

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT
ACADEMIC BOARD**

**Minutes of the meeting of the Academic Board held on Friday 24 September
2010 at 9.00 am in the Castle Room, New Craig, Craighouse**

PRESENT:

Professor R Mackenzie (Vice-Principal, Commercialisation) (Acting Convenor); Dr S Cairncross (Dean of Faculty of Engineering, Computing & Creative Industries); Dr J Donaldson (Head of School from Faculty of Health, Life & Social Sciences); Professor M Gray (Associate Dean from Faculty of Health, Life & Social Sciences); Dr P Jaworski (School of Accounting, Economics & Statistics); L Juleff (Senior Lecturer from the Business School); Professor J Kerridge (Professoriate); C Lambert (Director of Student Affairs); Professor A McCleery (Director of Research); A Millar (Student Representative from the Business School); Professor B Paechter (Associate Dean from Faculty of Engineering, Computing & Creative Industries); C Pinder (Director, NULIS); Professor M Prowse (Dean of Faculty of Health, Life & Social Sciences); 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); L Veitch (School of Nursing, Midwifery & Social Care); A Waugh (Senior Lecturer from Faculty of Health, Life & Social Sciences); Dr G C Webber (University Secretary); Dr R Wilkinson (Associate Dean from the Business School);

IN ATTENDANCE:

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

OBSERVER

E Lawrenson (NSA Campaigns & Representation Officer)

APOLOGIES:

Professor Dame J K Stringer (Principal & Vice-Chancellor); N Ashton (School of Arts & Creative Industries); K Bylinska (President, Napier Students' Association); 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); R Pelik (Director of Academic Development); Dr J Rees (Vice-Principal, Academic Quality & Customer Service); I A Smith (Teaching Fellows/Senior Teaching Fellows); R Sutherland (School of Marketing, Tourism & Languages); Professor G Stonehouse (Dean of the Business School); J Worden (Dean of International Strategy & Operations).

1. WELCOME

1.1 The Acting Convenor welcomed members to the first meeting of the session and welcomed Dr Jayne Donaldson to her first meeting of the Board as the new Head of School from FHLSS. The Convenor also welcomed Emma Lawrenson (NSA Campaigns & Representation Officer) who was attending the meeting as an observer.

1.2 The apologies were **noted**

PART A: ITEMS FOR DISCUSSION

2. MINUTES OF MEETING HELD ON 11 JUNE 2010 AB(10/11)01

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. CONSTITUTION, MEMBERSHIP & TERMS OF REFERENCE AB(10/11)02

4.1 Academic Board **noted** its Constitution, Membership and Terms of Reference for the coming session, including the remaining terms of elected members.

4.2 It was further **noted** that elections would be held to fill membership vacancies falling due between now and January 2011.

5. PRINCIPAL'S REPORT AB(10/11)03

5.1 The Acting Convenor introduced the Acting Principal's written report, highlighting the continued uncertainty regarding the future funding of Higher Education in Scotland.

5.2 The Acting Convenor also reported on the University's performance in the Sunday Times University Guide, which had been published on 12 September. It was noted that the University was placed 76th out of 121 Universities, showing a 12 place decline on the previous year's 64th place position. The University did, however, retain its position as third in Scotland amongst the Scottish modern Universities included. Strong areas remained employment, proportion of good honours awarded and peer assessments whilst scores for staff/student ratio, student satisfaction, entry points, research quality and dropout rate were depressing the overall league table position.

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

6. EARLY STUDENT MATRICULATION STATISTICS AB(10/11)04

6.1 The Director of Student Affairs introduced the paper which summarised the projected outcomes from recruitment to academic year 2010/11 and provided an early indication of matriculation. It was noted that the University was forecasting to be under the SFC's consolidation limits for priority and non-priority undergraduate full time home/EU students and was likely to avoid breaching the consolidation limits and any consequent fee penalty. It was further noted that the University expected to exceed its target for Taught Post Graduate home/EU segments and could be confident that it would achieve its SFC funded places. It was noted, however, that the University was currently forecasting to fall short of target for overseas (on campus) undergraduate and postgraduate populations, although there had been a recent improvement in conversion rates in this area.

6.2 Thereafter, Academic Board **noted** the report.

7. CONSULTATION DRAFT OF THE REFLECTIVE ANALYSIS FOR QAA ELIR, MARCH 2011 **AB(10/11)05**

7.1 The Associate Director, Academic Development introduced the paper which provided Academic Board with an update on the developing draft of the Reflective Analysis for the QAA ELIR visit in March 2011. Members were encouraged to contribute to the consultation through Faculty, School, NSA and Professional Service channels.

7.2 Thereafter, Academic Board **noted** the update.

8. GRADUATE ATTRIBUTES ENHANCEMENT THEME: UPDATE **AB(10/11)06**

8.1 The Associate Dean (Academic Development, FHLSS) introduced the paper which provided an update on progress regarding the work of the University's Core Institutional Group for Graduate Attributes.

8.2 Thereafter, Academic Board **noted** the update.

9. GOVERNANCE MATTERS

a) ACADEMIC BOARD REVIEW PROCESS **AB(10/11)07**

9.1 The Head of Governance & Management Services introduced the paper which outlined the proposed approach to the conduct of an effectiveness review of the Academic Board and its sub-structures to take place in the 2010/11 Academic Session. It was noted that Board members would be consulted in the course of investigations undertaken to inform the review and would have the opportunity to consider recommendations from the working group in due course.

9.2 Thereafter, Academic Board **approved** the approach to the conduct of the Academic Board Review as set out in the paper.

b) RESEARCH INSTITUTES: GOVERNANCE ARRANGEMENTS **AB(09/10)08**

9.3 The Vice Principal (Commercialisation) introduced the paper which updated the Board on issues of status, governance, management and operation concerning the Research, Knowledge Transfer & Commercialisation Institutes, noting that the Institutes were not separate legal entities, but wholly part of the University.

9.4 Discussion followed during which the appropriateness of the names of certain centres was queried, a point which the Vice Principal (Commercialisation) noted. The Board was re-assured that the power to create and vary Institutes and Centres rested entirely with the Board and that any operational decisions taken would be formally approved on an annual basis by the Board. In

response to a concern raised about apparent inconsistency in the titles of Centres between that presented in the paper and those in use elsewhere in the University it was confirmed that the schedule of Institutes and Centres approved at this meeting would be the definitive list of titles which should be used consistently across the University. Further discussion surrounding the benefits and possibility of pursuing ISO accreditation for the Institutes and Centres ensued, and it was noted that this was a matter which could be pursued at University institutional level.

- 9.5 Thereafter, Academic Board **approved** the guidelines covering the governance, management and operation of the new Institutes as set out in the paper.

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.

10. **Minutes of Co-Curricular Modules Committee meeting held on 24 June 2010** **AB(10/11)09**

11. **Open Minutes of Research Degrees Committee meeting held on 14 September 2010**

To be received at the next meeting of Academic Board.

12. **Minutes of Learning, Teaching & Assessment Committee meeting held on 8 September 2010**

To be received at the next meeting of Academic Board.

13. **Minutes of Quality Committee meeting held on 28 May 2010** **AB(09/10)70**

14. **Minutes of Quality Committee meeting held on 10 September 2010**

To be received at the next meeting of Academic Board.

PART C ITEMS FOR INFORMATION

15. **REPORT ON UNIVERSITY KEY RISKS APPROPRIATE TO ACADEMIC BOARD** **AB(10/11)13**

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

16. **FORWARD SCHEDULE OF BUSINESS OF ACADEMIC BOARD 2010/11** **AB(10/11)14**

- 16.1 Academic Board **noted** its forward schedule of business for the 2010/11 session.

17. SCHEDULE OF MEETINGS FOR 2010/11

17.1 Academic Board **noted** its schedule of meetings for the 2010/11 session as follows:

19 November 2010

4 March 2011

27 May 2011

18. VALEDICTION

18.1 The Acting Convenor advised the Board that Alex Gilkison (Head of School from FECCI) would be leaving the University on 30 September and extended thanks on behalf of the Board for his contribution to its work.

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