

**UnAPPROVED
CIRCULATED**

AB(12/13)81

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT
ACADEMIC BOARD**

**Minutes of the meeting held on Friday 31 May 2013 at 9.00 am in
The Castle Room, Craighouse Campus**

PRESENT:

Professor A Sambell (Vice-Principal, Academic) (Convenor); N Ashton (School of Arts & Creative Industries); 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); Dr J Donaldson (Head of School from the Faculty of Health, Life & Social Sciences); Professor E Hart (Professoriate); 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); Dr S Marr (School of Marketing, Tourism & Languages); Professor A McCleery (Leader of Research Strategy & Practice); 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); L Sitali (NSA Acting President); 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); Dr K Stewart (School of Engineering & the Built Environment); L Veitch (School of Nursing, Midwifery & Social Care); Dr G Webber (University Secretary).

IN ATTENDANCE:

D Cloy (Assistant Secretary) (Clerk); D Watt (Governance Officer) (Observing).

APOLOGIES:

Professor Dame J K Stringer DBE (Principal & Vice-Chancellor); F Alston (Assistant Dean from the Faculty of Health, Life & Social Sciences); K Cairney (Director of International, Development & External Affairs); J Derham (Student Representative from the Faculty of Engineering, Computing & Creative Industries); Professor J Duffield (Vice-Principal, Strategy, Resources & External Affairs); R Holmes (School of Accounting, Financial Services and Law); G Leydon (Student Representative for the Business School); I McIntosh (Dean, Faculty of Health, Life & Social Sciences); Professor G Stonehouse (Dean, the Business School).

1. WELCOME & OPENING REMARKS

- 1.1 The Convenor welcomed members to the meeting, and in particular welcomed Dr Kathryn Stewart, the newly elected member drawn from among the academic staff of the School of Engineering and the Built Environment, to her first meeting. Liseli Sitali (NSA Acting President) was welcomed, as was Diana Watt (Governance Officer) who was observing the meeting as part of her induction to her new role at the University.

1.2 The apologies were **noted**

PART A: ITEMS FOR DISCUSSION

2. MINUTES OF MEETING HELD ON 01 MARCH 2013 AB(12/13)53

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)54

4.1 Academic Board **noted** the Principal's written report.

5. REPORT ON PREPARATIONS FOR THE REF AB(12/13)55

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 no final decisions had been taken yet and that key decisions would be taken within the next few weeks whereupon individual staff would be informed if they were not being included in the submission.

5.2 Discussion followed during which the importance of effectively communicating the rationale behind submission decisions to non-selected colleagues, emphasising the tactical exclusivity employed, was noted.

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

6. ACADEMIC YEAR SHORT TERM REVIEW AB(12/13)56

6.1 The Director of Student and Academic Services introduced the paper which reported on the outcome of the short term review into the shape and structure of the academic year commissioned by the Board at its last meeting. The Board was invited to consider a proposal that the undergraduate and postgraduate academic years should be aligned and to determine whether the academic year should start in early or late September. Accordingly, the review presented Academic Board with three distinct options for the academic calendar, commencing September 2014:

- Option 1: status quo
- Option 2: undergraduate and postgraduate academic years aligned with assessment taking place before Christmas (8 September 2014 start date)
- Option 3: undergraduate and postgraduate academic years aligned with assessment taking place after Christmas (29 September 2014 start date).

6.2 Discussion followed during which Academic Board expressed overwhelming support for future alignment of the undergraduate and postgraduate academic years. A full discussion followed in respect of the merits of options 2 and 3, with strong arguments presented in favour of both options. Issues were raised in

relation to points such as the impact on the student experience; student and staff feedback on the proposals; the changing international recruitment context; the impact on our core recruitment markets at both home and overseas; student mobility; student support and service provision over the Christmas period; the impact on staff wellbeing and workloads; opportunities for revision and reflection over Christmas; the use of weeks 1, 13, 14 and 15; support for overseas collaborative provision; late matriculation dates for both undergraduate and postgraduate students; maximising student engagement with their programmes between trimesters; the impact on graduate employability and student placements; the timing of Easter; the specific needs of nursing students; planning time for the start of the academic year; implications for staff marking; the need to future proof decisions as far as possible.

6.3 Following a vote in which 11 members voted for option 2, 10 for option 3, and 3 members abstained, it was determined that the undergraduate and postgraduate academic years be aligned with assessment taking place before Christmas (8 September 2014 start date). The Board also delegated authority to the Vice Principal (Academic) to convene a working group to consider key issues that arise in the implementation of this calendar, especially in terms of the use of weeks 1, 13, 14 and 15, student engagement with their programmes between trimesters and the impact of the move towards a programme focus.

6.4 Academic Board therefore:

i) **Approved** the proposal that the undergraduate and postgraduate academic years should be aligned for September 2014

ii) **Determined** that the academic year should start in early September (8 September 2014 start date)

iii) **Delegated authority** to the Vice Principal (Academic) to convene a working group to consider key issues with regard to the implementation of this calendar.

iv) **Delegated authority** to the Convenor of Academic Board to approve academic calendars for 2014/15 through to 2017/18.

7 PROGRAMME DESIGN GUIDELINES

AB(12/13)57

7.1 The Vice Principal (Academic) introduced the paper which outlined the rationale behind strengthening the focus on programmes in Edinburgh Napier's portfolio of academic provision, and presented a set of proposed programme design principles which had been developed as an update to the '20 Credit Handbook' approved in 2007.

7.2 Discussion followed during which members welcomed the shift towards programme focus and agreed the importance of ensuring that systems and processes are appropriately aligned to support this. A number of points of detail

were discussed in relation to the development of the principles, and it was noted that these would be picked up by the Working Group in the drafting of the new Programme Design Handbook in 2013-14.

7.3 Key proposals to the 20 credit framework were agreed, in particular the recognition of 20 credit two trimester modules, and the removal of the requirement for co-curricular modules.

7.4 Thereafter, Academic Board:

i) **approved** the Programme Design Guidelines

ii) **agreed** that a Working Group be formed to develop a new Programme Design Handbook in academic year 2013-14 to supersede the current 20 Credit Handbook.

8. ACADEMIC REGULATIONS 2013/14 AB(12/13)58

8.1 The Director of Student and Academic Services introduced the paper which presented Academic Board with the amended Academic Regulations for 2013/14 as proposed by the Regulations Committee and recommended by ASEC. It was noted that these amendments included recommendations made by two short-term Working Groups commissioned by Regulations Committee which had reviewed the regulations relating to research degrees and those on student discipline and fitness to practise.

8.2 Academic Board **approved** the Academic Regulations for 2013/14.

9. GRADUATE ACADEMIC MISCONDUCT REGULATIONS AB(12/13)59

9.1 The Director of Student and Academic Services introduced the paper which presented Academic Board with the Graduate Academic Misconduct Regulations, as considered by Regulations Committee and approved on behalf of ASEC by Convenor's action.

9.2 Academic Board **approved** the Graduate Academic Misconduct Regulations.

10. CODE OF PRACTICE ON RESEARCH INTEGRITY AB(12/13)60

10.1 The Leader of Research Strategy & Practice introduced the paper which presented Academic Board with the Code of Practice on Research Integrity, as recommended by the University Research Integrity Committee (URIC).

10.2 Discussion followed during which it was clarified that the Code also applied to undergraduate projects. A number of other points around useful additions and clarity of responsibility were discussed, and it was noted that these would be reflected in communications and in the development of further guidelines underpinning the Code, which would be considered further by URIC.

10.3 Thereafter, Academic Board **homologated** the Code of Practice on Research Integrity.

11. COMPLAINTS HANDLING PROCEDURE (MCHP)

AB(12/13)61

- 11.1 The University Secretary introduced the paper which presented Academic Board with the University's single Complaint Handling Procedure (CHP) which adopted and complied with the requirements of the Scottish Public Services Ombudsman's Model Complaint Handling Procedure (MCHP), as legally mandated. It was noted that this introduced a single complaints handling procedure which must be used for any complaint (students, applicants or members of the public) and which would supersede existing University policies and procedures currently in place to handle such complaints. It was further noted that the University was required to adopt the MCHP by 28 June 2013 and to have implemented its compliant CHP by 30 August 2013.
- 11.2 Discussion surrounding the implications of the new Procedure followed during which a number of challenges arising from its operation were noted. It was further noted that the associated processes and support arrangements would be kept under review as experienced was gained through the operation of the new Procedure. It was noted that a technical drafting point raised by a member would be checked prior to the procedure being submitted to Court.
- 11.3 Thereafter, Academic Board **approved** the Complaint Handling Procedure and recommended it to Court for final approval.

12. SUCCESSFUL SCOTTISH FUNDING COUNCIL ADDITIONAL STUDENT NUMBER BIDS

AB(12/13)62

- 12.1 Academic Board noted the paper, which provided an overview of the Additional Funded Places recently awarded to Edinburgh Napier by the SFC at both undergraduate (for articulating students) and postgraduate level. A number of future issues in relation to articulation were also highlighted.
- 12.2 The Board welcomed the report, and also noted an additional bid for potential postgraduate places linked to a bid for an Innovation Centre in construction by the Institute for Sustainable Construction.
- 12.3 Thereafter, Academic Board **noted** the report.

13. COLLABORATIVE PROVISION COMMITTEE REGISTER OF ACTIVITY

AB(12/13)63

- 13.1 Academic Board received the report which presented the University's Register of Collaborative Provision, a summary of CPC activities in 2011/12 and a current schedule of events taking place in 2012/13.
- 13.2 Thereafter, Academic Board **noted** the register and activities.

14. ANNUAL REPORT TO THE SCOTTISH FUNDING COUNCIL

AB(12/13)64

- 14.1 The Board received the draft Annual Report to the Scottish Funding Council on institution-led processes to maintain and enhance academic quality, ahead of its consideration by Court.

14.2 Thereafter, Academic Board:

- i) **approved** in principle the content of the draft report
- ii) **authorised** the Convenor of ASEC to sign-off an updated version to be endorsed by Court
- iii) **authorised** the Convenor of ASEC to sign-off the final version of the report prior to this being submitted to the SFC by 30 September 2013
- iv) **invited** the Chair of Court to sign and date the statement of assurance for inclusion with the final report submitted to SFC.

15. ERASMUS FOR ALL PROGRAMME

AB(12/13)65

15.1 The Board received the paper which gave an overview of the new “Erasmus for All” European Commission programme which will run from 2014-2020 replacing the current Erasmus programme across all EU member states. Details of the University’s application for the Erasmus Charter for Higher Education (required for participation in the programme) and, if successful, the implications for the University were also presented in the paper.

15.2 The Board welcomed the initiative, and noted the range of EU work taking place within the Research Institutes which may also be relevant.

15.3 Thereafter, Academic Board **noted** the paper.

16. VISITING TEACHING FELLOW NOMINATIONS*

AB(12/13)66

16.1 The Board **approved** the two nominations for the award of the Honorary Academic title of Visiting Teaching Fellow to the individuals named in the paper.

17. HONORARY AWARDS*

AB(12/13)67

17.1 The Board **approved** the name put forward by the Convenor of the Honorary Awards Committee for an Honorary Degree and recommended it to Court for approval.

18. COMMITTEE EFFECTIVENESS REVIEWS

a) Ongoing Sub-Committee Effectiveness Review

AB(12/13)68

18.1 The Board **noted** the summary of the responses to the “mini review” of the effectiveness of the Academic Board’s sub-committee structure at the end of its second year of operation and the actions being taken to address any issues raised.

18.2 The Board considered its operation over Session 2012/13 and agreed that it had operated effectively within a remit, constitution and terms of reference that remained appropriate. Discussion followed during which a number of specific points in relation to the questions under the self-evaluation template were raised, with the importance of consultation and communication emphasised. It was noted that the Convenor and Clerk would reflect on these comments and complete the form as appropriate for submission to the Chair of Court.

18.3 A number of questions were raised concerning issues of membership and operation of the Board. The Clerk undertook to further clarify these issues and re-circulate members with the appropriate guidance. It was emphasised that unrestricted Board papers were available to all staff through the Board's Sharepoint site, and that members were encouraged to communicate the Board's open discussions and share unrestricted papers with colleagues. In the context of such communications, it was recognised that the Board's approved minutes were the official record of its meetings.

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.

- | | |
|---|--------------------|
| 19. Minutes of FHLSS Faculty Academic Board meeting held on 30 January 2013 | AB(12/13)47 |
| 20. Minutes of the Business School Faculty Academic Board meeting held on 5 February 2013 | AB(12/13)48 |
| 21. Minutes of University Research Integrity Committee on 5 February 2013 | AB(12/13)49 |
| 22. Minutes of Collaborative Provision Committee meeting held on 22 February 2013 | AB(12/13)51 |
| 23. Minutes of Research & Knowledge Exchange Committee meeting held on 07 March 2013 | AB(12/13)70 |
| 24. Minutes of Collaborative Provision Committee meeting held on 18 March 2013 | AB(12/13)71 |
| 25. Minutes of Faculty of Engineering, Computing & Creative Industries Academic Board meeting held on 19 March 2013 | AB(12/13)72 |
| 26. Minutes of The Business School Academic Board meeting held on 21 March 2013 | AB(12/13)73 |
| 27. Minutes of Collaborative Provision Committee meeting held on 26 April 2013 | AB(12/13)74 |

28. Minutes of Research & Knowledge Exchange Committee meeting held on 02 May 2013 **AB(12/13)75**
29. Minutes of University Research Integrity Committee meeting held on 07 May 2013 **AB(12/13)76**
30. Minutes of Academic Strategy & Enhancement Committee meeting held on 08 May 2013 **AB(12/13)77**

PART C ITEMS FOR INFORMATION

31. REPORT ON UNIVERSITY KEY RISKS APPROPRIATE TO ACADEMIC BOARD* **AB(12/13)78**

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

32. EXTENSION OF COLLABORATIVE ACTIVITY & RECOGNITION OF DIFFERENT AWARDS **AB(12/13)79**

32.1 The Board **noted** the paper which reported on an extension to the University's activity in collaborative activity and recognition of different awards.

33. ENHANCEMENT LED INSTITUTIONAL REVIEW 3 **AB(12/13)80**

33.1 The Board **noted** the paper which provided an update on developments regarding ELIR and preparations for the next review visit.

34. VALEDICTIONS

34.1 The Convenor reported that Tom Zanelli (NSA President) had left his role early to take up employment and that this was the final meeting of Gavin Bisset (Student Representative from the Faculty of Health, Life & Social Sciences) & Graham Leydon (Student Representative for the Business School). Thanks were extended to all three of them for their contribution to the work of the Board. Liseli Sitali (Acting NSA President) was also leaving and thanked colleagues for their support.

34.2 Ahead of her retirement at the end of June, the Board also recorded its thanks and appreciation to Professor Dame J K Stringer DBE (Principal & Vice-Chancellor) for her leadership of the University and convenorship of the Academic Board over the past 10 years. Best wishes were extended to Professor Stringer for her future endeavours.

35. SCHEDULE OF MEETINGS 2013/14:

All on Fridays at 9.00am, in the Rivers Suite (Rooms 1/37 & 1/38), Craiglockhart Campus

04 October 2013

07 March 2014

22 November 2013

30 May 2014

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