

UnAPPROVED
CIRCULATED

AB(12/13)53

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT
ACADEMIC BOARD**

**Minutes of the meeting held on Friday 1 March 2013 at 9.00 am in
The Castle Room, Craighouse Campus**

PRESENT:

Professor Dame J K Stringer DBE (Principal & Vice-Chancellor) (Convenor); Dr K Aitchison (Head of Academic Practice); G Bisset (Student Representative from the Faculty of Health, Life & Social Sciences); Dr S Cairncross (Dean, Faculty of Engineering, Computing & Creative Industries); M Chapman (School of Life, Sport & Social Sciences); J Derham (Student Representative from the Faculty of Engineering, Computing & Creative Industries); Dr J Donaldson (Head of School from the Faculty of Health, Life & Social Sciences); Professor J Duffield (Vice-Principal, Strategy, Resources & External Affairs); Professor C Fairfield (School of Engineering & the Built Environment); Professor E Hart (Professoriate); R Holmes (School of Accounting, Financial Services and Law); Dr P Jaworski (School of Management); R Kemmer (School of Computing); I McIntosh (Dean, Faculty of Health, Life & Social Sciences); Dr S Marr (School of Marketing, Tourism & Languages); Professor A McCleery (Leader of Research Strategy & Practice); A Morrison (Assistant Dean from the Business School); R Pelik (Leader of Academic Strategy & Practice); Professor A Sambell (Vice-Principal, Academic); S Smith (Head of School from the Faculty of Engineering, Computing & Creative Industries); Professor S Smith (Director from the Research Institutes); L Veitch (School of Nursing, Midwifery & Social Care); Dr G Webber (University Secretary); T Zanelli (President, Napier Students' Association).

IN ATTENDANCE:

D Cloy (Assistant Secretary) (Clerk)

APOLOGIES:

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); S Falconer (Head of School from the Business School); C Lambert (Director, Student and Academic Services); G Leydon (Student Representative for the Business School); Professor B Paechter (Assistant Dean from the Faculty of Engineering, Computing & Creative Industries); C Pinder (Director, Information Services); Dr K Smyth (Teaching Fellows/Senior Teaching Fellows); Professor G Stonehouse (Dean, the Business School).

1. WELCOME & OPENING REMARKS

- 1.1 The Convenor welcomed members to the meeting, and in particular welcomed Joe Derham (the new Student Member for FECCI) and Gavin Bisset (the new Student Member for FHLSS) to their first meeting.
- 1.2 The apologies were **noted**

PART A: ITEMS FOR DISCUSSION

2. MINUTES OF MEETING HELD ON 23 NOVEMBER 2012 AB(12/13)29

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)30

4.1 The Principal introduced her written report and highlighted the current position regarding the implementation of the Scottish Government's Post-16 education policy.

4.2 In relation to the Scottish Funding Council's indicative grants, it was noted that the University had recently been notified that it would receive a slight increase in funded numbers for nursing and would receive additional undergraduate and taught postgraduate funded numbers primarily arising from articulation and postgraduate incentive schemes.

4.3 In relation to the UCAS figures, the slight increase in applications for the University was highlighted. It was noted that, although this growth rate was not as high as our competitor group and the national position, this had followed a number of years when the University's growth had been above the national trend.

4.4 The recent successful launch of the University hosted incubator facility for Entrepreneurial Spark was highlighted, as was the University's successful bid for the licence to deliver Edinburgh's first local television station in partnership with STV.

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

5. REPORT ON PREPARATIONS FOR THE REF AB(12/13)31

5.1 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. It was noted that the decision had been taken to submit 8 Units of Assessment and that any 'REFable' staff who could not be re-allocated would be provided with a letter to confirm that their outputs were of the appropriate quality for REF submission but had not been submitted for strategic reasons. It was further noted that staff whose work had been determined not to be of appropriate quality for submission at the current time would receive a letter and a personal debriefing. There would also be a right of appeal. Thanks were extended to colleagues across the institution for the huge amount of work and effort that had been put into these preparations and which was continuing.

5.2 Discussion followed during which a number of matters which could be emphasised within the environment statement were noted.

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

6. HONG KONG PROJECT UPDATE

6.1 The Vice Principal (Strategy, Resources & External Affairs) provided Academic Board with a summary of the background to the potential opportunity to establish a campus in Hong Kong and an update on the preparatory work that had been undertaken and which was continuing to prepare for any potential bid submission. It was noted that the due diligence work was expected to be completed by the end of March, at which time it was anticipated that the Hong Kong Government would release its Request for Proposals.

6.2 The additional benefits of this preparatory activity in building the University's reputation, profile and brand with key stakeholders in that part of the world were emphasised, and it was noted that a supporter of the University in Hong Kong had recently increased funding to the University for student exchange scholarships. The Board was also updated on the productive Scottish Development International (SDI) trade mission to Hong Kong which included representation from two of the University's Research Institutes and which had presented opportunities for Scottish companies in the area of sustainable development.

6.3 In response to a member's question, it was noted that the timescales following the release of the Request for Proposals would enable the matter to be considered fully by Court through both its Hong Kong Working Group and the regular meetings of Court and its sub-committees, with the option of an extraordinary meeting if required.

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

7 STUDENT POPULATION FORECASTS AND POST TRIMESTER 2 MATRICULATION NUMBERS **AB(12/13)32**

7.1 The Board received the report which provided a summary of forecasts for the University's on-campus and overseas delivered 2012/13 student population segments and reports on enrolments from both trimesters 1 and 2. It was noted that the University had exceeded the SFC fully-funded indicative number which may result in a fee penalty of £43k and that pre-registration nursing had over recruited slightly with no fee penalty. It was also noted that the predicted shortfall against forecast for overseas on campus Taught Postgraduate students had increased. Measures underway to refine targeting for 2013/14 which were expected to improve the accuracy of recruitment in future were outlined. It was also noted that action was being taken to address the shortfall in overseas recruitment with the intention of marketing more effectively and converting more applications into enrolments.

7.2 Discussion followed during which the influence of league tables on overseas applicants was noted, and the need to address this issue in the University's marketing acknowledged.

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

8. APPLICATIONS FOR 2013/14 AB(12/13)33

8.1 Academic Board received the report which provided an update on student applications and admissions processing for academic session 2013/14. The key issues noted were that; undergraduate full time applications were up 1.09%, though growth was lower than against the competitor market and the sector; unique applicants to Edinburgh Napier had grown by 3.7%; UK domiciled applications were up by 0.57%; EU Domiciled applications were up by 4.38%; full time overseas undergraduate applications were down by 13%; and full time overseas postgraduate applications were up by 26%. It was noted that efforts were underway to understand and address these issues, as had been outlined in relation to the previous paper.

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

9. 2013/14 SCOTTISH FUNDING COUNCIL OUTCOME AGREEMENT AB(12/13)34

9.1 Academic Board received the report which provided the draft of the University's 2013/14 Outcome Agreement. It was noted that this had been finalised following feedback from the SFC in which they had sought greater detail on baselines and targets and requested that certain information be moved around, but that there were no substantive changes to the core elements of the Agreement. It was further noted that the final version would be submitted to the Funding Council later in the day.

9.2 Discussion followed during which members welcomed the greater degree of flexibility in the current version of the Agreement and in which thanks were extended to the Leader of Academic Strategy and Practice and other colleagues for the significant amount of work which they had put in to the production of the Agreement.

9.3 Thereafter, Academic Board **noted** the draft 2013/14 Outcome Agreement.

10. SCOTTISH FUNDING COUNCIL CHANGES TO ANNUAL REPORTING REQUIREMENTS AB(12/13)35

10.1 Academic Board received the report which detailed changes to the SFC requirements for annual institutional reporting on quality. It was noted that the main change was a requirement for institutions to include a new section in their annual report on their monitoring and analysis of feedback, performance indicators, NSS results and other data and assess the impact of their consequent activities on improving quality. The other change was noted as a requirement for the governing body (Court) to return an annual statement of assurance.

- 10.2 It was noted that, notwithstanding the new statement of assurance required from Court, academic matters were fully delegated to the Academic Board under the University's statutory instrument, and that this should be re-iterated when the matter is presented to Court.
- 10.3 Thereafter, Academic Board **noted** the changes and endorsed the process for submission of the 2012/13 annual report.

11. UNIVERSITY STRATEGY KEY PERFORMANCE INDICATORS* **AB(12/13)36**

- 11.1 Academic Board received the report which presented an update to the University Key Performance Indicators (KPIs) which are used to monitor progress towards the University Strategy 2015. An overview of performance against the indicators was given in which the overall good progress under the strategic objectives was noted, whilst areas which had proved more challenging and were the focus of further attention were highlighted. These included student satisfaction, league table position, commercial research income, research postgraduate student numbers and staff satisfaction.
- 11.2 Discussion followed during which it was noted that it would be desirable to include more sectoral benchmark data where possible which focussed on the key measures against which the University would wish to be judged against its peers.
- 11.3 Thereafter, Academic Board **noted** the update.

12. APPEALS, COMPLAINTS AND CONDUCT ANNUAL REPORT* **AB(12/13)37**

- 12.1 Academic Board received the annual report on matters relating to the areas of academic appeals, student complaints and student conduct. It was noted that the University would shortly be required to amend its complaints handling procedures to comply with the requirements of the Scottish Public Service Ombudsman's Model Complaint Handling Procedure.
- 12.2 Discussion followed during which thanks were extended to the Appeals, Complaints and Conduct Officer for his work in improving the management of this area.
- 12.3 Thereafter, Academic Board **noted** the report.

13. CHANGES TO THE POSTGRADUATE ACADEMIC YEAR PROJECT: UPDATE **AB(12/13)38**

- 13.1 Academic Board received the report which gave an update on the progress made to successfully implement the Changes to the Postgraduate Academic Year Project against the agreed deliverables, and included a report on lessons learned. The report also recommended that, in view of the issues identified in the report, a short term review be commissioned to explore options on the shape and structure of the academic year. It was noted that such a review would take place immediately with a view to bringing proposals to the Board's

next meeting in May, which would enable any changes to be implemented by September 2014.

13.2 Discussion followed during which members noted a number of issues arising from the current position and broadly welcomed the proposed review.

13.3 Thereafter, Academic Board:

- a) **noted** the progress made to successfully implement the project deliverables;
- b) **considered** the lessons learned;
- c) **approved** the recommendation to undertake a short term review;
- d) **formally closed** the Changes to the Postgraduate Academic Year Project

14. SFC GRADUATE EMPLOYABILITY PROJECT

AB(12/13)39

14.1 Academic Board received, and welcomed, the report which provided details of a successful bid by the University to the Scottish Funding Council to secure funds for a project to support improved graduate employability and employer engagement as part of the SFC's regional coherence initiative. It was noted that funding had been secured for two years with the possibility of a third, and that the project outcomes would form part of the University's broader regional outcome agreement.

14.2 Thereafter, Academic Board **noted** the Update.

15. NOMINATION FOR AN HONORARY ACADEMIC TITLE*

AB(12/13)40

15.1 The Board **approved** the nomination for the award of the Honorary Academic title of Honorary Research Fellow to the individual named in the paper.

16. PROPOSED RECIPIENTS OF HONORARY AWARDS*

AB(12/13)41

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

16.1 Academic Board **homologated** the four nominations recommended by the Honorary Awards Committee, approved by the Academic Board via Convenor's Action, and endorsed by University Court.

17. REVISION TO HONORARY AWARDS GUIDANCE

AB(12/13)42

17.1 The Board **approved** the revised Honorary Awards Guidance as proposed by the Honorary Awards Committee, and recommend the guidance to Court for final approval.

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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| 18. Minutes of Faculty of Health, Life & Social Sciences Academic Board on 10 October 2012 | AB(12/13)25 |
| 19. Minutes of University Research Integrity Committee on 20 November 2012 | AB(12/13)43 |
| 20. Minutes of Research & Knowledge Exchange Committee meeting held on 17 January 2013 | AB(12/13)44 |
| 21. Minutes of Collaborative Provision Committee meeting held on 7 December 2012 | AB(12/13)45 |
| 22. Minutes of FECCI Faculty Academic Board held on 29 January 2013 | AB(12/13)46 |
| 23. Minutes of FHLSS Faculty Academic Board meeting held on 30 January 2013
These were not available for this meeting. To be submitted to the next meeting. | AB(12/13)47
<i>To be submitted to next meeting</i> |
| 24. Minutes of the Business School Faculty Academic Board meeting held on 5 February 2013
These were not available for this meeting. To be submitted to the next meeting. | AB(12/13)48
<i>To be submitted to next meeting</i> |
| 25. Minutes of University Research Integrity Committee on 5 February 2013
These were not available for this meeting. To be submitted to the next meeting. | AB(12/13)49
<i>To be submitted to next meeting</i> |
| 26. Minutes of Academic Strategy & Enhancement Committee meeting held on 6 February 2013 | AB(12/13)50 |
| 27. Minutes of Collaborative Provision Committee meeting held on 22 February 2013
These were not available for this meeting. To be submitted to the next meeting. | AB(12/13)51
<i>To be submitted to next meeting</i> |

PART C ITEMS FOR INFORMATION

28. REPORT ON UNIVERSITY KEY RISKS APPROPRIATE TO ACADEMIC BOARD* AB(12/13)52

- 28.1 The Board **noted** the report which provided an assessment of confidence in the management of the University's top risks for the academic year 2012/13.

29. VALEDICTION

- 29.1 The Convenor reported that this was the final meeting of Professor Charlie Fairfield (Academic Staff member elected from SEBE) who was leaving the University to become Professorial Research Fellow at Charles Darwin

University, Australia. The Convenor thanked him for his contribution to the work of the University and the Academic Board.

30. SCHEDULE OF MEETINGS 2012/13:

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.