

**APPROVED
CIRCULATED**

AB(13/14)37

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT
ACADEMIC BOARD**

**Minutes of the meeting held on Friday 22 November 2013 at 9.00 am in
The Rivers Suite, Craiglockhart Campus**

PRESENT:

Professor A Nolan (Principal & Vice Chancellor) (Convenor); F Alston (Assistant Dean from the Faculty of Health, Life & Social Sciences); K Cairney (Director of International, Development & External Affairs); Dr S Cairncross (Dean, Faculty of Engineering, Computing & Creative Industries); J Derham (Student Representative from the Faculty of Engineering, Computing & Creative Industries); Professor J Duffield (Vice-Principal, Strategy, Resources & External Relations); S Falconer (Head of School from the Business School); Professor E Hart (Professoriate); Dr P Jaworski (School of Management); C Lambert (Director, Student and Academic Services); I McIntosh (Dean, Faculty of Health, Life & Social Sciences); A Morrison (Assistant Dean from the Business School); 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); Professor A Sambell (Vice-Principal, Academic); D Smith (NSA President); S Smith (Head of School from the Faculty of Engineering, Computing & Creative Industries); Professor S Smith (Director from the Research Institutes); Dr K Stewart (School of Engineering & the Built Environment); Professor G Stonehouse (Dean, the Business School); Dr G Webber (University Secretary).

IN ATTENDANCE:

D Cloy (Assistant Secretary) (Clerk); Professor B Webster (Assistant Dean, FHLSS).

APOLOGIES:

N Ashton (School of Arts & Creative Industries); M Chapman (School of Life, Sport & Social Sciences); Dr J Donaldson (Head of School from the Faculty of Health, Life & Social Sciences); R Holmes (School of Accounting, Financial Services and Law); R Kemmer (School of Computing); Dr S Marr (School of Marketing, Tourism & Languages); Professor A McCleery (Leader of Research Strategy & Practice); A Smith (Student Representative from the Faculty of Health, Life & Social Sciences); Dr K Smyth (Teaching Fellows/Senior Teaching Fellows); L Veitch (School of Nursing, Midwifery & Social Care).

1. WELCOME & OPENING REMARKS

- 1.1 The Convenor welcomed members to the meeting and welcomed Sarah-Marleen Abay (ENBS Faculty Rep) to her first meeting. It was noted that Allana Smith had joined the Academic Board as FHLSS Faculty Rep and thanks were extended to Gavin Bisset (former FHLSS Faculty Rep) for his contribution to the Board.

- 1.2 Professor Brian Webster (Assistant Dean, FHLSS) who was attending the meeting to present item 11, was also welcomed.
- 1.3 The apologies were **noted**

PART A: ITEMS FOR DISCUSSION

2. MINUTES OF MEETING HELD ON 4 OCTOBER 2013 AB(13/14)21

- 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. STRATEGY UPDATE: ESTATES

- 4.1 The University Secretary gave a short presentation which outlined progress against the current Estates Strategy and set out the process for review and development of the strategy in the coming year. Four key dimensions to be considered in the development of the new strategy were identified as the University's sites, the subjects it needed to invest in, the types of spaces it would need to fit with new modes of learning and the need for environmental and financial sustainability.
- 4.2 The Convenor noted the considerable progress that had been made over the period of the current strategy (2006 – 2016). Discussion followed during which a number of points were noted, including the need to take into account how the University's sites related to their local communities, the need to take account of space requirements arising from other strategies and the importance of capturing comments already fed in through the University Strategy consultations. It was also suggested that consideration should be given to the benefits of creating communal space for staff.
- 4.3 Thereafter Academic Board welcomed the presentation.

5. PRINCIPAL'S REPORT AB(13/14)22

- 5.1 The Principal introduced her written report and highlighted that, with regard to the potential opportunity to establish a campus at the Queen's Hill site in Hong Kong, Court had agreed at its meeting on 28 October 2013 that the University would no longer pursue its expression of interest in this site. It was noted that the conclusion of further internal evaluation of the opportunity was that the challenge of achieving a sustainable development at Queen's Hill was very significant and would represent an unacceptable burden and level of risk. It was noted that further consideration was being given to the University's future strategy in Hong Kong within the context of the University's commitment to the Region and to working with current partnerships and its alumni.
- 5.2 The Principal also extended her thanks to colleagues for their participation in the recent Employee Engagement survey which had achieved an impressive 72% response rate.

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

6. NEW UNIVERSITY STRATEGY

AB(13/14)23

6.1 The Principal introduced the paper which reported on the process and progress of discussion and consultation on the development of a new University Strategy for the period to 2020. Activities to ensure engagement with students via the Napier Students' Association as part of the process were also highlighted.

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

7. STRATEGY UPDATE: LEARNING, TEACHING & ASSESSMENT

AB(13/14)24

7.1 The Leader of Academic Strategy & Practice introduced the paper which reflected on the implementation of the University's Learning, Teaching & Assessment (LTA) Strategy 2010-2015 and presented the Academic Priorities for 2013/14 agreed by the Academic Strategy & Enhancement Committee. Plans for consultation on the fuller details of the future LTA strategy within the wider consultation on the University Strategy were outlined. The VP(Academic) followed by providing further reflections on the various issues and factors which fed into the University's overall academic strategy through the three key strands of student experience, research and LTA. It was recognised that a good understanding of the student experience was a crucial underpinning to all of these.

7.2 Discussion followed during which the importance of using both hard (KPI) and soft (case study) measures to ascertain achievement against the LTA strategy was noted, as was the importance of students' engagement in extra-curricular activities in helping them to fully develop and achieve their potential. Examples of a range of such activities and good practice which took place across the institution were given and it was recognised that further work was needed to enable better internal communication and sharing of good practice, and to ensure a greater consistency of experience. The Board also noted the range of work already underway to address many of the matters discussed including the activities of the Student Experience Committee.

7.3 Thereafter, Academic Board **noted** the report and the Academic Priorities approved by ASEC for 2013/14.

8. EARLY STUDENT MATRICULATION STATISTICS

AB(13/14)25

8.1 The Director of Student and Academic Services introduced the paper which provided Academic Board with an overview of current enrolments as of 8 November 2013 following the closure of the autumn matriculation window. Enrolment numbers across each of the fee categories at both undergraduate, postgraduate taught and postgraduate research levels and by mode of delivery (UK or overseas delivered) were outlined and a summary of new enrolments for each faculty was given. It was noted that the targets provided were end of year

targets and trimester 2 and 3 enrolments would impact on how close the University would ultimately be to reaching them.

8.2 Discussion followed during which concerns were raised about the presentation of enrolment data in the paper and it was agreed that consideration should be given to improving the presentation of this data to ensure consistency and take into account trend data and predictions regarding intakes from later trimesters. It was agreed that the Director of Student and Academic Services would confer with the Faculty Deans to agree an improved presentation for enrolment data and targets. This revised data presentation would be circulated to the Board once agreed by the parties involved.

8.3 There was further discussion which focussed around activity to convert applications to enrolments in January, with work currently underway outlined and a number of suggestions made for further activities including radio adverts and the use of student ambassadors which may help optimise January enrolments. It was noted that the Director of Student and Academic Services would lead the activities relating to January enrolment as outlined. The Board also noted the work underway to improve international recruitment and admissions and the group which had been established to take this work forward.

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

9. REF UPDATE

AB(13/14)26

9.1 The Board received the report which provided an update on the process for assessing and shaping the University's submission to the REF2014, which was well underway ahead of the final date for submission of 29 November 2013. The VP (Academic) provided an outline of the size and shape of the University's final submission which was nearing completion. The Board extended its thanks to all involved internally and externally for all the hard work which had gone into the submission.

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

10. 2014/15 OUTCOME AGREEMENT

AB(13/14)27

10.1 The Leader of Academic Strategy & Practice introduced the paper which updated Academic Board on the development of the University's 2014/15 Outcome Agreement with the Scottish Funding Council.

10.2 Discussion followed during which a number of suggestions regarding the content of the draft were made and members were invited to provide detailed written feedback on the draft following the meeting. It was also agreed that the Leader of Academic Strategy & Practice would circulate sector benchmarked figures regarding mature students to members following the meeting.

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

11. ACADEMIC YEAR IMPLEMENTATION: UPDATE REPORT AB(13/14)28

11.1 The Assistant Dean (FHLSS) introduced the paper which highlighted a number of recommendations from the Academic Year Issues Working Group in relation to issues concerning the implementation of the alignment of the undergraduate and postgraduate academic years from 2014/15, as agreed by Academic Board at its May 2013 meeting.

11.2 With regard to induction/orientation the Board was invited to provide a steer on three options as outlined in detail in the paper. Following discussion, the Board **agreed** that further work should be undertaken with interested parties to explore **option 3**. It was noted that the VP(Academic) would take this work forward.

11.3 Six further recommendations were outlined concerning **1)** week 1, trimester 2, **2)** the induction of continuing students, **3)** staff development weeks, **4)** late matriculation deadlines, **5)** timing of fixed holidays and University closures and **6)** student engagement with their programmes between the end of one trimester and the beginning of the next.

11.4 Following discussion of the six recommendations as outlined in detail in the paper, the Board **agreed** the following:
Recommendations 1 & 2. It was noted that these would form part of the work to be taken forward relating to option 3, as agreed above.
Recommendation 3. It was agreed that this should be explored further.
Recommendation 4. This was supported.
Recommendation 5. This was supported.
Recommendation 6. This was supported.

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

12. NOMINATION FOR AN HONORARY ACADEMIC TITLE* AB(13/14)29

12.1 The Board **approved** the nomination for the award of the Honorary Academic title of Visiting Teaching Fellow to the individual named in the paper.

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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| 13. Minutes of Academic Strategy & Enhancement Committee held on 18 September 2013 | AB(13/14)14
(Professor Sambell) |
| 14. Minutes of Collaborative Provision Committee held on 20 September 2013 | AB(13/14)15
(Ms Pelik) |
| 15. Minutes of University Research Integrity Committee on 24 | AB(13/14)30 |

September 2013

(Professor
McCleery)

16. Minutes of Research & Knowledge Exchange Committee on 26 September 2013
As it was not mentioned in the minute, the Board was asked to note the University's bid for the SFC-funded Construction Scotland Innovation Centre. **AB(13/14)31
(Professor Sambell)**
17. Minutes of Faculty of Engineering, Computing & Creative Industries Academic Board on 15 October 2013 **AB(13/14)32
(Dr Cairncross)**
18. Minutes of Faculty of Health, Life & Social Sciences Academic Board on 16 October 2013 **AB(13/14)33
(Mr McIntosh)**
19. Minutes of The Business School Academic Board on 28 October 2013 **AB(13/14)34
(Professor Stonehouse)**
20. Minutes of Collaborative Provision Committee on 11 November 2013
These were not available for this meeting. To be submitted to the next meeting. **AB(13/14)35
(Ms Pelik)**

PART C ITEMS FOR INFORMATION

21. REPORT ON UNIVERSITY KEY RISKS APPROPRIATE TO ACADEMIC BOARD* AB(13/14)36

21.1 The Board **noted** the report which provided the first assessment of confidence in the management of the top risks for the academic year 2013/14.

22. SCHEDULE OF MEETINGS 2013/14:

07 March 2014

30 May 2014

All on Fridays at 9.00am in the Rivers Suite, Craiglockhart Campus.

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