the Student retention, Withdrawal and Achievement Reports, covering academic years 2011/12, 2012/13 and 2013/14.
  2. That the Registrar and Secretary ask the Strategic Planning and Performance Manager to progress a review of what data reports go where and in what detail.
  3. That the interim Graduate School AER is included as a substantive item on the agenda for Academic Board in October 2015.
- ACTION**
- N Harris to progress 2 above with the Strategic Planning and Performance Manager.
  - F Powley / A Dickson to insert the word “taught” should be inserted to clarify when Taught programmes are referred to.
  - D Cox to report Interim Graduate School AER to Academic Board in October 2015.

### **(b) Student Recruitment Annual Report**

Received Paper received from the Associate Deans - Faculties of EAB AB14/52(b) and HOS

The paper provided student recruitment data for 2011/12 to 2013/14. The report presented recruitment data in the following categories: Applications, offers, conversions, enrolments, recruitment via clearing. It also presented trend analysis disaggregated into a number of categories eg FT, PT, UG , PG etc.

The report had been the subject of detailed scrutiny by the Academic Quality and Standards Committee.

The interesting patterns in relation to part time trends, differences between Cumbria and Lancashire and the potential for European and overseas recruitment were noted.

Academic Board welcomed and endorsed the specific actions proposed in relation to FT, PT, UG, PG, HEFCE and NCTL, recruitment from Cumbria and Lancashire and European and overseas recruitment.

During discussion on the annual report, the following matters were highlighted:

- The need for better conversion and the measures which had been put in place during 2013-14 to improve performance.
- HEFCE and NCTL declines
- UG NCTL was up on last year and was partly due to improved engagement between Faculty and M&R colleagues
- Better acceptance of offers in Cumbria than in Lancashire
- Need for more overseas and international recruitment.
- The impact of cross selling should be more clearly articulated and analysed - this had been raised through Recruitment Management Group, as understanding of underlying application rates and the impact of cross-selling was important.
- Recognition that recruitment can be significantly affected by the national context, political position and other factors in the market place.
- The Recruitment Management Group continued to closely monitor recruitment data and targeted interventions

**AGREED** 1. Received and commented as outlined above on the 2015 Student Recruitment Report covering academic years 2011/12, 2012/13 and 2013/14.  
2. Agreed that the impact of cross selling should be articulated and analysed in future reports.

**ACTION** G Haigh, with A Dickson and F Powley, to include cross selling impact in future annual reports.

**(c) Collaborative Provision Annual Report**

Received Report from the Deputy Vice Chancellor Verbal

**AGREED** Noted that this would be reported to the next Academic Board in June.

**14:61 Proposed Changes to Academic Regulations, Procedures and Processes**

Received Paper received from the Associate Dean, Faculty of Health & Science AB14/53

The report set out proposed changes to Academic Regulations, Procedures and Processes. The changes had been considered by the Academic Quality and Standards Committee (AQSC). However, the following additional changes, which had not been included in the earlier paper to AQSC were highlighted, these changes had been supported by the Academic Regulations Working Group.

- (1) A proposed change to allow the External Examiner Panel to approve External Examiner appointments and subsequently report these to AQSC (see 10, 19 and 20 in table attached for detail).
- (2) Amendment to titles of external validation panel members – to ensure alignment with the revised validation process (see 18 in table attached).

**AGREED** Approved the proposed changes to Academic Regulations, Procedures and Processes (as set out in AB14/53) with effect from 2015-16.

**ACTION** J Robinson to implement the changes to Regulations, Procedures and Processes.

**14:62 Exceptional Approval for University Award**

Received Paper received from the Head of Department, AB14/54

## Rehabilitation & Social Work

The paper set out a proposal for an exception to the Academic Regulations for the validation of an interim / exit University Award of 80 credits at Level 7 in order to comply with the requirements of the Health and Care Professions Council (HCPC). It was noted that the approval had been sought through this route due to a timing issue in response to an HCPC approach.

The programme would be amended to indicate that students achieving the modules listed in the report as part of the MA/PGDip Mental Health Practice programme would be awarded an interim/exit award of **UAwd Approved Mental Health Practice** comprised of 80 credits at Level 7.

It was suggested that the Regulations Group is asked to consider the definition of "University award" within this context and consider a process to allow for proposals of this type to be considered in future.

There was discussion on progression to Masters and it was noted that this would be taken into consideration during the next re-validation.

- AGREED**
1. Approved an exception to the Academic Regulations for the validation of an interim / exit University Award of 80 credits at Level 7 in order to comply with the requirements of the Health and Care Professions Council.
  2. Agreed that the Regulations Group is asked to consider the definition of "University award" within this context and consider a process to allow for proposals of this type to be considered in future.
  3. Noted that the next re-validation would take into consideration progressions to Masters.
- ACTION**
- o J Robinson to progress action 2 above through the Academic Regulations Group.
  - o A Hampson to raise consideration of progression to Masters at the next re-validation

### 14:63 Policies

#### (a) Admissions Policy

#### (b) Admissions Procedures

#### (c) Admissions Appeals and Complaints Policy

Received Papers received from the Admissions Manager – presented AB14/55(a)  
by the Director of Marketing and Recruitment AB14/55(b)  
AB14/55(c)

The paper proposed an Admissions Policy for approval by Academic Board. The Policy is reviewed every 2 years and had been the subject of consultation with relevant colleagues and consideration by the Academic Quality and Standards Committee.

During discussion on the following the following matters were discussed and changes proposed:

- 1 *Admissions Procedures – paragraph 3 – Management of Admissions* – the sentence "...is conducted via the Universities and Colleges Admissions Service" to be amended to "... is **normally** conducted via the Universities and Colleges Admissions Service".
- 2 *Admissions Policy and Admissions Procedures – paragraph 32 – Confirmation and Clearing* – it was suggested that the wording be reviewed to ensure consistency and clarity.

It was noted that the Recruitment Management Group was considering clearing, particularly a greater involvement of academic colleagues in clearing and consideration of the levels of courses being offered eg Year 0.

- 3 *Admissions Procedures* – consideration should be given to the level of involvement of academics at an earlier stage of the process eg contacting students when they apply, where appropriate. This should be considered in discussion with some academic colleagues.
- 4 *Admissions Policy, Procedures and Appeals and Complaints Policy* – confirmation was required re whether Equality Impact Assessments had been undertaken and if not, these should be progressed with the Equality Diversity and Inclusion Manager.
- 5 *Admissions Procedures - Section 7 – Professional suitability* – this needs to be checked with the Executive Dean of Health and Science to ensure that the relevant mandatory professional requirements are included.
- 6 *Admissions Procedures - Entry to Masters level awards* – clarification required re whether a UG degree was required for entry to Masters level.
- 7 *Admissions Procedures – Appendix - paragraph 2.9 Research Degrees* – “Director of Graduate School” to be amended to “Director of Research & Head of the Graduate School”.

**AGREED** Approved, in principle, the following Policies and Procedures, subject to the changes outlined in 1 to 7 above, being addressed and a report back to Academic Board in June 2015 explaining how they had been addressed:

- Admissions Policy
- Admissions Procedures
- Admissions Appeals and Complaints Policy and Procedures.

**ACTION** G Haigh and C Reid to progress the changes to the Policies and Procedures, as set out in 1 to 7 above, engaging with Clare Ridgley re 4 above and R Talbot re 5 above.

#### **14:64 Research Degree Awarding Powers (RDAP) Update**

Received Paper received from the Director of Research & Head of Graduate School AB14/56

The paper provided an update on progress towards RDAP and outlined the current levels of activity re:

- Current numbers of PgR Supervisors
- Current number of research students – on track to meet the target of 90 registered research students by the end of the academic year.
- Current number of Research Degrees awarded – a minimum of 30 doctoral conferments would be required and this was exceeded by UoC.
- Launch of new Research Development Fund - to support activity in metrics 1 and 2.

A beneficial stakeholder event had been held with a colleague from BathSpa University.

During discussion the following matters were highlighted:

- The need to support staff to achieve PhDs – it was noted that staff can apply for sabbatical leave for completion of PhDs.
- The current estimates / targets should be reviewed, based on reflection after the stakeholder event, with clarification re estimates for growth in Professional Doctorates.

- AGREED**
1. Noted the current levels of activity within the University and progress towards RADP application with the target date of December 2016.
  2. Noted that the University Board would be receiving an update UB would receive an update on progress.
  3. Noted that the Director of Research and Head of the Graduate School would provide a further update to a future meeting of Academic Board.
  4. Agreed that the Director of Research and Head of the Graduate School review current estimates / targets, based on reflection after the stakeholder event, with clarification re estimates for growth in Professional Doctorates.
- ACTION**
- o D Cox to report to a future Academic Board – 3 above.
  - o D Cox to review current estimates – 4 above.

## ACADEMIC STRATEGY AND PLANNING

### **14:65 UoC Corporate Strategy 2015-2025**

Received Confidential Paper received from the Vice Chancellor

AB14/57

The Paper reported on the outcome of a review of the Corporate Strategy for 2015-16, as the University had changed significantly in the past three years and was looking forward to a successful future.

A number of iterations of the draft Corporate Strategy have been received and discussed by UEG, UMT, members of University Board, and representatives of the Students' Union. All feedback received had been considered and a final draft version had now been considered by UEG with a proposal that it be 'parked' whilst the key Operational Strategies and the Strategic Plan are developed. Once this work has been completed a final review of all documents would be undertaken to ensure that there is consistency in message and presentation, and that the all-important 'Golden Thread' is strongly represented throughout the suite of documents.

Academic Board was asked to endorse the current draft Corporate Strategy and to commission reviews of the key operational strategies to ensure alignment with the Corporate Strategy and Goals.

It was noted that the wording was subject to final checks and simplification of language where appropriate. Academic Board colleagues were encouraged to send any comments to Strategic Planning and performance, particularly in relation to the corporate goals and how the measurement of success.

- AGREED**
1. Endorsed the Corporate Strategy, subject to Academic Board members sending any final comments to Strategic Planning and Finance.
  2. Noted that progress with the review of key operational strategies to ensure alignment with the Corporate Strategy and Goals would be reported to the next Academic Board on 24 June 2015.
- ACTION**
- Academic Board members to send any final comments to Sam Johnson or Paula Ainsworth.
  - Sam Johnson to report to the next Academic Board on progress.

### **14:66 Annual Operating Plan**

#### **(a) Academic Transformation Programme Update**

Received Update from the Vice Chancellor

Verbal

It was reported that a written update on progress would be submitted to the next meeting of Academic Board. An updated on the latest development for Project Academy, National College for Nuclear and RDAP had been provided earlier in this meeting.

**AGREED** Noted the update.

**(b) Student Journey**

Received Report from the University Registrar & Secretary AB14/59

**AGREED** That the Registrar and Secretary circulate a written update to Academic Board outwith the meeting.

**ACTION** N Harris to circulate update.

**14:67 International Strategy**

Received Paper received from the Director of Partnerships & Development AB14/59

The paper set out a Strategy for International Recruitment and Partnership development 2014-18. The Strategy had been developed following in depth consideration and feedback from UEG, International Management Group and additional meetings with Executive Deans Deputy Deans and Faculty International leads.

The Strategy set out five key priorities, five year targets for international recruitment, Role sand responsibilities and PIs / measures of success. The next steps would include the International Management Group developing an action plan for 2015-16 for 2016-17 for implementation of the Strategy.

During discussion the following matters were highlighted and changes proposed:

- (a) There should be more academic engagement on the areas to focus on, including the potential to explore and develop the links Departments already have in place. It was recognised that there were limited resources in the International Office, but suggested that academic colleagues and international colleagues should work closely on potential opportunities and development of leads. Departmental engagement should be considered by the International Management Group.
- (b) Research – there should be more emphasis on research reference to staff and international exchanges, as international partnerships can be around research not just academic.
- (c) International student support, internationalisation, cultural changes in practices – consideration is required re support service engagement.
- (d) Appendix 3 – the PGR numbers need to be amended to reflect the PGR targets – this should be confirmed with the Director of Research and Head of the Graduate School.
- (e) Recognition that unless business can be grown, there is no capacity to operate in a number of countries for just a couple of students.

**AGREED**

1. Received and commented as outlined above the final version of the Strategy for International Recruitment and Partnership development 2014-18.
2. Agreed that the Registrar and Secretary report the comments of Academic Board as outlined above to the next meeting of the International Management Group to take these into account during development of the Action Plan for 2015/16.

**ACTION** N Harris / S Booth and I Sinker to progress actions (a) to (e) above with the International Management Group, ensuring that D Cox is involved re

the PGR numbers in (d) above.

**14:68 Enterprise Review**

Confidential Paper from the PVC – Enterprise, Business Development & Engagement AB14/60

The paper set out progress with the Enterprise review. Phase 1 had been completed and Phase 2 would be presented to UEG in May. It was noted that the Phase 2 timelines had been revised in line with the revised consultation timescales for the growth / savings structure proposals.

**AGREED** Noted progress to date on the Enterprise review.

**14:69 Professors**

**(a) Remuneration of Professors**

Received Confidential Paper received from the Vice Chancellor AB14/61(a)

The paper set out the new salary descriptors for the three different levels of Professors employed at UoC and had been developed with Executive Deans following extensive review of professorial pay and salary descriptors across the HEI sector. The paper had been approved by University Executive Group and the University Board Remuneration Committee.

**AGREED** Noted the new pay scale for Professors and Associate Professors with scope for pay progression (subject to meeting required performance and attainment objectives) for professors which had been approved by UEG and ratified by the Remuneration Committee.

**(b) Appointment of Professors**

Received Confidential Paper received from the Vice Chancellor AB14/61(b)

The paper set out the outcomes of the Professorial Titles Conferment Committee (PTCC), which had reviewed new applications for the role of Professors, Associate Professors and Visiting Professorships. It was noted that Robin Talbot had left the PTTC meeting during consideration of one of the applications.

It was noted that following Academic Board, letters would be sent to the individuals and global communications would be sent out by the Vice Chancellor.

Clarification was provided that some titles had yet to be confirmed and it was suggested that the final list of individuals, titles and whether they had been through appointed Route A, B or C would be reported to a future meeting of Academic Board

**AGREED**

1. Noted and endorsed the appointment of Professors, Associate Professors and a Visiting Professor, following the PTCC meeting on 24 March 2015 and congratulated all the individuals appointed.
2. Agreed that the report is amended to clearly indicate that Robin Talbot had left the PTTC meeting during consideration of one of the applications.
3. Noted that the Vice Chancellor would send letters to the individuals and global communications re the appointments.
4. Agreed that final list of individuals, titles and whether they had been appointed through Route A, B or C would be reported to a future meeting of Academic Board for information.

**ACTION**

- G Etule to amend the report as stated in 2 above.
- P Strike to send out letters and global communications.
- D Cox / G Etule to report to a future meeting re 4 above.

## OTHER MATTERS

### **14:70 Deliberative Committees – Changes to Terms of Reference and Membership Changes**

Received Paper from the University Secretary & Registrar AB14/62

The paper set out proposed changes to terms of reference and membership of Graduate School Sub-Committee, Research and Enterprise Committee, RDAP Steering Group and Minor Changes Panel / Minor Modifications Panel.

**AGREED** Agreed the changes to terms of reference and membership of Deliberative Committees (set out in AB14/62):

- (a) Graduate School Sub-Committee – changes to members
- (b) Research and Enterprise Committee – Chair to alternate between Deputy Vice Chancellor and Pro Vice Chancellor.
- (c) RDAP Steering Group – addition to membership.
- (d) Minor Changes Panel – changes to terms of reference and membership and to become the Minor Modifications Panel.

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

### **14:71 Strategic Risks and Communications**

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

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

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

There following matters were identified for corporate communications:

- Professorial Appointments
- Transfer of Drama and Sport

**ACTION** E Mackay to inform L Clark

## REPORTS AND COMMITTEE MINUTES

### **14:72 Academic Board Committees**

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

Received: (i) Minutes of the meeting held on 18 March 2015. AB14/63  
(ii) To grant Institutional approvals for St Johns Hospice Southport College, Schools Direct Partners – Clapton Girls Academy, Grant Sankey High School, St Philips' CE Primary School. Appendix 1  
(iii) To note support institutional approval of some others.  
(iv) To note External Examiners appointments and changes to remit. Appendix 2

**AGREED**

- 1 Received the minutes of the AQSC on 18 March 2015.
- 2 To grant Institutional approval for St Johns Hospice Southport College, Schools Direct Partners – Clapton Girls Academy, Grant Sankey High School, St Philips' CE Primary School.
- 3 Noted the Institutional approvals which were not being approved at this time.
- 4 Noted that the QAA Institutional Audit Action Plan had been reviewed by AQSC and there had been good progress on actions.
- 5 Noted external Examiner appointments and changes to remit.

#### **(b) Learning and Teaching Committee (L&TC) – S Jowett**

Received: (i) Minutes of the meeting held on 26 February 2015 AB14/64  
(ii) LTA Strategy – to approve new Institutional level targets – J Robinson / C Jackson

- AGREED**
- 1 Received the minutes of the L&TC on 26 February 2015.
  - 2 Approved the five new Institutional targets for the Learning and Teaching Strategy (as set out in report and L&TC minute 14:44).

**(c) Academic Development Committee (ADC) – S Jowett**

- Received:
- (i) Confidential Minutes of the meeting held on 24 February 2015 and the workshop on 19 March 2015. AB14/65
  - (ii) To endorse course suspensions for 2015 entry.
  - (iii) To endorse programmes to proceed to revalidation.
  - (iv) To note the interim PPA round and review of Foundation Degrees.

- AGREED**
- 1 Received the minutes of the ADC on 24 February 2015 and the notes of the workshop on 19 March 2015.
  - 2 Endorsed course suspensions for 2015 entry (ADC min ref 14:15).
  - 3 Endorsed programmes to proceed to validation (ADC min ref 14:16) – including BA (Hons) Working with Children and Families and UAWD Non-Medical Prescribing (All Pathways: Allied Health Professionals, Nurses, Pharmacists).
  - 4 Noted the interim PPA round (ADC min ref 14:19).
  - 5 Noted the review of Foundation Degrees and developments in relation to Foundation Year provision (ADC min ref 14:20 and 14:21).

**14:73 Minutes of University Board of Directors**

Received Paper from the University Registrar and Secretary AB14/66

- AGREED**
1. Received the minutes of University Board held on 22 January 2015.
  2. Noted that the 3 Board Task Groups and the Board effectiveness review.

**14:74 Date of next meeting**

Wednesday 24 June 2015 at 2pm (until 4.30pm) by OCS in LG201, Carlisle and AXB209, Lancaster.

**Deadline for papers:** 15 June 2015.

Academic Board congratulated Steve Longstaffe on his recent article in the THE.