

**ACADEMIC BOARD**

CONFIRMED

**Minutes of the meeting held on 9 December 2015**

**Present:**

- P Strike – Vice Chancellor, Chair (C)
- D Cox – Director of Research & Head of Graduate School (La)
- A Fry – UCSU Community and Partnerships Sabbatical (C)
- G Haigh – Director of Marketing and Recruitment (La)
- N Harris – Registrar and Secretary (La)
- S Jowett – Deputy Vice Chancellor (C)
- L Kenward – Academic representative – NHPP (C)
- I Koroneos - UCSU Academic Sabbatical
- E Lees – HoD representative – H&S (A)
- S Longstaffe – Academic representative - IoA (La)
- L Mansfield – Academic representative – SNROS (A)
- S Patefield – Academic representative – M&SS (La)
- C Reid – Head of Student and Management Information Service (La)
- J Robinson – Head of Academic Quality and Development (La)
- C Rouncefield – HoD representative (La)
- N Rourke – Academic representative – BLPSS (La)
- F Sapsford – Academic representative – HPSS (C)
- I Sinker – Associate Dean – Academic Development and Innovation (La)
- R Talbot – Executive Dean (La)
- K Watson – Academic representative – Ed (La)
- M Weaver – Head of Library and Student Services (La)

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

**In attendance:**

- E Mackay - Committee Secretary (C)
- S Johnson – Strategic Planning and Performance Manager (La) – for item 15:30

**15:26 Apologies for absence**

Apologies were received from S Booth, A Dickson, A Hampson, R Harrison-Palmer, J Moses, S Pankhurst, K Watson and K Riley.

**15:27 Chair's Comments**

The Chair welcomed Frances Sapsford, the newly appointed HPSS Department representative, to Academic Board.

The Chair then gave an update on the work which had taken place to support students, staff and the local community following Storm Desmond, including: .

- The University was open – although teaching had been suspended at Brampton Road, Fusehill Street and Lancaster campuses until new year, facilities were open for access by all staff and students. Some local teaching was being continued, where agreement was secured from all students involved.
- Supporting a small number of students who had required alternative accommodation following flooding.
- Update on library and IT facilities for students – positive messages were going out on website and blackboard to provide assurances re access to facilities.
- Ambleside update – the campus was still open and teaching was taking place, but some flexibility had been put in place for staff and students, due to road access challenges.
- Students were expected to attend placements – but had to check with placement provider first.

- Advice, guidance and frequently asked questions were being provided on the University website and all staff were encouraged to make themselves aware of the FAQs. The Students' Union representatives thanked colleagues for the clear communications which were being issued.
- Assignment deadline extensions had been agreed and remote support and learning would be provided. Mitigations had been put in place to address any Turnitin system problems.
- Further guidance would be issued re exams, but current plans were that they would go ahead as planned. Some verbal presentation style assessments had been moved to January. It was noted that Extenuating Circumstances could be used for students significantly adversely affected by Storm Desmond.
- Applicants – arrangements for interviews for 16/17 applicants.
- International students – activities were being put in place over the Christmas period and it was suggested that the Head of LiSS could contact the Chinese consulate in Manchester.
- Use of the Fusehill Street Sports hall for emergency accommodation and then as a flood relief distribution centre.

Academic Board placed on record its thanks to all staff who had worked proactively, in difficult circumstances, to address the problems and to protect and enhance the learning and teaching experience for students. Students, who had worked to support and assist local residents around their campuses were also thanked.

**15:28 Minutes of the meeting held on 21 October 2015** AB15/21

The minutes of the meeting on 21 October 2015 were approved as a correct record.

**15:29 Matters Arising**

**(a) Matters Arising Report** AB15/22

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

- (i) *15:04(iv) - Supporting Inclusion and Accessibility in the Academic Student Experience for Disabled Students: Responding to the Impact of Changes to the Disabled Students Allowance Funding.*  
It was noted that this would be reported to the next Academic Board in February 16.
- (ii) *15:08 – UoC Approach to the use of Academic Awards*  
It was noted that this would be reported to the next Academic Board in February 16.
- (iii) *15:09 – Timetabling Issues*  
It was reported that a significant amount of work had been undertaken by academic and timetabling colleagues to address general and specific issues raised at the last meeting. Clarification had been secured on where there were issues, why, and the impact on students. Some late refinements had impacted students, but assurances were provided that things had settled down and some difficulties for particular groups of students had been addressed.
- (iv) *15:12 - Academic Calendar 16/17 and Assessment Board Schedules*  
It was noted that this had been progressed through the Deanery Implementation Team.
- (v) *15:14 – Freedom of Speech Policy / Code of Practice*  
It was noted that this was on the agenda as a substantive item of business.
- (vi) *15:17 – International Action Plan Targets*  
It was reported that D Cox, I Sinker and M Yates had agreed the following revised targets for International research students - 9 (14-15), 10 (15-16), 12 (16-17), 14 (17-18), 16 (18-19)

- (vii) 15:22(a) – *Open Access Policy for Research and Scholarly Outputs*  
It was noted that the amended Policy was appended to the R&EC minutes later in the agenda.

- AGREED** 2. Noted the actions which had been completed since the last meeting of Academic Board.

## SUBSTANTIVE ITEMS

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

#### **15:30 Green Paper on Higher Education – Fulfilling our Potential – Teaching Excellence, Social Mobility and Student Choice**

Received Paper from the Strategic Planning and Performance Manager AB15/23

The Strategic Planning and Performance Manager presented the report which set out the contents of the Green paper and the implications for the University. The University would provide a response by 15 January and Academic Board's comments were sought on the Green paper, particularly the questions being asked in the consultation.

The main proposals were outlined, with the following highlighted and commented on:

*HEFCE and OFFA to be merged into a single regulator - Office for Students*

*Introduction of a Teaching Excellence Framework* – by which teaching excellence would be assessed. It was noted that the criteria and implications for TEF Round 2 had not yet published.

*Size and Scale of the Sector* – potential to allow new providers to enter the sector in a more streamlined and faster way. Academic Board members commented that the tests to be applied to alternative providers must be stringent, robust and regularly revisited.

*Widening Participation / Student Opportunity* – concern was expressed that reforms in Disabled Students Allowances could negate against Widening Participation and this, along with our significant WP activities, should be highlighted in the response. There would be significant challenges and concerns re the anticipated reductions in SOP.

*Role of QAA and QR* - this was still unclear.

*Consumer Protection* – the references to protecting students' consumer interests where there were changes to their courses were highlighted. This reinforced the importance of the cross University work on Consumer Law and the impact of changes to courses.

*Challenge re Failing Institutions* – some comments should be included on the potential of having to step in to help failing Institutions.

- AGREED**
1. Agreed that the comments outlined above for inclusion in the University's response to the consultation.
  2. Agreed that any further comments from Academic Board members should be sent directly to Strategic Planning and Performance Manager.

- ACTION**
- o S Johnson to include the comments in the response.
  - o Academic Board members to email any further comments to

**15:31 League Table Performance**

Received Paper from the Strategic Planning and Performance Manager

AB15/24

The report provided details of the performance of the University in the following major League Tables since 2012: The Guardian, The Times / Sunday Times, Complete University Guide. Data on performance at an institutional level and also at subject groupings level. Consideration was given to the key points from the League Table Strategy, which was designed to focus efforts on improving positions in League Tables.

- AGREED**
1. Noted performance of the University in the major League Tables since 2012.
  2. Noted the key points from the League Table Strategy, which was designed to focus efforts on improving positions in League Tables.

**15:32 Vice Chancellor's Report**

Received Paper from the Vice Chancellor

AB15/25

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

- New appointments – it was reported that Signy Henderson had been appointed as Deputy Dean and Roddy Hunter as the HoD for the Institute of the Arts, with both due to start in March 2016.
- Thanked and congratulated all colleagues involved with the Graduation Ceremonies, particularly the SaMIS Ceremonies Office. The Ceremonies had been excellent and there had been great feedback from parents and students.

**AGREED** Received and noted the report.

**15:33 Executive Dean's Report**

Received Paper from the Executive Dean

AB15/26

The paper provided an update on: strategic matters; student recruitment; Professional Body accreditation / accreditation agency visit / outcomes; news and successes of the Deanery as a whole; and then provided a breakdown of strategic issues, current performance and news/successes within each of the different areas of the Deanery.

The following matters were highlighted and discussed:

- An update would be provided to the next Academic Board on the Government's proposals for changes to health related education and how the University would prepare for this, including early engagement with Trusts regarding placements.
- Paragraph 3 – it was noted that the reference to the Graduate Diploma in Law (GDL) had to be updated following further discussions after the paper had been sent out. The reference to 180 credits should be changed to 120 credits and the revised proposal is fully set in the later agenda item on Academic Regulations Variation – GDL (minute reference 15:36).
- Paragraph 11 – English and Creative Writing Healthcheck– it was reported that the Head of Academic Quality and Development would be working with the Executive Dean to assess the process followed and ensure that the relevant University Committees are involved in final decisions.

- AGREED**
1. Received and noted the report.
  2. Noted that amendment in relation to the Graduate Diploma in Law and the work which would be progressed in relation to the process for English and Creative Writing.
- ACTION**
- o J Robinson and R Talbot to progress action 2 above in relation to English and Creative Writing.

## 15:34 Annual Reports 2014/15

### (a) Academic Appeals

Received Verbal update

AB15/27(a)

It was reported that the Academic Appeals Annual Report was not yet available, but would be reported to the next Academic Board. In response to a question, clarification was provided re the Complaints and Appeals processes in relation to partner Institutions and the Head of SaMIS undertook to discuss this with the UCSU Sabbaticals.

**AGREED** Noted that the Academic Appeals Annual Report would be submitted to the next Academic Board.

- ACTION**
- o C Reid to report to the next Academic Board.
  - o C Reid to brief A Fry and I Koroneos re the complaints and appeals procedures at partner Institutions.

### (b) Academic Malpractice

Received Paper from the Head of SaMIS

AB15/27(b)

The Head of SaMIS presented the Annual report, which provided an overview of the outcomes of Academic Malpractice procedure in 2014-15 for suspected cases of major malpractice submitted in respect of student assessments at the University and in Collaborative partnerships. The data was presented at University and Faculty level (reporting against the Faculty structure in 2014-15) and included comparative data for the previous 2 years.

It was noted that the number of suspected cases of major academic malpractice reduced in 2014-15 in both the University and collaborative partnerships. The work which had taken place with some of the collaborative partners re support students' development of good academic practice and greater awareness of potential academic malpractice, was having a positive impact.

Academic Board welcomed the actions proposed by the Academic Quality and Standards Committee to:

- provide further guidance to staff on the interpretation of reports generated by Turnitin and
- review the cases presented for investigation and identify the learning points from these for wider dissemination.

**AGREED** Received the summary report on cases of major academic malpractice in 2014-15 and noted the actions arising from Academic Quality and Standards Committee.

### (c) Student Complaints Annual Report 2014-15 and Revisions to Policy and Procedure and Changes to Policy / Procedure

Received Paper from the LiSS Infrastructure and Policy Manager

AB15/27(c)

The Director of LiSS presented a revised and updated version of the report, which had been circulated to Academic Board members in advance of the meeting. The report :

- Outlined amendments made following the triennial review of the Student Complaints Policy and Procedure. Details were provided of the revisions made to the Policy and Procedure. The Students' Union had been involved in the review and development of revisions. The requirements of the Consumer Rights Act 2015 had been fully considered during the review.
- Provided an update on the operation and outcomes of the University's Student Complaints Procedure as applied in 2014-15. Training had taken place across all campuses to address some issues raised in the previous annual report.

Academic Board suggested that it would be useful to receive data on the number of complaints at Collaborative Partnership Institutions. This could be progressed as an enhancement to the current Annual Partnerships review.

- AGREED**
1. Agreed the revisions to the Policy and Procedure.
  2. Noted the Annual Report (revised version).
  3. Endorsed the publishing of the Annual Report online: [www.cumbria.ac.uk/studentcomplaints](http://www.cumbria.ac.uk/studentcomplaints)
  4. Agreed that the number of complaints at Collaborative Partnership Institutions, should be reported on as part of the Annual Partnerships review.
- ACTION**
- o M Weaver to implement revised Policy and Procedure
  - o I Sinker to include data on the number of complaints at Collaborative Partnership Institutions, as part of the Annual Partnerships review.

#### **(d) Student Progress Review**

Received Paper from the LiSS Infrastructure and Policy Manager AB15/27(d)

The Director of LiSS presented the summary Student Progress Review (SPR) Annual Report 2014-15, which provided an update on the operation and outcomes of the Student Progress Review as applied in 2014-15. It presented data at University and Faculty / Service level for 2014-15 (based on the 14-15 Faculties), along with comparative data for the previous two academic years. A revised and update version of the report had been circulated to Academic Board members in advance of the meeting as there had been an error in the total number of students. It was confirmed that the revised version of the report contained the correct data.

- AGREED**
1. Noted the summary and attached Student Progress Review Annual Report 2014-15.
  2. Endorsed the publication of the Annual Report online: <http://www.cumbria.ac.uk/StudentLife/Support/PuttingThingsRight/StudentProgressReview.aspx>

#### **(e) Student Code of Conduct and Adjudication Procedure**

Received Paper from the LiSS Infrastructure and Policy Manager AB5/27(e)

The Director of LiSS presented the Student Code of Conduct and Adjudication Procedure Annual Report 2014-15, which provided an overview of the operation and outcomes of the Student Code of Conduct and Adjudication Procedure as applied to students in 2014-15. It presented data at University and Faculty / service level for 2014-15 (based on the 14-15 Faculties), along with comparative data for the previous two academic years.

The Student Code of Conduct and Adjudication Procedure was due for triennial review during 2015-16. It was proposed that this review is deferred until 2016-17 due to the transition from Library and Student Services (LiSS) to the new Student and Academic Administration Service (SAAS), effective August 2016.

There were some actions proposed for 2015-16 in relation to the following and these were discussed by Academic Board:

- Consider the impact of external changes such as the Health and character guidance for approved education institutions, issued in November 2015 by the Nursing and Midwifery Council.
- Consider whether it is appropriate to apply fines as a sanction. There was discussion on the use of fines, the proportionality of fines and the effect on students. Currently, students with library debt were denied access to some facilities, but would not be prevented from graduating (unless they had tuition fee debt). It was confirmed that the Students' Union would be involved in discussions about whether to apply fines as a sanction.
- Scope whether the Adjudication/Fitness to Practise procedure should be applied to students once no longer enrolled with the University

- AGREED**
1. Agreed the areas for specific review in 2015-16 (S2 and S3 in Annual Report), subject to the inclusion of the Students' Union in discussion on the use of fines.
  2. Noted the Annual Report.
  3. Endorsed the publishing of the Annual Report online:  
[www.cumbria.ac.uk/studentconduct](http://www.cumbria.ac.uk/studentconduct)
- ACTION**
- o M Weaver to involve the Students' Union in discussion on the use of fines.

**(f) Safeguarding: Children, Young People and Vulnerable Adults**

Received Paper from the LiSS Lead Operational Safeguarding Officer AB15/27(f)

The Director of LiSS presented a summary of the Safeguarding Annual Report for 2014-15, which captured key safeguarding issues, progress on actions from the previous year and key priorities for 2015/16.

There was discussion on the year on year increase in the number of safeguarding cases and the implications for the workload of academic and professional services colleagues.

In particular, the number of cases involving mental health issues was discussed and, as this was such a crucial area for students involved, it was suggested that there should be further discussions between the Director of LiSS and relevant colleagues, including investigating the potential for the following (although there could be capacity issues):

- specific mandatory training for academic colleagues in relation to mental health issues. The NHPP academic representative advised of a Mental health First aid training course could be tailored for academic colleagues, perhaps as an on-line training package;
- potential for a mental health counsellor located at each site.

It was noted that the PREVENT statutory duty was being mainstreamed into the work of the Safeguarding Steering Group and it was clarified that the Students' Union could send a staff and Sabbatical representative to these meetings.

- AGREED**
1. Noted the Executive Summary of the Safeguarding Children and working with Young People and Vulnerable Adults Annual Report for academic year 2014-15.
  2. Agreed that the Director of LiSS progress further discussions with relevant colleagues, including the NHPP academic representative,

re the potential for specific mental health training for academic colleagues and the provision of a mental health counsellor at each site, subject to resource requirements.

**ACTION** M Weaver to progress discussions re mental health – as set out in action 2 above, involving L Kenward and other relevant colleagues.

**(g) Office of the Independent Adjudicator (OIA) casework and activity - 1 January 2014 to 31 December 2014**

Received Paper from the LiSS OIA point of contact AB15/27(g)

The Director of LiSS presented the report, which provided an overview of the OIA and the University's engagement with it during the calendar year January 2014 to December 2014. The number of complaints to the OIA had remained the same in 2014 as it had in 2013. The number of referrals to OIA continued to be low and demonstrated that our processes were working well for students.

The outcomes were discussed and it was noted that there had been an error in the report table in 3.2 in relation to "not reported" – a revised report would be circulated and stored with the papers for the meeting.

**AGREED** Noted the Annual Report for OIA activity for the calendar year 2014.

**(h) UK Visas and Immigration Compliance Annual Report**

Received Paper from the Registrar and Secretary AB15/27(h)

The Registrar and Secretary presented the report which outlined the key issues and policy changes that had emerged in relation to UKVI compliance over the past 12 months. It highlighted the main issues and the University's response to these, together with on-going risks. The report also detailed The University's UKVI Tier 4 statistics, the basis on which decisions are made about retention of our licence.

The Sites and Partnerships letter was highlighted and it was noted that the University does not currently include London as a site for Tier 4 students.

It was noted that there would be a limited number of approved centres for Secure English Language Tests going forward.

**AGREED** Noted the Annual report on UK Visas and Immigration Compliance.

**15:35 Institute of Education's Self-evaluation document summary**

Received Paper from the Director of the Institute of Education AB15/28

The report provided a summary of the self-evaluation document for the initial teacher education programmes (primary & secondary) within the Institute of Education (IoE) (including all school direct partnerships).

**AGREED**

1. Received, for information, a summary of the self-evaluation document for the initial teacher education programmes (primary & secondary) within the IoE (including all school direct partnerships).
2. Noted, for information, the resulting key priority areas for focused improvement in 2015/16

**15:36 Academic Regulations Variation Request – Graduate Diploma in Law**

Received Paper from the Head of AQD, the Principal Lecturer and the Head of Department - Business, Law, Policing and Social Sciences AB15/29

The Head of AQD presented the report which requested an exceptional variation to Academic regulations in relation to standard module sizes (C3.3) to support the development and delivery of a Graduate Diploma in Law and a LLB Law (GDL Conversion) programme comprising 5, 10 and 15 credit module sizes. The exceptional variation to the Regulations would allow the validation of 15 credit modules which would enable the development of the GDL within standard credit and learning.

**AGREED** Agreed an exceptional variation to Academic Regulations to standard module sizes (C3.3) to support the development and delivery of a Graduate Diploma in Law and a LLB Law (GDL Conversion) programme comprising 5, 10 and 15 credit module sizes, as follows:

- English Legal Systems and Legal Skills – introductory module – pre-requisite for continuing on the GDL – 5 credits
  - Compulsory modules as set out by the Law Society – 15 credits each = 105 credits
  - Practical Lawyer's skills module – compulsory – 10 credits
- Total 120 credits
- a 60 credit UG dissertation for the LLB Hons (GDL Conversion) at 180 credits at Level 6.

**15:37 Graduate School Annual Evaluation Report (AER) 2014-15**

Received Paper from the Director of Research and Head of Graduate School AB15/30

The paper provide the Annual Report on the activity of the Graduate School during 2014-15, during which time there were 75 Post graduate research students registered at the University. It was noted that the PhD completions mentioned had just graduated at the Lancaster University ceremonies.

**AGREED** Noted the Graduate School AER, including the performance activity aspects of good practice and development opportunities.

ACADEMIC STRATEGY AND PLANNING

**15:38 Academic Planning - Academic Development Committee Recommendations**

Received Paper form the Deputy Vice Chancellor AB15/31

The Deputy Vice Chancellor presented that paper, which included the minutes of the Academic Development Committee meetings on 9 November 2015 and set out a number of proposals in relation to courses and programmes for noting and/or approval by Academic Board

It was clarified that Academic Board was, at this stage, being asked to note the initiation of some withdrawal processes. The withdrawals process would then include a period of consultation with staff and students. Following this process, any recommendations for withdrawal would then have to be reported to Academic Board for approval.

In relation to the specific withdrawal processes to be initiated:

- it was confirmed that the DipHE was being process was being initiated to be withdrawn as an exit award, as it would be incorporated into Foundation level award. It was suggested that in future, instances such as these should be highlighted with an clear explanation where it is being integrated into other programmes/award.

- Fd Sports courses – clarification was provided that Fd was proposed to be removed as it would be a four year Level 3 course.

It was noted that the Associate Dean (Academic Development and Innovation) was working on a paper on the UoC approach to the use of Academic Awards, which could include consideration of HND / HNC validations, where we validate delivery by other partners.

- AGREED**
1. Received the minutes of the Academic development Committee on 9 November 2015.
  2. Noted the discussions about the UoC's Approach to the use of Academic Awards (item 15:13)
  3. Noted that PPA's are currently being finalised for new provision (item 15:14).
  4. Note the initiation of the withdrawal process for the following suspended courses (item 15:16):
    - FdSc Applied Science and Investigative Science
    - BSc Top Up – Applied and Investigative Science
    - FdSc Forensic Science
    - BA Dance Performance and Drama Performance
    - FdA Sport Coaching & Development
    - FdSc Sport Massage Therapy
    - BA Social Enterprise Leadership
    - DipHE Sport and Exercise Science
    - DipHE Sports Coaching and Development
    - DipHE Exercise, Physical Activity and Health
    - DipHE Policing Investigation and Criminology
    - DipHE Criminology and Law
    - DipHE Criminology and Social Sciences
    - DipHE International Business Management
    - DipHE Education Studies

**15:39 PREVENT - Freedom of Speech Code of Practice & External Speaker Policy and Procedures**

Received Paper received from the Registrar and Secretary

AB15/32

The paper set out proposed changes to the Code of Practice for Freedom of Speech and External Speaker Policy and Procedures, which had been reviewed to ensure that they take account of the new Prevent Duty which came into force in September 2015.

The proposed changes had been subject to consultation and discussion with the Students' Union and the Chaplaincy. It was noted that the External Speaker Policy and procedure had required much more extensive changes. There would now be a need to capture and record all use of University facilities for external speakers and it was proposed that this would be delegated to appointed officers.

During discussion on the proposed changes, some amendments were suggested in relation to the list of people with delegated responsibility, it was suggested that Equality Impact Assessments should be carried out and clarity was required for where responsibility would lie in relation to public lectures and events with Honorary Fellows speaking.

**AGREED** Approved the updated Code of Practice for Freedom of Speech and External Speaker and Events Policy and Procedures, subject to:

- (a) External Speakers Policy and Procedure – paragraph 1.2 - add the following to the delegated responsibility list:
  - Events and activities organised by Research or Graduate School – to the Director of Research and Head of Graduate School
  - Events and activities organised by LiSS – to the Director of LiSS
- (b) Equality Impact Assessments to be carried out, in conjunction with the LiSS Manager (Equality, Diversity and Inclusion).
- (c) Clarification re delegated responsibility in relation to public lectures and events where Honorary fellows are speaking

**ACTION** N Harris to amend taking into account the changes outlined above.

**15:40 Honorary Awards Committee – Nominations for Honorary Awards – STRICTLY CONFIDENTIAL**

Recorded as a separate confidential minute

**15:41 Deliberative Committees – Terms of Reference and Membership Changes**  
 Received Paper form the Registrar and Secretary AB15/34

The paper set out some proposed changes to terms of reference and membership of some Committees, Sub-Committees and Panels within the Deliberative Committee structure.

**AGREED** Agree the changes to terms of reference and membership of the:

1. Departmental Quality Committees – Appendix 1
2. Academic Quality and Standards Committee – Appendix 2
3. Academic development Committee – Appendix 3
4. Minor Modification Panel – Appendix 4.
5. Employability Steering Group – Appendix 5.
6. Research Degree Awarding Powers Group – Appendix 6.
7. Honorary Awards Committee – Appendix 7.

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

REPORTS AND COMMITTEE MINUTES

**15:42 Academic Board Committees**

**(a) Learning and Teaching Committee – S Jowett**

Received: Minutes of the meeting held on 12 November 2015 AB15/35

**AGREED** Received the minutes of the Learning and Teaching Committee on 12 November 2015.

**(b) Academic Quality and Standards Committee – S Jowett**

Received: (i) Minutes of the meeting held on 17 November 2015. AB15/36  
 (ii) QAA Institutional Audit Action Plan Appendix 1  
 (iii) External Examiner Summary report Appendix 2  
 (iv) External Examiner appointments. Appendix 3

**AGREED**

1. Received the minutes of the Academic Quality and Standards Committee on 17 November 2015.
2. Noted the QAA Institutional Audit Action Plan.
3. Received the External Examiner Summary report.
4. Noted the External Examiner appointments and changes to remit.

**(c) Research and Enterprise Committee – 8 October 2015 – S Jowett / S Booth**

Received	(i) Minutes of the meeting on 8 October 2015.	AB15/37
	(ii) Research Bidding activity for 2014-15	Appendix 1
	(iii) Updated Open Access Policy for Research and Scholarly Outputs	Appendix 2
	(iv) Research Office and Graduate School Action Plan 2015-16	Appendix 3

- AGREED**
1. Received the minutes.
  2. Noted Research Bidding activity for 2014-15.
  3. Approved the updated Open Access Policy for Research and Scholarly Outputs.
  4. Noted the Research Office and Graduate School Action Plan 2015-16.

**15:43 Minutes of University Board of Directors**

Received Paper from the University Registrar and Secretary AB15/38

**AGREED** Received the minutes of University Board held on 1 October 2015.

**15:44 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.

**15:45 Date of next meeting**

Tuesday 23 February 2016 at 2pm (until 4.30pm) – in LG201, Carlisle.

**Deadline for papers:** 12 February 2015

It was noted that it would be Sandra Jowett's last Academic Board. Sandra was thanked for all she had contributed to the work of the University over the years.