

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT
ACADEMIC BOARD**

**Minutes of the meeting of the Academic Board held on Friday 19 November
2010 at 9.00 am in the Castle Room, New Craig, Craighouse**

PRESENT:

Professor Dame J K Stringer (Principal & Vice-Chancellor)(Convenor); Dr S Cairncross (Dean of Faculty of Engineering, Computing & Creative Industries); M Chapman (School of Life, Sport & Social Sciences); J Dean (School of Management & Law); Dr J Donaldson (Head of School from Faculty of Health, Life & Social Sciences); Professor J Duffield (Vice-Principal, Academic); Dr J Ensor (Head of School from the Business School); R Goodwin (Student Representative from the Faculty of Engineering, Computing & Creative Industries); Professor M Gray (Associate Dean from Faculty of Health, Life & Social Sciences); R Kemmer (School of Computing); Professor J Kerridge (Professoriate); C Lambert (Director of Student Affairs); Professor A McCleery (Director of Research); Professor R Mackenzie (Vice-Principal, Commercialisation); 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); C Pinder (Director, NULIS); Professor M Prowse (Dean of Faculty of Health, Life & Social Sciences); Dr J Rees (Vice-Principal, Academic Quality & Customer Service); A Sibbald (Associate Director (Academic Enhancement) Academic Development); Professor B Sloan (School of Engineering & the Built Environment); S Smith (Head of School from Faculty of Engineering, Computing & Creative Industries); Professor G Stonehouse (Dean of the Business School); 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); 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:

N Ashton (School of Arts & Creative Industries); K Bylinska (President, Napier Students' Association); Dr P Jaworski (School of Accounting, Economics & Statistics); L Juleff (Senior Lecturer from the Business School); Dr J Sharp (Senior Lecturer from Faculty of Engineering, Computing & Creative Industries); I A Smith (Teaching Fellows/Senior Teaching Fellows); R Sutherland (School of Marketing, Tourism & Languages); Dr R Wilkinson (Associate Dean from the Business School).

1. WELCOME

- 1.1 The Convenor welcomed a number of new members to their first meeting of the Board; Sally Smith (the new Head of School from FHLSS), Rob Kemmer (School of Computing), Maggie Chapman (School of Life, Sport & Social Sciences) and Ryan Goodwin (NSA Student Representatives from FECCI).
- 1.2 The apologies were **noted**

PART A: ITEMS FOR DISCUSSION

2. MINUTES OF MEETING HELD ON 24 SEPTEMBER 2010 AB(10/11)15

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

3. MATTERS ARISING

3.1 Update on ELIR Preparations (*AB(10/11)15 item 7*)

The Director of Academic Development provided the Board with an update on ELIR Preparations, and reported that the Reflective Analysis was on track for completion by the 17 December deadline. Thanks were extended to all those who had contributed to the drafting.

4. PRINCIPAL'S REPORT

AB(10/11)16

4.1 The Principal introduced her written report, highlighting the outcome of the Scottish Budget and its implications for the future funding of the Scottish Further & Higher Education sector. It was noted that the reduction in funding would present a very challenging situation for all Higher Education Institutions. The University had, however, been anticipating cuts of this order for at least a year and this was reflected in, and broadly fitted with, our planning assumptions. The Principal also noted the considerable efforts that had been made across the University to deliver savings. The need to focus on growing income from private and other non-SFC-funded sources to ensure the delivery of a healthy and sustainable University was emphasised.

4.2 The Convenor also noted the successful completion of the Sighthill Campus which had been delivered on time and on budget.

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

5. ENROLMENT TO ACADEMIC YEAR 2010/11

AB(10/11)17

5.1 The Vice Principal (Academic) introduced the paper which presented the enrolled student population as at 1 November 2010 and provided an indicative forecast for the year end position for 2010-11.

5.2 It was noted that the number of continuing Undergraduate Full Time Home/EU students had proved to be greater than previously expected, with the consequence that there was a risk that the consolidation limit for non priority subject areas may be exceeded by a small amount (with the potential for a consequent fee penalty). It was further noted that, at University level, current forecasts showed that targets for all main population segments should be met, although a number of areas were identified at Faculty level where targets may not be met or may be exceeded.

5.3 Discussion followed during which the need to refine and develop forecasting mechanisms was noted. It was also noted that over-recruitment within the business school was as a result of an increase in overseas fee paying students and was therefore a positive development.

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

6. ANNUAL REPORT ON STUDENT SURVEYS AB(10/11)18

- 6.1 The Vice Principal (Academic Quality & Customer Service) presented the annual report on student experience surveys which summarised the key points from a range of sources of feedback on the student experience and the actions that are currently being implemented in response to evidence to date. It was noted that feedback had been fairly consistent across different sources, with regards to both positive and negative perceptions. Positive perceptions of students had included reference to aspects of their course and the helpful/friendly nature of staff at Edinburgh Napier. More negative perceptions of students had included references to concerns with their course/modules and feedback.
- 6.2 Discussion followed during which measures that would be taken to improve engagement with the National Student Survey and activities surrounding the Feedback for Learning Campaign were noted.
- 6.3 Thereafter, Academic Board **noted** the update.

7. MANAGEMENT INFORMATION ON ACADEMIC PERFORMANCE AB(10/11)19

- 7.1 The Director of Academic Development introduced the paper which summarised current arrangements for the production and sharing of management information on academic performance and proposed developments to enhance those arrangements.
- 7.2 The paper proposed that the wide range of management information on Academic Performance should be collated into a single concise format on a regular basis for key audiences such as Academic Board. In particular, it proposed that the Board should receive, at its March meeting each year, an annual digest of management information on Academic Performance, at University, Faculty and School levels covering the four most recent academic years, benchmarked and with analytical commentary provided. It further proposed that a trial version of the report be provided to the May 2011 meeting of the Board.
- 7.3 Discussion followed during which members welcomed the proposal, noting that this information was extremely helpful and would better assist planning. It was noted that further work was needed to determine the best way to use the information and how it would inform the allocation of resources. The Director of Academic Development undertook to provide Academic Board with an update on progress at its March meeting.
- 7.4 Thereafter, Academic Board **endorsed** the proposal for the future provision of information on academic performance.

8. REVIEW OF ACADEMIC STRATEGY IMPLEMENTATION AB(10/11)20

- 8.1 The Director of Academic Development introduced the paper which provided an update to the Academic Board on the implementation of the Academic

Strategy since its approval by the Board in June 2009. It summarised the consultation which took place and outlined how the academic signature has influenced programme development and how key themes of the strategy have manifested themselves in changed practice in each area. It highlighted what has worked well so far, and identified areas for improvement.

8.2 Discussion followed during which members welcomed the report and noted ongoing activities in support of the Strategy. It was agreed that regular reports on the implementation of the Strategy should be brought to the Board.

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

9. HONORARY AWARDS

a) REVISED HONORARY AWARDS PROCEDURES/ AB(10/11)21 REGULATIONS

9.1 The Vice Principal (Academic Quality & Customer Service) presented the paper on Revised Honorary Awards Procedures/Regulations as considered by the Honorary Awards Committee, which provided a summary of the notable revisions that were proposed.

9.2 Three sets of documents were presented:

1. The Regulations and Procedures for the Award of Honorary Degrees and Fellowships, which Academic Board was invited to approve for onwards transmission to Court for its final approval
2. The Honorary and Visiting Research and Teaching Fellows: Regulations and Procedures, which Academic Board was invited to approve on its own authority.
3. The current Visiting and Emeritus Professorship Regulations and Procedures, which the Board was invited to note and to reconfirm its delegation of authority to the Visiting and Emeritus Professorship Panel to act on its behalf in awarding these titles.

9.3 Discussion followed during which a minor amendment to the Regulations and Procedures for the Award of Honorary Degrees and Fellowships was agreed by the Board. During discussion of the Visiting and Emeritus Professorship Regulations members queried the appropriateness of using the same criteria for honorary professorships as are in use for University professorial appointments. The level of access to University facilities stated in the current Regulations was also queried. In view of this discussion, the Board agreed that the Visiting and Emeritus Professorship Regulations should be reviewed to take account of these points, and delegated authority to the Principal to approve any such revisions on its behalf by Convenor's action.

9.4 Thereafter, Academic Board:

(i) **approved** , subject to a minor amendment, the revised regulations and procedures for the award of Honorary Degrees and Fellowships, for transmission to Court for final approval

(ii) **approved** the revised Honorary and Visiting Research and Teaching Fellow regulations and procedures

(iii) **resolved** that the current Visiting & Emeritus Professorship Regulations and Procedures be reviewed, and **delegated authority to the Principal** as Convenor to approve any revisions on the Board's behalf by Convenor's action.

b) HONORARY AWARDS*

AB(10/11)22

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

9.4 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 20 December to seek endorsement.

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 13 October 2010** **AB(10/11)23**
11. **Open Minutes of Research Degrees Committee meeting held on 14 September 2010** **AB(10/11)10**
12. **Minutes of Research & Knowledge Transfer Committee meeting held on 30 September 2010** **AB(10/11)24**
13. **Minutes of Learning, Teaching & Assessment Committee held on 8 September 2010** **AB(10/11)11**
14. **Minutes of Learning, Teaching & Assessment Committee held on 27 October 2010** **AB(10/11)25**
The Associate Dean (Academic Development) highlighted to the Board that LTAC had, at this meeting, approved the Graduate Attributes Model for Edinburgh Napier University on the Board's behalf. The paper had been circulated to Board members separately.
15. **Minutes of Quality Committee held on 10 September 2010** **AB(10/11)12**
16. **Minutes of Quality Committee held on 29 October 2010**
To be received at the next meeting of Academic Board.
The Director of Academic Development advised the Board that Quality Committee had, at this meeting, received and approved, on the Board's behalf, the completion of the Quality Framework.

PART C ITEMS FOR INFORMATION

17. SCHEDULE OF MEETINGS FOR 2010/11

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

4 March 2011
27 May 2011

18. VALEDICTION

18.1 The Convenor advised the Board that this was the final meeting of a number of elected members whose terms of office expire at the end of November and January: Nicholas Ashton, Professor Brian Sloan, Dr Piotr Jaworski, Jeanne Dean, Ros Sutherland, Anne Waugh, Dr Linda Juleff, Professor Jon Kerridge, Ian Smith, Professor Morag Gray & Dr John Ensor.

The Convenor thanked these members for their contribution to the work of the Board, and advised that elections would be held to fill the vacant posts ahead of the next meeting of the Board in March.

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