

**ACADEMIC BOARD**

CONFIRMED

**Minutes of the meeting held on 24 June 2015**

**Present:** S Jowett – Deputy Vice Chancellor, Chair  
 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),  
 A Fry – UCSU Community and Partnerships Sabbatical (C)  
 N Harris – Registrar and Secretary (La)  
 K Joost - Academic representative EAB (C)  
 E Lees – HoD representative – H&S (A)  
 S Longstaffe – Academic representative EAB (La)  
 J Moses – Director of Institute of Education (La)  
 S Pankhurst – Deputy Dean H&S (La)  
 P Phillips – Academic representative H&S (La)  
 C Reid – Head of Student and Management Information Service (La)  
 J Robinson – Head of Academic Quality and Development (La)  
 J Sharp – Academic Sabbatical – UCSU (La)  
 I Sinker – Head 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 (C)  
 K Riley – UCSU Student Voice Facilitator (C)  
 J Smith – Disability Manager - for item 14:84  
 S Prince – LiSS Infrastructure and Policy Manager - for item 14:86(a)  
 D Wilson – Mental Health and Psychological Wellbeing Service Manager - for item 14:86(b)

**14:75 Apologies for absence**

Apologies were received from P Strike, G Haigh, A Hampson, R Hannaford and C Rouncefield.

**14:76 Minutes of the meeting held on 29 April 2015**

AB14/67

The minutes of the meeting on 29 April 2015 were approved as a correct record, subject to removing the reference in 14:58(b) to Drama, which had been included in error.

**14:77 Matters Arising****(a) Matters Arising Report**

AB14/68

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

**(i) Student References Policy** – M Weaver – Noted that work was ongoing, with academic and SaMIS colleagues. It was anticipated that the final report on the pilot would be available early next academic year.

**(ii) 14:44 and 14:56(a) AER University Action Plan – Data Reporting join up**

– J Robinson – Noted that the specific action in the Action Plan had been updated.

- (iii) **14:60(a) – Interim Graduate School AER** – D Cox – Noted that a full report and Action Plan would be submitted to the first meeting of the new academic year.
- (iv) **14:62 – Exceptional Approval for University Awards** – J Robinson / A Hampson – Noted that the actions would be taken forward in the review next academic year.
- (v) **14:64 – RDAP Update** – D Cox – Noted that a full report would be submitted to the first meeting of Academic Board in the next academic year. It was also noted that revisions of student numbers and targets had been completed.
- (vi) **Sport Rehabilitation – 14:58(b)** – Noted that the Executive Deans had decided not to move the Physical Education programme from Health and Science Faculty to Education, Arts and Business Faculty. The transfer of the Sports Rehabilitation Programme to Lancaster was progressing, subject to consultations with staff re re-location.
- (vii) **14:60(a)- Student Retention, Withdrawal and Achievement Annual Report** – N Harris – Noted that discussions would be held with the Head of AQD and the Strategic Planning and Performance manager re which data reports would be reported to Committees / Groups during 2015/16.
- (viii) **14:67 – International Strategy** – Noted that Academic Board’s comments had been considered at the International Management Group and the comments would be addressed in the Action Plan. Discussions were progressing with Heads of Department re implementation of the Action Plan.

**AGREED** Noted the actions which had been completed, including the update regarding the appointment of Professors, Associate Professors and a Visiting Professor.

## SUBSTANTIVE ITEMS

### ACADEMIC PERFORMANCE, QUALITY AND STANDARDS

#### **14:78 Vice Chancellor’s Report**

Received: Paper from the Vice Chancellor

AB14/69

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:

- Noted an amendment to the report clarifying that the residential module delivered in London had been the first international Law residential, delivered by the Law team in Business, Law and Social Sciences Department, not IFLAS.
- Death of a member of staff – Academic Board recorded sadness and expressed condolences.
- Refinement of academic areas – which would be the subject of an item later in the agenda.

**AGREED** Received and noted the report.

#### **14:79 Faculty Reports**

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

Received Paper received from the Executive Dean

AB14/70(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:

- Review and Changes to the Arts and Humanities Portfolio – the statement about the location, character and sustainability of English and Creative Writing being “moot” was challenged. It was noted that the Faculty Management Team were due to consider a proposals on the location of English and Creative Writing.
- Noted that a partnership colleague – Suzanne Chambers – Partnership Tutor Morecambe Valley had been awarded an OBE – this would be promoted through internal and external communications.

### **Proposal for name change – Arts and Humanities – Cumbria Institute of the Arts.**

A proposal to re-name the Arts and Humanities Department as “Institute of the Arts”, to be used externally as University of Cumbria Institute of the Arts, was outlined. UEG were supportive of the proposal to change the name.

There was discussion on the proposed name change and the “Promises to our students” which were being piloted and reviewed, with the following points being made:

- Promise Number 5 – “research and scholarship” should be added as the University has a proven record of excellence in research and scholarship in A&H. Reference to “practice based research” should also be included
- Need to be clear that any promises made would stand the test of Consumer Protection – all of the promises have to be checked on that basis.
- Promise 1 – two-thirds practice based – this needs to be checked to ensure that it is true for all courses. The phrase “leading practitioners in specialist areas” could be used rather than identifying “Arts & Design, Performing Arts and Media Arts”
- Clarification was provided that “Institute of the Arts” would apply to the whole of the Arts and Humanities Department, but there would have to be clarity that Brampton Road was not a dedicated campus for the Institute, as other courses are provided at Brampton Road
- Carlisle College should be informed of any decisions re Institute of the Arts in advance of any communications / publicity.

#### **AGREED**

1. Received and noted the report.
2. Agreed the re-naming of the Arts and Humanities Department as “Institute of the Arts”, to be used externally as University of Cumbria Institute of the Arts, subject to the following:
  - (a) the comments of Academic Board on the proposed promises to be taken on board and the Promises to be checked and tested against Consumer Protection Law – the Director of the Institute of Education to inform the Head of Department;
  - (b) Carlisle College should be informed of any decisions re Institute of the Arts in advance of any communications / publicity – Deputy Vice Chancellor to ask the Vice Chancellor to progress this in conjunction with the Head of Partnerships and Development.

#### **ACTION**

- J Moses to progress 2(a) above by informing David Butler of the comments of Academic Board.
- S Jowett to ask P Strike to contact Carlisle College re 2(b) above, involving I Sinker as appropriate.

#### **(b) Health and Science**

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
- STEM provision
- Health and Care Professions Council approval that conditions have been met for PG Diploma in Mental Health Practice, UAWd Approved Mental Health Practice and MA in Mental Health Practice.
- New format of the Deans' report which could be used for future Deanery or Department reports.

**AGREED**

1. Received and noted the report.
2. Welcomed the HCPC monitoring approval for Mental Health programmes.

**14:80 Proposed Refinement to Academic Structure**

Received Report from the Deputy Vice Chancellor

Verbal

The Deputy Vice Chancellor provided an update on the progress with the refinement of the academic structure. The consultation process had closed on 15 May 2015 and consultation responses were being fully considered before a final report to University Executive Group on 7 July 2015.

The Deputy Vice Chancellor had held over twenty one to one discussions with individuals to discuss implications and meetings had been held with individual Heads of Department re the purpose of changes.

**AGREED** Noted progress.

**14:81 Changes to Academic Regulations, Procedures and Processes**

Received Paper from the Head of Academic Quality and Development (AQD)

AB14/71

The Head of AQD presented a report setting out the proposed changes to Academic Regulations, Procedures and Processes, in relation to changes to the academic structure, with effect from 2015-16. It was recognised that the proposed changes did not pre-empt the outcome of any consultation, but it was important to have plans in place to address the practical and organisational implications arising from any potential refinement, to allow any revised Academic regulations to be in place for September 2015.

It was suggested that the Chairing of UABs could also be devolved to Heads of Department, as this would increase the pool of colleagues who could chair UABS and would also provide an opportunity to devolve the chairing of MABs to Principal Lecturers.

**AGREED**

1. Agreed the proposed changes to Academic Regulations, Procedures and Processes, in relation to changes to the academic structure, with effect from 2015-16, subject to also devolving chairing of UABs to HoDs and MABs to Principal Lecturers.
2. Agreed that a small sub group of Academic Board (to include the Head of AQD, the Head of SaMIS, the Director of the Institute of Education, Associate Dean H&S and any other colleagues as appropriate) are delegated authority, following publication of final academic structures, to make any final changes to the Regulations

for progression via Chair's action.

**ACTION** J Robinson to progress the changes with the small sub group.

**14:82 Institutional Approvals of new Associate Partners**

Received Paper from the Head of Academic Quality and Development

AB14/72

The Head of AQD presented the report, which set out proposals for institutional approval of collaborative provision partners. The partnerships had been considered and recommended by the Academic Collaborative Provision Sub-Committee and the Academic Quality and Standards Committee. The Institutional approval reports were considered by Academic Board.

In response to a question, clarification was provided that the College of Animal Welfare does not keep animals for research purposes, although they do carry out observational research.

Clarification was provided re the timing of the institutional approval and validation processes and it was noted that the Internal Approval Panel had met prior to Validation, so there had been an opportunity for any issues to be raised and addressed.

In relation to School Direct approvals, time had been taken to explain the School Direct process and in future, this would be built in as a pre-briefing process for relevant Validations.

**AGREED**

1. Approved the following collaborative provision partnerships: College of Animal Welfare; Bury College; Lime Tree Academy (for School Direct), St Peter's RC High School (for School Direct).
2. Noted that the proposal to enter a partnership with the Glasgow Centre for Cognitive Therapy had not been supported at this time by the Academic Collaborative Provisions Sub-Committee.

**14:83 Collaborative Provision: Retention and Achievement Annual Report 2013-14**

Received Paper from the Associate Dean – Health & Science

AB14/73

The Associate Dean (H&S) presented the Collaborative Provision Retention and Achievement Annual Report. The report provided a summary of enrolments and students' retention and achievement on collaborative provision programmes. It complemented the University's *Student Retention, Withdrawal and Achievement Report* (received by Academic Board on 29<sup>th</sup> April 2015) and had been discussed at AQSC on 16/6/15. AQSC had identified further enhancements for this and the larger report Retention, Withdrawal and Achievement report.

During discussion, the following matters were highlighted:

- Welcomed the fact that the overall achievement rates for collaborative partners were similar to University (non-collaborative provision) rates.
- The proportion of students achieving first and upper second class honours was lower for collaborative provision and this would be further interrogated within individual programme AERs.
- The Academic Development Committee on 6 July 2015 would be considering the University awards portfolio, including the Foundation degrees and potential for HNC, HND provisions. This would be reported to a future meeting of Academic Board in due course.
- Noted that work was progressing with partners re what the University provides and potential enhancement services which could be offered.
- Noted and welcomed the re-positioning / re-focusing which had taken place to

grow more regionally focussed relationships.

**AGREED** Received the report and emphasised the importance of monitoring the retention and achievement of collaborative partners, which represented a significant percentage of the University's student enrolments.

**14:84 Supporting Inclusion and Accessibility in the Academic Student Experience for Disabled Students: Responding to the Impact of Changes to the Disabled Students Allowance Funding**

Received Paper from the Head of LiSS – presented by the Disability Manager AB14/74

The Disability Manager presented the report, which outlined the Government changes to the DSA Regulations and the impact on the University, including the need to plan for fundamental change in the delivery of reasonable adjustments and support and the loss of income into the University. The proposed changes would impact on planning and delivery of learning, teaching and assessment of disabled students, and delivery of support for disabled students.

It was noted that updates on the changes had been provided to UEG and Academic Board and that tailored reports would be submitted to the IT Steering Group, Equality, Diversity and Wellbeing Steering Group and the Safeguarding Steering Group. Academic Board discussed the strategy for dissemination of information internally and externally and suggested that communications should be disseminated to the Graduate School, in addition to the planned dissemination to Departmental and Programme levels.

- AGREED**
1. Noted the changes to resource allocation agreed for 2015/16 to mitigate against the impact of DSA changes.
  2. Noted the fundamental shift for HEIs in disability support being proposed for 2016-17 and the potential impact on delivery of teaching, learning and assessment, IT infrastructure and student support.
  3. Noted the need to develop baseline provision for each target group of disabled students.
  4. Agreed that the current dissemination strategy should be amended by the addition of dissemination to the Graduate School, in addition to the planned dissemination to Departmental and Programme levels.
  5. Agreed to lead and keep an overview of the impact of these as they pertain to the remit of Academic Board as further information on these changes becomes known.
  6. Noted that the time limited steering group / task and finish group would take forward the work, chaired by the Head of LiSS and supported the request for academic representation on the proposed steering group, suggesting that this should be from a cross section of areas across the University. The Science, Natural Resources and Outdoor Studies HoD would nominate a colleague to represent Ambleside campus.

**ACTION** M Weaver / Jo Smith to progress the work and seek academic representatives for the Steering Group / Task and Finish Group.

**14:85 Student Charter 2015-16**

Received Paper from the Head of Library and Student Services (LiSS) AB14/75

The Head of LiSS presented the paper, which set out the proposed Student Charter.

The Charter was a set of mutual expectations and obligations published each year in partnership with the Students' Union. The Charter has been reviewed and endorsed by the Learning and Teaching Committee, with some minor amendments. The Charter had also been checked against Consumer Protection legislation.

It was proposed that the Charter should move to a 3 year cycle of review, rather than annual review. This proposal was supported, but it was suggested that there should be an annual desktop monitoring of the Charter to check accuracy and ensure interface and web links are up to date.

- AGREED**
1. Approved the new draft of the Student Charter, subject to the following amendments and final sign off by the Vice Chancellor:
    - (a) Capitals on names in the Mission and Vision endorsement
    - (b) Email addresses to be updated
    - (c) Images should be University images and reflect the demographic of our students.
  2. Agreed to move to a 3 year full review cycle, but that there should be an annual desktop monitoring of the Charter to check accuracy and ensure interface and web links are up to date

**ACTION** M Weaver to progress amendments.

## **14:86 Policies / Procedures Reviews**

### **(a) Student Complaints Triennial Review of Policy and Procedure**

Received Paper received from the Head of LiSS – presented by the AB14/76(a)  
LiSS Infrastructure and Policy Manager

The Infrastructure and Policy Manager presented the paper which provided an update on the triennial review of the Student Complaints Policy and Procedure, including mapping against QAA Codes of Practice, the introduction of Consumer Rights legislation and the OIA Framework. The review had taken into consideration feedback from users of the procedure and would continue to consult with Faculties, Services and the Students' Union to finalise Policy and procedural documents.

This paper provided reassurances that the Policy and Procedure in place fulfilled the majority of expectations of OIA, QAA and Consumer Rights, but highlighted 5 areas which required more focus.

- AGREED**
1. Noted the update.
  2. Endorsed the following:
    - (a) Report Section 3a: Approval of the proposal that all Partnership agreements must reflect the need for Partners to have appropriate procedures in place, include clear definitions of which procedures apply in what circumstances and capture how Partner institutions ensure their students are aware of the procedures. *This approval was subject to adding something to ensure that partners have to inform the University of any changes to their procedures.*
    - (b) Report Section 3bi: Approval of the proposal that the University devises a mechanism to ensure it can evidence that placement providers have appropriate complaints procedures in place. *This approval was subject to the need for there to be clarity for students who are work based learners on which avenue to take if they are making a complaint about their employer.*
    - (c) Report Section at 3bii: Endorse in principle the proposed approach on p7 of the paper to addressing complaints about a service provided by a placement etc, subject to further consultation with Faculties, Partnership/Placement Offices and

Students' Union.

(d) Report Section 4b: Approval in principle to the suggestion to have, cross faculty and service a small 'expert' pool of Investigating Officers to allow for increased consistency and impartiality. *This approval was subject to recognising the effect on workload of those in the 'expert' pool.*

(e) Section 4c: Approval of the scoping of options to enable formal mediation within the Student Complaints Procedure.

**ACTION** S Prince to implement the changes.

**(b) Fitness to Study Policy and Procedure**

Received Paper received from the Head of LiSS – presented by the AB14/76(b)  
Mental Health and Psychological Wellbeing Service  
Manager

The paper set out the proposed Fitness to Study Policy and Procedures, which outlined commitment to support student wellbeing and provide the framework for staff on how to do this, thus enhancing the student experience. The Policy and Procedures drew together existing procedures the University had in place to clarify the type of support offered, when and how. The Policy and Procedures would replace the Student Mental Health Policy.

During discussions, the following matters were highlighted:

- A framework / flowchart should be developed to assist academic colleagues with deciding which Policies / Procedures should be used and when. In particular, this would help to clarify alignment with Fitness to Practice and Fitness to Teach Policies. Case studies could also be made available to assist academic colleagues.
- Continuing Professional Development training sessions and on-line tools would be developed to promote and assist with use of the Policy and Procedures. It was suggested that the Health and Science Professional Practice Manager should be involved in the development of the training and on-line guides to be used. It was also suggested that this could be part of wider health, wellbeing and disability training which could be developed as an on-line resource in Cumbria Academy.
- Definitions of wellness or wellbeing should be provided.
- In response to a suggestion that an alternative phrase to "Fitness to Study" should be used, it was explained that this was a recognised term used throughout the HE sector.

**AGREED** 1. Agreed the Fitness to Study Policy and Procedures, subject to implementation of the comments outlined above in relation to: development of a framework / flowchart; development of staff training and on-line guides; definitions of wellness and wellbeing.  
2. Agreed to the removal of the Mental Health Policy, which would be replaced by the Fitness to Study Policy and Procedures.

**ACTION** D Wilson to progress the actions in 1 above re the Policy and Procedures.

**14:87 Research**

**(a) Postgraduate Research Experience Survey (PRES) Analysis**

Received Paper received from the Director of Research and Head of AB14/77  
Graduate School

The Director of Research and Head of the Graduate School presented the results of the biennial Postgraduate Research Experience student survey.

Academic Board welcomed: the response rate of 71%, which was well above the sector norm; positive results, particularly re supervision, resources, professional development, range of opportunities and overall experience.

Details were provided of the items for further consideration and improvement. It was noted that the results of this survey and the REF were being used to progress the development of the Research environment within the University. It was anticipated that this development would be reflected in the results of the next survey.

**AGREED** Noted and welcomed the analysis of the PRES 2015 University of Cumbria data in comparison with the Million+ group of Universities and all Universities.

**(b) QR Funding**

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

The Director of Research and Head of the Graduate School provided a verbal update on the use of the QR Funding allocation, following discussions with Heads of Department and other colleagues across the University. Quality Related (QR) funding was allocated based on the volume of research assessed as 4\* and 3\* at a 4:1 ratio as submitted to the Research Excellence Framework (REF2014) national assessment exercise.

The QR funding allocation would be allocated for a number of types of activity, including: 6 full time (3 year) full PhD studentship bursaries paying a stipend and fees (Home/EU); home and overseas fees only bursaries; development of a postdoctoral fellowship; 4 Early Career Researcher Grants.

The expenditure would be spread to enhance research areas we have and develop sustainability in other areas.

The importance of cross departmental research was discussed and it was noted that colleagues in academic departments were being encouraged to consider how cross departmental research collaboration could be developed and Heads of Department would be reporting on opportunities.

It was noted that the Enterprise Funding and Contracts Unit could provide assistance in scanning any external funding opportunities.

**AGREED** Noted the update re the allocation of the Quality Related (QR) funding.

**14:88 University of Cumbria Students' Union (UCSU) End of Year Report**

Received Paper received from the Academic Sabbatical AB14/78  
The UCSU Academic Sabbatical presented the UCSU end of year report, highlighting the following:

- UCSU objections to the growth and savings challenge.
- Student academic representatives – although a better percentage of course representatives had been trained this year, there had been less course representatives overall. Courses representatives were reliant on the buy-in of front line academic staff. Course representatives continued to be a challenge for part time short programmes and it was suggested that consideration should be given to engendering flexible thinking re representatives for part time students.
- Update on Information and Advocacy Services, which supported students going through complaints, adjudications and Student Progress Reviews
- Participation in an AQD project re new validations and looking at what UCSU can contribute to validations.

- Faculty of H&S project – survey feedback suggested that assessment and learning done by technology was valued and useful when properly supported.
- Ideas generated by students and current progress.

During discussion, the following matters were highlighted:

- Student engagement – it was suggested that more could be done to remind colleagues about the Student Voice strategy, mechanisms for engaging students and the principles for student engagement.
- Work to engage students in the validation of new courses was welcomed.
- Noted the Partnership Agreement with the UCSU and welcomed the opportunity to work with the SU.
- Induction programme for new Sabbaticals – some Academic Board colleagues would be meeting with the new SU Sabbaticals, as part of their induction process. Colleagues were asked to encourage progression of any issues raised through existing routes.
- Welcomed the work of UCSU in relation to the digital skills of students.

Academic Board then thanked John Sharp, as this would be his last meeting as an SU Sabbatical. He was thanked for all his work and his continuing involvement as a student and an SU Trustee was welcomed.

- AGREED**
1. Noted and commented as outlined above on the UCSU end of year report.
  2. Suggested that further consideration should be given to course representatives for part time students.
- ACTION** K Riley to progress 2 above re course reps for part time students, in conjunction with the new SU Sabbaticals.

#### ACADEMIC STRATEGY AND PLANNING

##### **14:89 UoC Corporate Strategy 2015-2025**

Received Paper received from Deputy Vice Chancellor / University Registrar and Secretary AB14/79

The paper set out the draft Corporate Strategy and the Academic, Research and Enterprise Sub strategies, which were key in supporting the achievement of the corporate visions.

It was noted Academic Board had previously received a draft of the Corporate Strategy and had endorsed the general direction and commissioned the development of sub strategies.

The University Executive Group would be giving further consideration to the Corporate Strategy, prior to submission to University Board.

- AGREED**
1. Agreed to endorse the advanced draft of the Corporate Strategy prior to submission to University Board on 9 July 2015, subject to the following:
    - (a) The Academic, Research and Enterprise Strategies were key and should not be referred to as "sub Strategies".
    - (b) The 10 year horizon of 2025 was long term and should either be more ambitious or targets could be set to be addressed earlier.
  2. Any further comments from individuals Academic Board members to be sent to the Deputy Vice Chancellor or the Registrar and Secretary before 29 June 2015.
- ACTION**
- S Jowett and N Harris to progress comments outlined above as

- part of the UEG consideration of the Corporate Strategy.
- Academic Board members to send any comments to Neil Harris or Sandra Jowett before 29 June 2015.

**14:90 HEIF Strategy 2015/16**

Received Paper received from the Pro Vice Chancellor – Enterprise, Business Development and Engagement AB14/80

The Pro Vice Chancellor – Enterprise, Business Development and Engagement presented the report, which provided an update on Higher Education Innovation Fund (HEIF), which are awarded by HEFCE on a formulaic basis.

It was noted that this funding was performance related and was our reward, commending achievements over the past 4 years. Academic Board recorded thanks to colleagues who had worked to take us over the HEIF performance threshold. Like the QR funding, this was Strategic investment to support growth in enterprise and innovation.

The HEIF Strategy had been approved by UEG and submitted to HEFCE. It was anticipated that feedback from HEFCE would be available from mid-July, with any funding being from 1st August. The Strategy had been developed in collaboration with enterprise, research and representative faculty staff, finance and research office. The spend would be in three main areas:

1. core staff
2. academic staff professional development and pilots of innovative activity
3. building our institutional capacity around IP and consultancy.

It was noted that communications with staff would commence in August 2015, clarifying how they could be involved in the delivery of the programme.

The HEIF funding would be for one year only, but if it was to be continued, a longer strategy would be prepared.

- AGREED**
1. Noted the HEIF Strategy 2015/16 approved by UEG and submitted to HEFCE in May 2015 to release the HEIF Funding.
  2. Noted that the Research and Enterprise Committee would have a role in the governance and implementation of the Strategy and would receive reports during 2015/16.
  3. Noted that Academic Board would receive periodic updates via the Research and Enterprise Committee minutes.

**14:91 Deliberative Committees Review**

Received Paper received from the University Registrar and Secretary AB14/81

The Registrar and Secretary presented the paper, on the outcomes of the review of Deliberative Committees. It was noted that the proposed changes to terms of reference and membership were subject to the final outcomes of the consultation on the proposed refinement of the academic structure. The changes did not pre-empt the outcome of any consultation.

During discussion, the following matters were highlighted:

- If the academic structure refinement was progressed, the main changes to the Deliberative Committee structure would be the removal of Faculty Academic Quality and Standards, with Departmental Quality Committees meeting more frequently and reporting directly to the Academic Quality and Standards Committee. The role of Departmental Quality Committees would be key, and a significant amount of work had taken place to ensure that the work and remit of

the current FAQSCs would be addressed by DQCs of AQSC. It was anticipated that there would need to be 4 DQC meetings per annum.

- Consideration was being given to the most effective way for external stakeholders to feed into DQCs.
- The Committee structure clearly set out the Committees, Sub-Committees and Groups which were part of the formal Committee structures. It was emphasised that formal reporting should be through the Committee and Groups within the formal Committee structures. There were other time limited Task and Finish Groups or groups which were management tools, but their use should be strictly limited.
- Clarification was provided that the Employability Steering Group was part of the Executive Committee structure.

- AGREED**
1. Endorsed the Action Plan arising from the Committee effectiveness review, including re-emphasising the best practice disciplines in relation to efficiency and effectiveness of all Committee meetings.
  2. Approved the changes to terms of reference and membership of Committees and Groups, as summarised in paragraph 4.3 and detailed in Appendices 1 and 2 – subject to the final outcomes of the consultation on the proposed refinement of the academic structure. If the academic refinement proposals are not approved following consultation, the changes highlighted in yellow would not be implemented. If the academic refinement proposals were approved with minor or major modifications, the changes highlighted in yellow would probably be required, but final sign was delegated to a sub group of Academic Board (Vice Chancellor, Deputy Vice Chancellor, Head of AQD with the Committee Services Officer).
  3. Noted that the Steering Groups / Panels in the formal Deliberative Committee structure are the **only ones** in that structure and that any other Groups were management tools outwith the Committee structure. Any new Steering Groups and Panels within the Committee structure could only be established with Academic Board's approval. Time limited Task and Finish Groups could be used for specific Projects, but Steering Groups and Panels could only be established with AB's approval.

**ACTION** E MacKay to implement the changes, subject to final sign off by the Vice Chancellor.

## **14:92 Academic Transformation Programme**

### **(a) National College for Nuclear – Proposed Structure and Governance**

Received Paper received from the Deputy Dean, Faculty of Health and Science AB14/82(a)

The Deputy Dean provided an update on the proposed structure and governance of National College for Nuclear.

**AGREED** Noted the update.

### **(b) ATP Update**

Received Paper from the Deputy Vice Chancellor AB14/82(b)

The Deputy Vice Chancellor presented the report which provided an update on progress with the Academic Transformation Programme.

**AGREED** Noted the progress made in the Academic Transformation Programme.

## **14:93 Honorary Fellowships**

Recorded as a separate Confidential minute.

## REPORTS AND COMMITTEE MINUTES

### **14:94 Academic Board Committees**

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

Received:	(i) Minutes of the meeting held on 16 June 2015	AB14/84
	(ii) Student Staff Forum Audit Report	Appendix 1
	(iii) Student Evaluative Feedback Policy	Appendix 2
	(iv) 2014/15 Programme Validation Activity	Appendix 3
	(v) Standing Validation Panel terms of reference and membership for 2015/16	Appendix 4
	(vi) External Examiner appointments and changes to remit	Appendix 5

- AGREED**
1. Received the minutes of AQSC on 16 June 2015.
  2. Received and noted the Staff Student Forum Audit Report and recommendations, which had been approved by AQSC, subject to some minor changes.
  3. Endorsed the Student Evaluative Feedback Policy.
  4. Noted the list of Programme Validation activity undertaken in 2014/15, to commence delivery from September 2015.
  5. Approved the Standing Validation Panel terms of reference and membership for 2015/16.
  6. Noted the External Examiner nominations and changes to remit.

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

Received:	(i) Minutes of the meeting held on 2 June 2015	AB14/85
	(ii) Peer Review of LTA Policy	Appendix 1

- AGREED**
1. Received the minutes of the L&TC on 2 June 2015.
  2. Endorsed the Peer review of Learning, Teaching and Assessment Policy.

#### **(c) Research and Enterprise Committee – S Jowett / S Booth**

Received:	(i) Minutes of the meetings held on 16 April and 11 June 2015	AB14/86(a) AB14/86(b)
	(ii) Intellectual Property Rights Policy	Appendix 1
	(iii) Open Access Policy for Research and Scholarly Outputs	Appendix 2
	(iv) Annual reports from Research Centres / Units / Institutes	Available on request

- AGREED**
1. Received the minutes of the R&EC meeting on 16 April and 11 June 2015 – noting that although the meeting on 11 June had not been quorate, the minutes and Policies considered had been circulated to and endorsed by all Committee members, with final sign off of the minutes by the Chair under Chair's actions.
  2. Endorsed the updated Intellectual Property Rights Policy, noting the minor changes made as part of the annual review process.
  3. Endorsed the Open Access Policy for Research and Scholarly Outputs and its immediate adoption.
  4. Noted the Annual Reports from Research Centres / Units / Institutes and commended the diversity, quality and quantity of activity delivered by research centres.

#### **(d) Academic Development Committee – S Jowett**

Received:	(i) Minutes of the meeting held on 18 May 2015	AB14/87
	(ii) Proposed Course Suspension and withdrawals	

- (iii) Initial ideas proposals for new programmes which will proceed to market research for PPA round
- (iv) Review of the Arts and Humanities Portfolio

- AGREED**
1. Received the minutes of the ADC meeting on 18 May 2015.
  2. Endorsed the course suspensions and withdrawals (Minute 14:28)
  3. Noted the initial ideas proposals for new programmes which would proceed to market research (minute 14:29)
  4. Noted the review of the Arts and Humanities portfolio (Minute 14:31).

**14:95 Minutes of University Board of Directors**

Received Paper from the University Registrar and Secretary AB14/88

**AGREED** Received the minutes of University Board held on 5 March and 16 April 2015.

**14:96 Strategic Risks and Communications**

**(a) Risks**

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

**(b) Communications**

No specific matters were identified for corporate communications.

**14:97 Date of next meeting**

Wednesday 21 October 2015 at 2pm (until 4.30pm) – venue to be confirmed.

**Deadline for papers:** to be confirmed