

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT
ACADEMIC BOARD**

**Minutes of the meeting of the Academic Board held on Friday 12 February 2010
at 9.00 am in the Castle Room, New Craig, Craighouse**

PRESENT:

Professor Dame J K Stringer (Principal & Vice-Chancellor) (Convenor); N Ashton (School of Arts & Creative Industries); K Bylinska (President, Napier Students' Association); Dr S Cairncross (Dean of Faculty of Engineering, Computing & Creative Industries); Professor T Fernandes (School of Life Sciences); A Gilkison (Head of School from Faculty of Engineering, Computing & Creative Industries); Professor M Gray (Associate Dean from Faculty of Health, Life & Social Sciences); J Greig (School of Health & Social Sciences); Dr P Jaworski (School of Accounting, Economics & Statistics); L Juleff (Senior Lecturer from the Business School); Professor J Kennedy (School of Computing); Professor J Kerridge (Professoriate); C Lambert (Director of Student Affairs); Professor A McCleery (Director of Research); Professor R Mackenzie (Vice-Principal, Research & Knowledge Transfer); Duncan MacRae (Student Representative from FECCI); A Millar (Student Representative from the Business School); Professor B Paechter (Associate Dean from Faculty of Engineering, Computing & Creative Industries); R Pelik (Director of Academic Development); Professor M Prowse (Dean of Faculty of Health, Life & Social Sciences); Dr J Rees (Vice-Principal, Academic Quality & Customer Service); Dr J Sharp (Senior Lecturer from Faculty of Engineering, Computing & Creative Industries); A Sibbald (Associate Director (Academic Enhancement) Academic Development); Professor B Sloan (School of Engineering & the Built Environment); Professor G Stonehouse (Dean of the Business School); Dr G C Webber (University Secretary); Dr R Wilkinson (Associate Dean from the Business School); J Worden (Dean of International Strategy & Operations).

IN ATTENDANCE:

D Cloy (Head of Governance & Management Services (Clerk); S Logie (Assistant Director, Corporate Affairs & Clerk to the University Court).

APOLOGIES:

J Dean (School of Management & Law); Dr J Ensor (Head of School from the Business School); C Pinder (Director, NULIS); I A Smith (Teaching Fellows/Senior Teaching Fellows); R Sutherland (School of Marketing, Tourism & Languages); L Veitch (School of Nursing, Midwifery & Social Care); A Waugh (Senior Lecturer from Faculty of Health, Life & Social Sciences); Kathryn Wilkinson (Student Representative from FHLSS); H Wollman (Head of School from Faculty of Health, Life & Social Sciences).

1. WELCOME

- 1.1 The Convenor reported that Linda Veitch had been elected as the new Academic Board member from the School of Nursing, Midwifery & Social Care, and would be welcomed at a future meeting.
- 1.2 The apologies were noted.

PART A: ITEMS FOR DISCUSSION

2. MINUTES OF MEETING HELD ON 2 OCTOBER 2009 AB(09/10)23

- 2.1 The minutes were **approved** as an accurate record of the previous meeting.

3. PRINCIPAL'S REPORT AB(09/10)24

3.1 The Principal introduced her written report, highlighting the remaining uncertainty regarding the funding settlement for Higher Education in Scotland, and emphasising the need, through the planning and budgeting process, to ensure the delivery of a healthy and sustainable University which retained the capacity for growth. It was also noted that student applications had seen a very significant increase on the previous year, with Edinburgh Napier experiencing the highest increase of any UK University, excluding the arts colleges, which was very good news for the University.

3.2 Thereafter, Academic Board **noted** the written report.

**4. FACULTY OF HEALTH, LIFE & SOCIAL SCIENCES AB(09/10)25
RESTRUCTURE: NAME OF NEW SCHOOL**

4.1 The Dean (Faculty of Health, Life & Social Sciences) introduced a proposal for the name of the new School within the Faculty created following the merger between the School of Health and Social Sciences and School of Life Sciences, approved by Academic Board at its 13 November 09 meeting. The preferred name for the newly merged school, which was supported by the constituent schools as well as the Dean and Faculty Executive of FHLSS, had been agreed as "The School of Life, Sport and Social Sciences" and the merged School would come into effect from 1 August 2010.

4.2 Academic Board **approved** the name of the merged school as "The School of Life, Sport and Social Sciences".

5. ACADEMIC KEY PERFORMANCE INDICATORS AB(09/10)26

5.1 The Vice Principal (Academic Quality & Customer Service) introduced the University's Key Performance Indicators (KPIs) for the University Strategy to 2015, as had been presented to the Principal's Executive Group and University Court in December 2009.

5.2 Discussion followed during which a number of points were noted, including the need for greater clarity about the distinction between income and surplus in relation to ensuring a sustainable, academically successful University.

5.3 Thereafter, Academic Board **noted** the Key Performance Indicators.

6. ANNUAL REPORT ON STUDENT SURVEYS AB(09/10)27

6.1 The Vice Principal (Academic Quality & Customer Service) introduced the report, which had been requested following discussion of the National Student Survey Report at the October Academic Board meeting, where the Board had requested a further paper presenting findings from a broader range of surveys of student feedback and opinion. The report outlined the key points from a range of sources of feedback on the student experience and the actions that were being taken to address these. It was noted that, for future academic

sessions, Academic Board would receive a single paper on student experience surveys at its December meeting.

- 6.2 During discussion it was noted that the findings of the Postgraduate Research Experience Survey (PRES) had not been included in the report, and that the summary of the findings would be provided to members who wished to see it.
- 6.3 It was further resolved that the Board should consider the student issues which had arisen from surveys conducted by the Napier Students' Association (NSA) at a future meeting.
- 6.4 Thereafter, Academic Board **noted** the report.

7. INTERNATIONAL STUDENTS: SUPPORT ARRANGEMENTS **AB(09/10)28**

- 7.1 The Dean (International Strategy & Operations) introduced the report outlining support arrangements for students studying overseas which had been requested by the Board following discussion of the 5 year International Strategy in July. The paper detailed the academic and pastoral support available to Edinburgh Napier students studying the University's programmes delivered overseas.
- 7.2 Discussion followed during which it was noted that the NSA was considering ways in which it could engage in future with Edinburgh Napier students overseas, in the context of its governance review.
- 7.3 Thereafter, Academic Board **noted** the report.

8. REVIEW OF PERSONAL DEVELOPMENT TUTOR SYSTEM **AB(09/10)29**

- 8.1 The Director of Student Affairs introduced the paper, which outlined the work that had been undertaken by the Student Retention Steering Group and the Student Experience Committee to review the University's Personal Development Tutor (PDT) system with a view to delivering a more consistent approach to students.
- 8.2 Academic Board **noted** the report.

9. STUDENT APPEALS, COMPLAINTS & CONDUCT: STATISTICS & ANNUAL REPORT **AB(09/10)30**

- 9.1 The Vice Principal (Academic Quality & Customer Service) introduced the new single composite annual report on matters relating to student academic appeals, complaints, and conduct, noting that the paper had been considered by Quality Committee at its meeting on 29 January where no specific matters requiring Academic Board's attention were identified.

- 9.2 Discussion followed during which it was noted that actions were underway to address issues raised in the report and to monitor and identify trends, which would be reflected in future reports.
- 9.3 It was further noted that a revised Student Complaints Procedure would shortly be presented to the University Regulations Committee for initial discussion, which would address issues of timeliness and straightforwardness of engagement.
- 9.4 Thereafter, Academic Board **noted** the report.

10. FREQUENCY OF ACADEMIC BOARD MEETINGS AB(09/10)31

- 10.1 The Principal introduced the proposal to reduce the frequency of Academic Board's meetings from five per session to four, prompted by factors of the volume of business considered at meetings, the effective transaction of business by sub-committees, the close proximity of meetings and the impact of the change to the academic year. It was noted that a further opportunity to consider the issue of meeting frequency would be presented through the planned 2010/11 Academic Board Review.
- 10.2 Brief discussion followed during which it was noted that an updated forward schedule of business for the new meeting dates would be brought to the Board at an appropriate point.
- 10.3 Thereafter, Academic Board **approved** the proposal to reduce the frequency of its meetings from five times per session to four, meeting in October, December, March and June, effective from the 2010/11 academic session.

11. HIGHER DEGREES COMMITTEE: PROPOSED CHANGES TO NAME, REMIT & CONSTITUTION AB(09/10)32

- 11.1 The Director of Research introduced the proposal from the Higher Degrees Committee to change its name to Research Degrees Committee, along with a number of minor amendments to its remit and constitution consequent to structural changes and the proposed name change.
- 11.2 Academic Board **approved** the change of name from Higher Degrees Committee to Research Degrees Committee, and its duly amended remit and constitution.

12. HONORARY AWARD PROPOSALS* AB(09/10)33
[Clerk's note: This paper was tabled and collected from members following the meeting]

- 12.1 Academic Board **approved** the names put forward by the Honorary Awards Committee for Honorary Degrees. The names would be submitted to Court at its meeting on 22 March to seek endorsement.

*denotes a paper to which an exemption under the Freedom of Information (Scotland) Act 2002 applies.

PART B RECEIPT OF MINUTES

This section reflects the outcome of the Review of Effectiveness of Academic Board whereby the minutes of Academic Board's sub-committees are received to confirm to the Board that its sub-committees are continuing to meet their remits and are undertaking business on its behalf to the standard it expects.

13. **Minutes of Research & Knowledge Transfer Committee meeting held on 21 January 2010**
To be received at the next meeting of Academic Board.
14. **Open Minutes of Higher Degrees Committee meeting held on 27 October 2009** **AB(09/10)20**
15. **Open Minutes of Higher Degrees Committee meeting held on 19 January 2010**
To be received at the next meeting of Academic Board.
16. **Minutes of Learning, Teaching & Assessment Committee meeting held on 25 November 2009** **AB(09/10)36**
17. **Minutes of Learning, Teaching & Assessment Committee meeting held on 27 January 2010**
To be received at the next meeting of Academic Board.
18. **Minutes of Quality Committee meeting held on 29 January 2010**
To be received at the next meeting of Academic Board.

PART C ITEMS FOR INFORMATION

19. **UNIVERSITY KEY RISKS APPROPRIATE TO ACADEMIC BOARD*** **AB(09/10)39**

19.1 Academic Board **noted** the report on the University's Key Risks appropriate to its remit.

20. SCHEDULE OF MEETINGS FOR 2009/10:

Academic Board **noted** its remaining meetings for 2009/10 as follows:

23 April 2010
11 June 2010

All on Fridays and to commence at 9.00 am.
All meetings to be held in the Castle Room, New Craig, Craighouse Campus

*denotes a paper to which an exemption under the Freedom of Information (Scotland) Act 2002 applies.