

**ACADEMIC BOARD**

CONFIRMED

**Minutes of the meeting held on 23 February 2016**

**Present:** P Strike – Vice Chancellor, Chair (C)  
D Cox – Director of Research & Head of Graduate School (La)  
A Dickson – Associate Dean – Quality and Student Experience (La)  
A Fry – UCSU Community and Partnerships Sabbatical (C)  
G Haigh – Director of Marketing and Recruitment (La)  
A Hampson – HoD representative (C)  
C Hardcastle – Interim Pro Vice Chancellor Academic (C)  
N Harris – Registrar and Secretary (La)  
E Lees – HoD representative – H&S (A)  
S Longstaffe – Academic representative - IoA (La)  
L Mansfield – Academic representative – SNROS (A)  
J Moses – Director of the Institute of Education (La)  
S Pankhurst – Deputy Dean (La)  
S Patefield – Academic representative – M&SS (La)  
C Reid – Head of Student and Management Information Service (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)

**15:46 Apologies for absence**

Apologies were received from S Booth, R Harrison-Palmer, L Kenward, I Koroneos, J Robinson.

**15:47 Chair's Comments**

The Chair welcomed Cliff Hardcastle - Interim Pro Vice Chancellor Academic to his first Academic Board.

The Chair then explained that it would be the last Academic Board meeting for Carole Reid – Director of Student and Academic Administration Service, who was leaving the University. Carole was thanked for the exceptional contribution she had made to the University and was wished every success for the future

**15:48 Minutes of the meeting held on 9 December 2015**

AB15/39(a)

AB15/39(b)

The minutes and confidential minutes of the meeting on 9 December 2015 were approved as a correct record, subject to the correction of:

(a) a typo; and

(b) correction of a title to "Associate Dean – Academic Development and Innovation".

**15:49 Matters Arising**

**(a) Matters Arising Report**

AB15/40

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

- (i) *15:08 – Deanery report – R Talbot and N Harris*  
It was noted that there had been positive feedback, but the Registrar and Secretary would formally ask Board Directors about the format at the next Board meeting on 3 March. **ACTION – N Harris**
- (ii) *15:29 - Prevent - Freedom of Speech Code of Practice and External Speakers Policy – N Harris*  
It was noted that the Code of Practice and Policy had been amended, as agreed by Academic Board and some further minor tweaks had been made in light of further guidance from HEFCE. Work was progressing on the Protocols and Procedures to support the External Speakers Policy.  
  
There had been targeted PREVENT training for academic and professional services staff and 350 staff had attended to date. There would be further training sessions in Ambleside in April and in Carlisle or Lancaster in June 2016. Attendance and participation had been good and there had been positive feedback. **ACTION – N Harris to circulate to relevant colleagues a list of staff who had not yet attended.**
- (iii) *15:17 – International Action Plan – I Sinker*  
It was reported that targets for PGR activity had been aligned between International and Research and Graduate School.
- (iv) *15:34a - Complaints and appeals procedures at partner Institutions – C Reid*  
It was noted that the position re complaints and appeals at partner institutions had been checked and the links to the relevant documents would be sent to UCSU. Academic appeals were always dealt with by UoC, but complaints against collaborative partners would, in the first instance, be dealt with by the partner. **ACTION – C Reid to email links to UCSU.**
- (v) *15:34c- Student Complaints Annual Report 2014-15 and Revisions to Policy and Procedure and Changes to Policy / Procedure – M Weaver and I Sinker*  
It was noted that that the changes to the Policy and Procedures had been made and they had been implemented and communicated. The number of complaints against collaborative partners would be reported in future Collaborative Provision Annual Reports.
- (vi) *15:34e - Student Code of Conduct and Adjudication Procedure Annual report 14-15 – M Weaver*  
It was noted that a meeting had taken place with UCSU re the fines system with clarification provided on the point at which students are fined and the level of fine.
- (vii) *15:34(f) - Safeguarding: Children, Young People and Vulnerable Adults Annual report 14-15 – M Weaver*  
It was noted 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**
- (viii) *15:36 - Academic Regulations Variation Request – Graduate Diploma in Law – J Robinson*  
It was reported that, following subsequent discussion between the Deanery,

SaMIS and AOD, the decision was taken not to progress the LLB (GDL conversion) top-up at this time. This was due to a combination of factors including market demand and other institutional priorities. The course team confirmed that it was the GDL Conversion which was the premium programme and this would be progressing.

- 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

#### **15:50 Vice Chancellor's Report**

Received Paper from the Vice Chancellor

AB15/41

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:

- Death of two students at separate times - one in Ambleside and one in Carlisle. Academic Board expressed condolences and sympathy to the families and thanked colleagues and Chaplaincy for the support they had provided to the families and other students.
- Storm Desmond – there were ongoing travel challenges for staff at Ambleside, following the flooding. University colleagues and students were thanked for the in supporting storm / flood recovery efforts, particularly: colleagues involved with the Sports Centre operation in Carlisle; Ambleside students supporting local residents; colleagues who kept facilities going during the power cuts in Lancaster; and colleagues involved in the Love Cumbria fund raiser.
- New appointments – Cliff Hardcastle – Interim Pro Vice Chancellor - Academic had started in January 2016. Signy Henderson - Deputy Dean and Roddy Hunter – HoD Institute of the Arts would both start on 1 March 2016. Academic Board welcomed the appointment of a new Vice Chancellor from 1 August 2016 – Professor Julie Mennell.
- Sellafeld tender had been submitted – Academic Board thanked and acknowledged the efforts of colleagues in submitting the tender. An announcement on the outcome of the tender process was due within the next few weeks.
- HE Green Paper consultation responses and views from across the sector. Concerns were expressed about reductions in the Student Opportunity Funding and potential impact on the University and proposals to change the funding for health courses.
- NCTL student number allocations and the impact on the University.
- UCAS report on the analysis of recruitment patterns across England.
- Recruitment performance to date. International recruitment– good progress had been made, particularly a TNE agreement with Fame International College. Business School colleagues were thanked for their efforts in developing International business.
- Bids had been submitted to Cumbria and Lancashire LEPs seeking for funding for developments.

**AGREED** Received and noted the report.

#### **15:51 Executive Dean's Report**

Received Paper from the Executive Dean

AB15/42

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:

- Policing move from Brampton Road to Fusehill Street – there would be a phased approach with Year 1 at Fusehill Street from September 2016 and Year 2 continuing at Brampton Road until September 2017. The move had been the subject of consultations with staff and students and every effort was being made to protect the student experience.
- Thanked all staff and students during Storm Desmond. The impact on students had been reported, there did not appear to have been any greater attrition than in previous years. All work had been submitted and marked on time and recruitment had remained buoyant.
- Health Care Professions Council had approved the Mental Health Practice Programmes.
- Plans to amend English offer by withdrawing the 2 current Undergraduate English Programmes, BA(Hons) English and BA (Hons) English and Creative Writing from Lancaster and planning a new programme BA (Hons) English Literature for Brampton Road September 2017. When the revised Programme Withdrawal and Initiation process was agreed, it would be implemented for the English programmes. The new HoD of the Institute of the Arts would be asked to consider the academic awards for Brampton Road and any proposals would be reported back to a future Academic Board.
- NQT Survey results – there had been good feedback particularly re the primary provision. It was noted that NQT survey would not be taking place this year, while decisions were made by NCTL on the future of the NQT survey and the potential to use the NSS.
- The significant amount of activity taking place across Departments and Institutes across the Deanery.

- AGREED**
1. Received and noted the report including reports from each of the Departments / Centres.
  2. Noted and welcomed the successful outcomes of recent initiatives; the analysis of the NQT Survey in January 2016 and HCPC approvals for Mental Health Practice programmes.
  3. Approved the relocation of Policing programmes from Brampton Road to Fusehill Street, as set out in the paper and with the timescales proposed.
  4. Noted the current position re English programmes, as outlined above.

## **15:52 Academic Appeals Annual Reports 2014/15**

Received Paper from the Head of SaMIS

AB15/43

The Head of SaMIS presented the Annual Report, which provided an overview of the number and outcomes of academic appeals submitted in the academic year 2014-15 for students registered on University of Cumbria Awards, including those delivered and assessed by Collaborative Partner organisations. The report had been considered and endorsed by the Academic Quality and Standards Committee on 27 January 2016.

The report proposed some recommendations for further actions in relation to:

- Communication of the Extenuating Circumstances Procedure
- Further analysis of the cases upheld on ground of admin or procedural error or reasons of unfair treatment.
- Appeals with embedded complaints, which can delay the process and is a concern for University colleagues and UCSU and students. Further work was proposed to review the cases we have had and identify any actions required to encourage students to raise concerns sooner to allow complaints to be addressed more quickly.

There was discussion on:

- Number of appeals – and the potential for benchmarking against the number of appeals in other Universities
- Improvements in the number of appeals in relation to collaborative partner provision.
- Documents on line – need to ensure that Departments and Programme Teams are checking the documentation on line when advising students. It was noted that this would be addressed in the work to review the cases which had been upheld and there would be identification of any actions be undertaken to support colleagues.
- It would be useful for HoDs to have a breakdown of the appeals by Department.

- AGREED**
1. Received the summary of academic appeals and outcomes in 2014-15.
  2. Agreed the following recommendations for further actions:
    - (a) Extenuating Circumstances Procedure - Head of SaMIS (or nominee) and Head of LiSS (or nominee) to work in partnership with UCSU to agree a communication plan for continued promotion of the Extenuating Circumstances Procedure to University and Collaborative Partner students. **ACTION – C Reid and M Weaver with UCSU.**
    - (b) Further analysis of the cases upheld on ground of admin or procedural error or reasons of unfair treatment - SaMIS Assessment and Awards Team to undertake further analysis and Head of SaMIS (or nominee) and Associate Dean Quality and Student Experience to review and agree follow-up actions required. **ACTION – C Reid and A Dickson.**
    - (c) Appeals with embedded complaints - Head of SaMIS (or nominee) to lead working with Associate Dean Quality and Student Experience, UCSU and LiSS Infrastructure and Policy Manager. **ACTION – C Reid, A Dickson, and M Weaver with UCSU.**
  3. Agreed that the Head of SaMIS:
    - (a) undertake benchmarking against the number of appeals in other Universities. **ACTION – C Reid**
    - (b) Email Heads of Department a breakdown of appeals by Department. **ACTION – C Reid**

**15:53 Programme Initiation (formerly Programme Planning Approval) and Withdrawal Policies**

Received Paper from the Head of Academic Quality and Development (presented by the Registrar and Secretary) AB15/44

The paper provided details of the outcome of a review and enhancement of the current programme planning approval and programme withdrawal policies and processes to ensure that they remain effective as an outcome of recent realignment activity.

As a result of the review, some revised policies and processes for Programme Initiation (enhancing and replacing the current Programme Planning Approval Process) and Programme Withdrawal were proposed, but would be subject to the addition of a paragraph regarding exceptional circumstances for suspending a programme during the year. It was noted that the templates were draft and were being revised outwith the meeting. The proposal had been fully discussed at the Academic Development Committee

Academic Board then discussed the following:

1. Some concerns were raised about the involvement of staff whose programmes might be subject to withdrawal and the need to consult and involve them in discussions at an early stage. This would enable them to be informed and also be involved in contextualising and fully considering the data analysed during any health check process.

It was confirmed that this consultation and involvement of staff at an early stage is in place and should be taking place during the Deanery's ongoing health check activities in advance of the Programme Withdrawal process. This should provide colleagues the opportunity to consider the data and discuss it with the Course team and Head of Department to enable interpretation and explanation of the data and secure advice and guidance to inform the decision making process. This allows course / programme colleagues to be involved in the identification of areas of concern and take actions to secure improvements.

However, the proposed Withdrawal process does not clearly refer to the ongoing routine healthcheck activity and particularly the opportunity for early involvement of course / programme colleagues. There should be clarity regarding what takes place in routine Health checks and it should be explicitly stated what is being considered eg market research, entry grades etc and when course / programme colleagues are involved. All colleagues must be fully aware of this stage of the process and exactly what it involves.

2. There was specific discussion on English Creative Writing and on the impact of low entry grades, with a suggestion that the English course should be named English Literature. It was noted that the new Head of Department for Institute of the Arts would be asked to consider this area as a priority.
3. There should be clarification of courses are "at risk" or "risk of withdrawal".
4. Programme Initiation Policy – Stage 3 – Resourcing – it was suggested that the Head of Department and the Director of Marketing and Recruitment also need to be involved in resourcing discussions. There also needs to be clarity re whether funding is one off pump priming or recurrent funding required annually over the life of the course and whether this is within existing resources or requires additional resources. It was suggested that concerns about the requirements for funding for new Programmes should be referred to the University Executive Group.

**AGREED** Approved proposed revised policies and processes for Programme Initiation (enhancing and replacing the current Programme Planning Approval Process) and Programme Withdrawal, subject to the comments outlined above being taken on board and the following specific amendments made:

- (a) the addition of a paragraph regarding exceptional circumstances for suspending a programme during the year.

- (b) revision of the templates.
- (c) the addition of a reference to the routine healthcheck activities taking place prior to the Withdrawal and Initiation process, with a clear explanation of what takes place in routine Health checks, what data is considered eg market research, entry grades etc and when course / programme colleagues are involved (see 1 above).
- (d) Clarification required re whether courses are "at risk" or "at risk or withdrawal" (see 3 above)
- (e) Programme Initiation Policy – Stage 3 – Resourcing – the Head of Department and the Director of Marketing and Recruitment to be added re resourcing discussions. Also, a statement to be added to ensure resourcing is clear re one off pump priming or recurrent funding required annually and whether this is within or additional to current resources. Concerns about the requirements for funding for new Programmes should be referred to the University Executive Group. (see 4 above).

**ACTION - J Robinson to take on board comments and make amendments to revised Policies and Processes and re-circulate to Academic Board for information.**

#### **15:54 UoC Approach to the Use of Academic Awards**

Received Paper from the Associate Dean – Academic Development and Innovation

AB15/45

The Associate Dean – Academic Development and Innovation presented the paper, which reported that following the introduction the Integrated Foundation Year programmes in 2015/16 and a review of the use of Foundation degrees, it became evident that there was the need to further develop a university wide understanding and approach to how different awards are differentiated, used and deployed. This clarity was not only needed internally, but also so that the university could present a less complex picture of its portfolio to potential students and employers.

A review process had been undertaken which had resulted in the Awards Matrix being developed which aimed to present the range of UoC undergraduate awards, identify the characteristics of our awards and give some guidance on the role of these awards and how their strategic use by UoC can be further developed.

The paper also detailed a number of other related issues and work to progress these, including: Normal Entry Requirements for Undergraduate Awards; Integrated Masters (3+1); Higher and Degree Apprenticeships; Higher Apprenticeships; Degree Apprenticeships; Higher National Certificates (HNC) and Higher National Diplomas (HND).

The report had been fully considered by the Academic Development Committee, University Fees Group and workshop sessions.

Academic Board then discussed the following:

- (a) Confusion of employers at a national level the number of different awards.
- (b) HNC and HND provision - it was noted that this would be validation of partner providers, rather than development for delivery directly by the University. The document did not make it this clear enough and should be strengthened to clarify that it was about partnership work rather than direct delivery of HNC or HND. However, this should not totally rule out the development of delivery direct with an employer.

- (c) The Foundation Degree market has declined as employers are looking to HNC and HND, as this is the preferred route into HE.

- AGREED**
1. Received and noted the Awards Matrix (Appendix 1) which set out the university's current range of Undergraduate Awards, subject to clarifying HND / HNC provision as stated in (b) above.
  2. Agreed the characteristics of the awards as set out and agreed for implementation the proposed guidance on the role of awards and their strategic use by UoC, subject to clarifying HND / HNC provision as stated in (b) above.
  3. Agreed the recommendation of Academic Development Committee that the University should formally consider adding the awards of Higher National Certificate (HNC) and Higher National Diploma (HND) to its schedule of awards and refer this to the regulations review group and AQD for further work on this with a view to implementation in the next academic session (16/17), subject to clarifying HND / HNC provision as stated in (b) above. **ACTION – I Sinker with J Robinson**

### 15:55 Update on Institutional Action Plan Arising from NSS & PYS 2015 Results

Received Paper from the Associate Dean – Quality and Student Experience AB5/46

The Associate Dean – Quality and Student Experience presented the paper, which provided an update on progress against the Institutional Action Plan Arising from NSS & PYS 2015 Results.

There was discussion on the following:

- The action plan was being closely monitored through the Student Engagement and Retention Group.
- There had been some slippage due to the flooding and other disruptions, but the good progress in other areas was being promoted.
- Timetabling – some significant discussions and detailed work had been undertaken and a survey of students would be undertaken. The survey would be promoted by UCSU.
- Noted that NCTL were looking at the potential to use the NSS instead of the NQTS.
- Promotion of good news stories – there was discussion on how to encourage academic colleagues to promote good news stories. A good news email inbox had been established - [news@cumbria.ac.uk](mailto:news@cumbria.ac.uk) for academic colleagues to send good news stories to the Strategic Communications team. The Team then considered and distributed them appropriately. In addition, the student portal would be up and running for the next academic year and improvements were taking place on screen and banners. Academic colleagues should be encouraged to work with each other to identify and promote good news stories through the Strategic Communications Team and correct use of social media eg twitter.
- NSS completion rates to date were currently not as high as last year. A significant amount was being done to promote the NSS and weekly reminders were being sent to programme leaders and HoDs. There was a need to know which courses were underrepresented, why and at what point they would be completed.

- AGREED**
1. Noted the update and welcomed progress.
  2. Agreed that all academic colleagues on Academic Board encourage their direct reports and other colleagues to send good news stories to [news@cumbria.ac.uk](mailto:news@cumbria.ac.uk) **ACTION – All academic colleagues on Academic Board.**

3. Agreed that the Associate Dean – Quality and Student Experience chase up colleagues re the current NSS returns to establish which Courses were underrepresented, why and at what point they would be completed. **ACTION – A Dickson**

**15:56 Annual Evaluatory Review – University Action Plan**

Received Paper from the Head of Academic Quality and Development, presented by the Associate Dean – Quality and Student Experience AB15/47

The paper provided a summary of actions highlighted through Annual Evaluatory Review (AER) process as requiring action / intervention at University level. The development of a rolling action plan in recent years had enabled Academic Board to have oversight of issues not yet resolved from previous reporting years, as well as issues being identified in the most recent reporting round.

Round-table meetings have been held with Heads of Department, Academic Quality and Development and the Associate Dean – Quality and Student Experience re the issues arising from of AERs to identify those needing action at University level.

There was discussion on the following:

- Teaching space for larger groups, particularly lecture theatres which did not have benches to use for laptops or writing. There was a need to ensure that whoever is doing the specification for learning spaces was cognisant of what is required in a learning space.
- Accessing the timetable through the web – this should be helped with the student portal. Work could be done on descriptions of weeks, as the students first week is not week 1 of the academic year.
- Attendance monitoring - discussions on whether it would be more beneficial to monitor student attendance or student engagement. The IT Steering Group had initiated the scoping of what is wanted and the options for consideration for future funding.
- Data and statistics re employment – the Employability Group have identified this as a key strand.

**AGREED**

1. Received the update of the University's rolling institutional level action plan and commented as outlined above on the issues, actions and updates in relation to a) ongoing actions from previous years and b) new issues identified through the 2014/15 process.
2. Noted the specific actions progressing in relation to teaching space and attendance monitoring.

**15:57 Disabled Students Allowances Update: Responding to the Impact of Changes to the Disabled Students Allowance Funding**

Received Paper from the Director of Library and Student Services AB15/48

The Director of LiSS presented the report, which outlined the full the impact of the BIS reforms on changes to funding for disabled students. The University Executive Group had considered a range of options and resource allocations to respond to these changes and had approved a five-year plan which was a mix of continued in-house provision of non-medical support staff, alongside an investment programme in university infrastructure to move towards digital delivery by default and a programme of staff development.

The preferred option enabled the university to continue to provide support to existing students in receipt of DSA (who are not impacted by changes) and new disabled students whilst moving towards an enhanced inclusive teaching and learning environment. The programme mitigated and reduced risks, whilst optimising recruitment and retention. The task and finish group were continuing work on the detailed implementation of the preferred option and resource allocation. This would be rolled out from 1st February 2016 to align with the University business planning cycles, UCAS deadlines, student lifecycle and to comply with CMA obligations.

It was noted that the OFFA line in the budget was not what UoC receives from OFFA, but was what UoC spends out of Tuition fee income.

**AGREED** Noted the actions which had been taken to address the impact of the BIS reforms on changes to funding for disabled students.

**15:58 Partnership with London School of Commerce**

Received Paper from the Executive Dean and the Head of Educational Partnerships and Lifelong Learning AB15/49

The paper provided details of an opportunity to establish a new collaborative partnership with the London School of Commerce (LSC) which offered the potential to significantly grow international student numbers in an accelerated, sustainable and managed way. Details were provided of the full consideration and scrutiny of the opportunity which had taken place across the University, including utilisation of the University process and procedures for approval and management of academic collaborative provision.

It was noted that Phase 1 would deliver a small number of international students from May/June 2016 – although there may have to be some changes to Phase 1 due to timescales. Details were provided of the programmes in Phase 2 delivery and the process for phase 2 which aims at a longer term 'embedded college' partnership with LSC

Legal and Financial Due diligence had been signed off and the institutional approval process would now be progressed, with final institutional approval by Academic Board scheduled for later in the year. Risk management issues and mitigations for these issues were highlighted.

Academic Board thanked colleagues, particularly Ian Sinker and Elaine Flowers for the significant work they had undertaken.

**AGREED**

1. Received the paper which sets out how the University was considering establishing a new academic collaborative partnership with the London School Commerce (LCS).
2. Noted that the University process and procedures for approval and management of academic collaborative provision are being utilised.

**15:59 Institutional Approvals of new School Direct and SCITT Partners**

Received Paper from the Head of Academic Quality and Development, presented by the Associate Dean – Quality and Student Experience AB15/50

The paper sought formal approval of a number of School Direct and SCITT partners as Associate partners of the University. All proposals have been considered in accordance with the University's processes for the approval of collaborative provision.

**AGREED** Agreed to formally approve the following as Associate Partners of the

University:

- (a) Tauheedul Education Trust (TET) (SCITT based in Blackburn)
- (b) Park Academy (School Direct based in Blackpool)
- (c) Tyldesley Primary School (School Direct)
- (d) St. Wildrid's CE Academy (School Direct based in Blackburn).

## ACADEMIC STRATEGY AND PLANNING

### **15:60 Academic Planning - Academic Development Committee Recommendations**

Received Paper from the Deputy Dean

AB15/51

The Deputy Dean presented the paper, which included the minutes of the Academic Development Committee meeting on 26 January 2016 and set out some developments to note in relation to the Programme Initiation Process and discussions about HND/HNC's and Higher Level Apprenticeships

The Integrated level 3 (IL3) provision was highlighted. It was noted that 15/16 attrition rates and 16/17 application had been reviewed and were positive. Academic Board recognised this as a good example of Deanery and Professional Services had worked together on a new provision.

- AGREED**
1. Received the minutes of the Academic Development Committee on 26 January 2016.
  2. Approved an amendment to the terms of reference such that the Director of Estates is to attend for timed items only rather than being a full member as previously agreed.
  3. Notes developments around the Programme Initiation Process.
  4. Noted discussions about HND/HNC's and Higher Level Apprenticeships.
  5. Welcomed progress re the IL3 provision.

### **15:61 Academic Transformation Programme Update**

Received Verbal update from the Vice Chancellor

Verbal

The Vice Chancellor provided an update on the Academic Transformation Programme., highlighting the following:

- An announcement was due to be made on the final decision on Sellafield within the next few weeks.
- RDAP - there were now only 8 academic staff who had not yet completed the survey.
- ATP Board had been reviewing ATP in future and a paper was being developed for UEG re a new way of planning and allocating. ATP had been successful in progressing RDAP and Sellafield, which were now within the normal budget process.

**AGREED** Noted the update.

### **15:62 Deliberative Committees – Terms of Reference and Membership Changes**

Received Paper from the Registrar and Secretary

AB15/52

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**
1. Agreed the changes to membership of Academic Board (AB), Academic Quality and Standards Committee (AQSC), Learning and Teaching Committee (L&TC), Academic Development Committee

(ADC), Research and Enterprise Committee (R&EC), Professorial Titles Conferment Committee (PTCC) and Research Degree Awards Powers Steering Group (RDAPSG) to reflect the Interim PVC Academic role in relation to those Committees.

2. Agreed the changes to membership of the Academic Collaborative Provision Sub-Committee.
3. Agreed a minor change to the terms of reference of the Employability Steering Group.

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

## REPORTS AND COMMITTEE MINUTES

### **15:63 Academic Board Committees**

#### **(a) Academic Quality and Standards Committee - A Dickson**

Received: (i) Minutes of the meeting held on 27 January 2016. AB15/53  
(ii) Annual Partnership review Report from ACPSC Appendix 1

- AGREED**
1. Received the minutes of the Academic Quality and Standards Committee on 27 January 2016.
  2. Noted the Annual Partnership review Report from ACPSC
  3. Noted the extension to Validation periods of the following programmes for one year until 2017, BA (Hons) Event Management (top-up) and of BA (Hons) Production (top-up).
  4. Noted that ACPSC held an extraordinary meeting on 27th Jan 2016. This was to consider the case for collaboration with London School of Commerce and approve proceeding with the institutional approval process.

#### **(b) Learning and Teaching Committee – C Hardcastle**

Received (i) Minutes of the meeting held on 2 February 2016. AB15/54  
(ii) Student Confidentiality Policy (Student Work) Appendix 1  
(iii) University Strategy on MOOCs Appendix 2

There was some discussion about the Student Confidentiality Policy at the Regulations Review Group and it was suggested that it would be appropriate to append the Procedures to the Policy document.

- AGREED**
1. Received and noted the minutes of the Learning and Teaching committee held on 2nd February 2016.
  2. Agreed the revised Student Confidentiality policy (Student work) for implementation from 2016/17, subject to the Procedures being appended to the Policy. **ACTION – M Weaver**
  3. Agreed the MOOC strategy and the approach to MOOC development.
  4. Noted annual monitoring of Employability Plan and development of University Retention Strategy.

#### **(c) Research and Enterprise Committee – 19 January 2016 – S Booth/P Strike**

Received (i) Minutes of the meeting on 19 January 2016 AB15/55  
(ii) Research Ethics Policy Appendix 1  
(iii) Lone Worker Procedures for Researchers Appendix 2

There was discussion on the lone worker procedures for researchers. It was confirmed that the same procedure should be followed as in the past, as it has existed

for a number of years and linked with the Lone Worker Policy for staff. The lone worker must just be aware they are lone working and be cognisant of the Health and safety procedures.

In relation to taught students, it was suggested that there may be a need for a similar policy to be put in place via the Learning and Teaching Committee.

- AGREED**
1. Received the minutes.
  2. Agreed the Research Ethics Policy, which had been considered in light of the new PREVENT duty.
  3. Agreed the Lone Worker Procedures for Researchers.
  4. Agreed that the Registrar and Secretary and the Head of SNROS discuss the issue re lone working of taught students and determine if a similar Policy was required. **ACTION – N Harris and E Lees**
  5. Noted progress re implementation of the Open Access Policy for Research and Scholarly Outputs.

**15:64 Minutes of University Board of Directors**

Received Paper from the University Registrar and Secretary AB15/56

**AGREED** Received the minutes of University Board held on 19 November 2015.

**15:65 Strategic Risks and Communications**

**(a) Risks**

No specific changes or additions to the Risk Register were identified. It was noted that the risks and mitigating actions in relation to London School of Commerce had been considered by the colleagues involved in the activity.

**(b) Communications**

The following matters were identified for corporate communications: **ACTION – G Haigh to progress with Strategic Communications Team**

- Policing – move from Brampton Road to Fusehill Street (Min ref 15:51)
- Promotion of Good news stories (Min Ref 15:55)
- DLHE survey (Min ref 15:65)

**15:66 Destination of Leavers in HE Survey**

It was noted that the DLHE survey was currently being undertaken, but completion rates had to be improved. Communications would be issued and colleagues were asked to cascade them to all relevant academic colleagues to ensure that every effort is made to secure every student. **ACTION – M Weaver to issue communications to cascade to all colleagues.**

**15:67 Date of next meeting**

Wednesday 20 April 2016 at 2pm (until 4.30pm) – in SKG14, Skiddaw, Carlisle.  
**Deadline for papers:** 11 April 2016