

EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT
ACADEMIC BOARD

**Minutes of the meeting of the Academic Board held on Friday 11 June 2010 at
9.00 am in the Castle Room, New Craig, Craighouse**

PRESENT:

Dr J Rees (Vice-Principal, Academic Quality & Customer Service) (Acting 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); J Greig (School of Health & Social Sciences); L Juleff (Senior Lecturer from the Business School); Professor J Kennedy (School of Computing); C Lambert (Director of Student Affairs); Professor R Mackenzie (Vice-Principal, Research & Knowledge Transfer); Professor A McCleery (Director of Research); D MacRae (Student Representative from FECCI); Professor B Paechter (Associate Dean from Faculty of Engineering, Computing & Creative Industries); R Pelik (Director of Academic Development); C Pinder (Director, NULIS); A Sibbald (Associate Director (Academic Enhancement) Academic Development); Professor B Sloan (School of Engineering & the Built Environment); L Veitch (School of Nursing, Midwifery & Social Care); Dr R Wilkinson (Associate Dean from the Business School); H Wollman (Head of School from Faculty of Health, Life & Social Sciences).

IN ATTENDANCE:

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

APOLOGIES:

Professor Dame J K Stringer (Principal & Vice-Chancellor); J Dean (School of Management & Law); Professor J Duffield (Vice-Principal, Academic); Dr J Ensor (Head of School from the Business School); A Gilkison (Head of School from Faculty of Engineering, Computing & Creative Industries); Professor M Gray (Associate Dean from Faculty of Health, Life & Social Sciences); Dr P Jaworski (School of Accounting, Economics & Statistics); Professor J Kerridge (Professoriate); A Millar (Student Representative from the Business School); Professor M Prowse (Dean of Faculty of Health, Life & Social Sciences); Dr J Sharp (Senior Lecturer from Faculty of Engineering, Computing & Creative Industries); I A Smith (Teaching Fellows/Senior Teaching Fellows); Professor G Stonehouse (Dean of the Business School); R Sutherland (School of Marketing, Tourism & Languages); A Waugh (Senior Lecturer from Faculty of Health, Life & Social Sciences); Dr G C Webber (University Secretary); K Wilkinson (Student Representative from FHLSS); J Worden (Dean of International Strategy & Operations).

1. WELCOME

- 1.1 The Acting Convenor welcomed members to the last meeting of the session.
- 1.2 The apologies were **noted**

PART A: ITEMS FOR DISCUSSION

2. MINUTES OF MEETING HELD ON 23 APRIL 2010 AB(09/10)56

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

3. MATTERS ARISING

3.1 No matters arising were identified

4. PRINCIPAL'S REPORT

AB(09/10)57

4.1 The Acting Convenor introduced the Principal's written report, highlighting the continued uncertainty surrounding future University funding in Scotland in the context of ongoing developments.

4.2 It was reported that the University's overall performance in the Guardian's 2011 University League Table had declined on the previous year, but that it had retained its position as 2nd in Scotland amongst the Scottish modern Universities. The University had performed positively in the "value added" category which measured the extent to which students succeed relative to their entry qualifications, and had performed highly in a range of particular subject groups.

4.3 It was further reported that the University had performed strongly in the People & Planet's Green League 2010 for environmental performance. The University had been recorded in 29th place, but the score had been incorrectly calculated. When rectified, the University's position would actually be 12th in the UK and 1st in Scotland.

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

5. QUALITY ENHANCEMENT OF THE STUDENT EXPERIENCE

a) LEARNING, TEACHING & ASSESSMENT STRATEGY AB(09/10)58

5.1 The Director of Academic Development introduced the Learning, Teaching and Assessment Strategy 2010-2015, which had been endorsed by the Learning, Teaching & Assessment Committee at its meeting on 19 May 2010, and recommended for approval by Academic Board. It was noted that the overall approach which had been adopted in creating a dynamic Learning, Teaching and Assessment Strategy had been endorsed by PEG and received widespread support from across the University. Particular emphasis was given to the need for detailed engagement with level 2 statements at School and subject level and it was noted that the final published version of the Strategy would be amended to the present tense.

5.2 Discussion followed during which a number of minor drafting points and points of clarification were noted, which would be considered and incorporated as appropriate into the final published version.

5.3 Thereafter, Academic Board **approved** the Learning, Teaching and Assessment Strategy 2010-2015.

b) STUDENT EXPERIENCE STRATEGY

AB(09/10)59

5.4 The Vice Principal (Academic Quality & Customer Service) introduced an update paper outlining a proposal to develop a Student Experience Statement in place of the Student Experience Strategy that the Board had expected to

receive for approval at this meeting. The working group responsible for developing the Strategy had considered that such a Strategy would not add value to, and may indeed duplicate, existing strategies and plans. An alternative approach was instead proposed whereby a single concise statement would be produced, highlighting the dimensions of the student experience and signposting the relevant strategies and plans through which this is enhanced. This statement would be capable of communicating to staff and students equally.

- 5.5 Academic Board **noted** the update and **endorsed** the proposal to develop a Student Experience Statement in place of the Student Experience Strategy.

6. WEEK 1 ARRANGEMENTS AB(09/10)60

- 6.1 The Vice Principal (Academic Quality & Customer Service) introduced the paper which considered further the matter of the arrangements for Week 1 (continuing) as requested by Academic Board at its last meeting. The Board had raised concerns regarding the operational feasibility of permitting teaching in Week 1, and the effect on the ethos of the Week 1 experience.

- 6.2 The paper provided assurances to the Board that, following further consideration of these matters, it was considered feasible for teaching to take place in Week 1, Trimester 2 for continuing students and direct entrants, and that the overall nature of Week 1 programmes would not be adversely affected. The Board was therefore asked to approve a revised modification of the parameters of Week 1 (continuing), as approved by Academic Board in April 2007, to permit, where appropriate and feasible, formal teaching to take place in Week 1 for continuing students and direct entrants, noting that this modification is intended to support efforts by Schools to encourage continuing student engagement in Week 1, Trimester 2.

- 6.3 Discussion followed during which operational implementation matters were considered and the need for effective communication and co-ordination of activities between Schools and the NSA was noted.

- 6.4 Thereafter, Academic Board **approved** the following amendment to the parameters for Week 1, as approved by the Board in April 2007:

“To permit, where appropriate and feasible, formal teaching to begin in Week 1 for continuing students and direct entrants while ensuring that all students, new and continuing, continue to experience a planned programme of activities in Week 1 providing a preparation for the trimester appropriate to their level of entry and stage of study.”

7. ANNUAL REPORT TO SCOTTISH FUNDING COUNCIL AB(09/10)61

- 7.1 The Vice Principal (Academic Quality & Customer Service) introduced the annual report on institution led review for submission to the Scottish Funding Council, which must be endorsed by the governing body (Court). It had been considered and approved by Quality Committee at its meeting on 28 May and

was presented to Academic Board for endorsement and onward submission to Court for endorsement at its meeting on 28 June.

- 7.2 It was noted that Faculties were still to confirm the accuracy of the accreditation activity information set out in Appendix 1 to the report before final submission to Court. Given that this may result in some minor amendments to the version considered here, the Board was asked to authorise the Convenor of Quality Committee to sign-off the final version of the report to be submitted to Court.
- 7.3 Discussion followed during which a number of minor drafting points were noted, which would be incorporated in the final version.
- 7.4 Thereafter, Academic Board: **a) endorsed** the annual report on institution led review to the Scottish Funding Council for onwards submission to Court, and; **b) authorised** the Convenor of University Quality Committee to sign-off the final version to be submitted for Court's endorsement on 28 June 2010.

8. GOVERNANCE MATTERS

a) ACADEMIC BOARD CONSTITUTION REVISION AB(09/10)62

- 8.1 The Clerk to Court introduced the paper which proposed minor amendments to the Constitution of Academic Board, to reflect the current Vice Principal structure, clarify arrangements for the appointment of a Vice Convenor and reflect the reduction in the number of schools following the merger in FHLSS. It was noted that this proposal would required final approval by Court at its meeting on 28 June.
- 8.2 Academic Board **approved** the amendments to its Constitution as set out in the paper, to be remitted to Court to seek final approval.

b) RESEARCH & KNOWLEDGE TRANSFER COMMITTEE: REMIT & CONSTITUTION REVISION AB(09/10)63

- 8.3 The Vice Principal (Knowledge Transfer & Commercialisation) introduced the proposal to amend the remit and constitution of the Research & Knowledge Transfer Committee, consequent to the establishment of the Research Institutes.
- 8.4 Academic Board **approved** the revised remit and constitution of the Research & Knowledge Transfer Committee, as set out in the paper.

c) SCHOOL RESEARCH & KNOWLEDGE TRANSFER COMMITTEES AB(09/10)64

- 8.5 The Vice Principal (Knowledge Transfer & Commercialisation) introduced the proposal from the Research & Knowledge Transfer Committee to remove the School level Research & Knowledge Transfer Committees from Academic Board's formal deliberative structure. This was consequent to the establishment of the Research Institutes and Centres which had largely superseded the administrative role of the Schools in R&KT activity.

- 8.6 Discussion followed during which it was noted that Schools could continue to operate a R&KT committee at the discretion of the Head of School, although such committees would not be part of the formal committee structure. It was suggested that should this approach be adopted by Schools, the experience of continuing to operate such committees could usefully feed into further consideration of the matter during the Academic Board review in 2010/11.
- 8.7 Thereafter, Academic Board **approved** the proposal to remove School level Research & Knowledge Transfer Committees from its formal deliberative structure, effective from the 2010/11 academic session.

9. ACADEMIC CALENDAR: 2013/14 – 2014/15 AB(09/10)65

- 9.1 Academic Board **approved** the Academic Year Calendars for 2013/14 and 2014/15.

10. HONORARY AWARDS* AB(09/10)66

[Clerk's note: This paper was tabled and collected from members following the meeting]

- 10.1 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 28 June to seek endorsement.

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

PART B RECEIPT OF MINUTES

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.

11. **Minutes of Research & Knowledge Transfer Committee meeting held on 18 March 2010 AB(09/10)49**
12. **Minutes of Research & Knowledge Transfer Committee meeting held on 27 May 2010 AB(09/10)67**
13. **Open Minutes of Research Degrees Committee meeting held on 25 May 2010 AB(09/10)68**
14. **Minutes of Learning, Teaching & Assessment Committee meeting held on 19 May 2010 AB(09/10)69**
15. **Minutes of Quality Committee meeting held on 28 May 2010**
To be received at the next meeting of Academic Board.

PART C ITEMS FOR INFORMATION

16. ACADEMIC BOARD SUB-COMMITTEES: TERMS OF REFERENCE AB(09/10)71

16.1 Academic Board **noted** the current approved set of remits and constitutions for its sub-committees under its current approved deliberative structure.

17. PROVISIONAL MEETING DATES FOR NEXT SESSION

17.1 Academic Board **noted** its provisional meeting dates for the 2010/11 session as follows:

24 September 2010
19 November 2010
4 March 2011
27 May 2011

18. VALEDICTIONS

18.1 The Acting Convenor thanked members for their contribution to the work of the Board during the Session and wished them a good summer break.

18.2 Thanks were conveyed to those members whose terms of office end before the first meeting next session:

- Professor Teresa Fernandes (Life Sciences) & Janis Greig (Health & Social Sciences) who will cease to be members when their existing schools dissolve at the end of July.
- Professor Jessie Kennedy (Computing), who is stepping down early from the Board at the end of the academic year, following her change in role to Director of the Institute of Informatics and Digital Innovation.
- NSA Student Representatives: Duncan MacRae (FECCEI) & Kathryn Wilkinson (FHLSS) who are not continuing as Faculty representatives.
- Howard Wollman (Head of School, Health & Social Sciences) who leaves the University at the End of July.