

**APPROVED
CIRCULATED**

AB(12/13)29

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT
ACADEMIC BOARD**

**Minutes of the meeting held on Friday 23 November 2012 at 9.00 am in
The Castle Room, Craighouse Campus**

PRESENT:

Professor A Sambell (Vice-Principal, Academic) (Convenor); Dr S Cairncross (Dean, Faculty of Engineering, Computing & Creative Industries); M Chapman (School of Life, Sport & Social Sciences); Dr J Donaldson (Head of School from the Faculty of Health, Life & Social Sciences); Professor C Fairfield (School of Engineering & the Built Environment); S Falconer (Head of School from the Business School); Dr P Jaworski (School of Management); R Kemmer (School of Computing); C Lambert (Director, Student and Academic Services); G Leydon (Student Representative for the Business School); Dr S Marr (School of Marketing, Tourism & Languages); Professor A McCleery (Leader of Research Strategy & Practice); A Morrison (Assistant Dean from the Business School); L Veitch (School of Nursing, Midwifery & Social Care); Dr G Webber (University Secretary).

IN ATTENDANCE:

D Cloy (Assistant Secretary) (Clerk)

APOLOGIES:

Dr K Aitchison (Acting Leader of Academic Strategy & Practice); F Alston (Assistant Dean from the Faculty of Health, Life & Social Sciences); N Ashton (School of Arts & Creative Industries); K Cairney (Director of International, Development & External Affairs); Professor J Duffield (Vice-Principal, Strategy, Resources & External Affairs); Professor E Hart (Professoriate); R Holmes (School of Accounting, Financial Services and Law); I McIntosh (Dean, Faculty of Health, Life & Social Sciences); Professor B Paechter (Assistant Dean from the Faculty of Engineering, Computing & Creative Industries); R Pelik (Leader of Academic Strategy & Practice); C Pinder (Director, Information Services); S Smith (Head of School from the Faculty of Engineering, Computing & Creative Industries); Professor S Smith (Director from the Research Institutes); Dr K Smyth (Teaching Fellows/Senior Teaching Fellows); Professor Dame J K Stringer DBE (Principal & Vice-Chancellor); Professor G Stonehouse (Dean, the Business School); T Zanelli (President, Napier Students' Association).

1. WELCOME & OPENING REMARKS

- 1.1 The Convenor welcomed members to the meeting.
- 1.2 The apologies were **noted**

PART A: ITEMS FOR DISCUSSION

2. MINUTES OF MEETING HELD ON 5 OCTOBER 2012

AB(12/13)13

- 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(12/13)14

4.1 The Vice Principal (Academic) introduced the headings from the Principal's written report and extended thanks to colleagues who had been involved in supporting the recent successful graduations.

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

5. STUDENT POPULATION FORECAST AND EARLY MATRICULATION NUMBERS

AB(12/13)15

5.1 The Board received the report which provided a summary of forecasts for the University's on-campus student population segments and provided an indication of trimester one enrolments. It was noted that the forecasts showed that the University could be confident that it would achieve its SFC funded places. It was reported that, whilst SFC fully-funded indicative numbers would be exceeded, it was anticipated that the figure would fall due to withdrawals and consequently no penalty for over-recruitment was anticipated. It was further reported that nursing was forecast to under-recruit but that this was within the SFC tolerance level, and that the target for Undergraduate part time was forecast to be exceeded. The University was, however, forecast to fall short of target for Full and Part Time Taught Postgraduate Home/EU, Undergraduate and Taught Postgraduate overseas on-campus population and also for Undergraduate Full Time Rest of UK. It was further noted that the University expected to achieve 70% of target across all segments for Research Postgraduate.

5.2 Discussion followed during which it was noted that the need to grow the number of Research Postgraduate students was recognised as a priority for the University and it was noted that a group had been established by the Vice Principal (Academic) with representation from the Faculties to consider how to address this issue. Difficulties in planning experienced due to overall population figures not being known early enough were also noted.

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

6. REPORT ON STUDENT SURVEYS

AB(12/13)16

6.1 The Board received the report which presented the key points from a range of sources of feedback on the student experience, including the National Student Survey (NSS) and Postgraduate Taught Experience Survey, and outlined the actions that were being implemented to address these. It was noted that a NSS Participation Group had recently been established under the Convenorship of the Vice Principal (Academic) which would act as a steering group focussing on a range of key areas which had been identified. These included looking at ways

to increase student participation in the survey and overseeing the three institutional themes of Feedback, Academic Support and the Intellectual Stimulation of courses, as well as identifying priority areas at programme level. It was further reported that a pilot internal survey of students at programme level had been undertaken, which was noted to have been well received with a high response rate in classes where it had been trialled. It was noted that the results of the pilot were being analysed and would inform a decision as to its further development and use across the University.

- 6.2 Discussion followed which focussed on the pilot internal survey during which members made a number of detailed comments and suggestions on ways the survey could be enhanced and which would be considered in any further development of the pilot. It was further recognised that the results from such surveys needed to be transparent and that feedback should be given to students on how the University was responding to the points raised.
- 6.3 Thereafter, Academic Board **noted** the update.

7 UPDATE ON KEY INFORMATION SETS AB(12/13)17

- 7.1 The Board received the report which provided an update on the status of the Key Information Sets (KIS) project and presented comparative information, which included a range of Learning, Teaching and Assessment measures, produced following the publication of the KIS on 27 September 2012.
- 7.2 Discussion followed during which members expressed their reservations regarding the accuracy of some of the University data published in the KIS. It was further noted that the emphasis placed in the data on teaching hours and examinations ignored innovative approaches to learning and teaching and failed to recognise teaching quality. It was recognised that the KIS data lacked context which the University would need to ensure was provided. It was noted that the KIS Steering Group would meet to consider such issues further.
- 7.3 Thereafter, Academic Board **noted** the update.

8. HONG KONG CAMPUS: UPDATE* AB(12/13)18

- 8.1 Academic Board received the report which set out the background to the potential opportunity to establish a campus in Hong Kong and described the progress made in drafting the academic/educational proposition which would comprise the basis for the University's tender should it be decided to proceed. It was noted that a number of consultation meetings were currently underway involving colleagues across the Faculties and it was intended that more consultation meetings and communication activities would be put in place in the coming weeks to inform the further development of the proposition. Members were also invited to share their thoughts and ideas to contribute to the development of the proposal.
- 8.2 Discussion followed during which the importance of maintaining relationships with current partners in the region was recognised and an outline of the anticipated sources of funding for the capital development aspects of the

project was given. It was noted that work was underway with legal and professional advisers to identify the most appropriate corporate vehicle through which to establish the new campus. In response to a query regarding management capacity it was noted that dedicated resource had been allocated to manage the project, work was being appropriately prioritised and external professional advisers were being engaged. In response to a query regarding whether members were free to share the confidential paper with colleagues internally, the Vice Principal (Academic) agreed to the limited internal sharing of the paper in principle, but asked that members refrain from sharing the paper until he had considered the mechanism for this. Guidance would be provided to members on this matter following the meeting.

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

9. OUTCOME AGREEMENTS

AB(12/13)19

9.1 Academic Board received the report which provided the final version of the University's 2012/13 Outcome Agreement as submitted to the Scottish Funding Council and endorsed by the University Court. Details of activities underway regarding the negotiation of the 2013/14 agreement were also outlined.

9.2 Academic Board **noted** the report and the final submitted 2012/13 Outcome Agreement.

PART B RECEIPT OF MINUTES

Academic Board received the minutes of the following meetings to confirm that its sub-committees were continuing to meet their remits and were undertaking business on its behalf to the standard it expects.

No comments were raised on any of the minutes on this occasion.

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| 10. Minutes of the Business School Faculty Academic Board meeting held on 14 June 2012 | AB(11/12)74
(Professor Stonehouse) |
| 11. Minutes of Research & Knowledge Exchange Committee meeting held on 13 September 2012 | AB(12/13)20
(Professor Sambell) |
| 12. Minutes of Academic Strategy & Enhancement Committee meeting held on 19 September 2012 | AB(12/13)21
(Professor Sambell) |
| 13. Minutes of University Research Integrity Committee meeting held on 20 September 2012 | AB(12/13)22
(Professor McCleery) |
| 14. Minutes of the FECCI Academic Board meeting held on 9 October 2012 | AB(12/13)23
(Professor Sambell) |
| 15. Minutes of the Collaborative Provision Committee meeting held on 10 October 2012 | AB(12/13)24
(Dr Aitchison) |
| 16. Minutes of the FHLSS Faculty Academic Board meeting held on 10 October 2012
These were not available for this meeting. To be submitted to the next meeting. | AB(12/13)25
<i>To be submitted to next meeting</i> |
| 17. Minutes of the Business School Faculty Academic Board meeting held on 30 October 2012 | AB(12/13)26
(Professor Stonehouse) |
| 18. Minutes of the Academic Strategy and Enhancement Committee meeting on 7 November 2012. | AB(12/13)27
(Professor Sambell) |

PART C ITEMS FOR INFORMATION

**19. REPORT ON UNIVERSITY KEY RISKS APPROPRIATE TO AB(12/13)28
ACADEMIC BOARD***

19.1 The Board **noted** the report which provided the first assessment of confidence in the management of the top risks for the academic year 2012/13.

20. SCHEDULE OF MEETINGS 2012/13:

Friday **01 March 2013**, 9.00am, Castle Room, Craighouse Campus

Friday **31 May 2013**, 9.00am, Room 1/37, Craiglockhart Campus.

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