

**APPROVED
CIRCULATED**

AB(16/17)58

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT
ACADEMIC BOARD**

**Minutes of the meeting held on Friday 2 June 2017 at 9.00 am in
the Rivers Suite, Craiglockhart Campus**

PRESENT:

Professor A Nolan (Principal & Vice Chancellor) (Convenor); Professor A Sambell (Deputy Vice Chancellor); Dr S Cairncross (Assistant Principal); Dr N Cimini (School of Applied Sciences); Dr A Fonzone (School of Engineering & the Built Environment); Dr A Gavris (Business School); Ms N Graham (Assistant Principal); Dr G Hutchison (Dean, School of Applied Sciences); Mr M Innes (School of Arts & Creative Industries); Professor J Kennedy (Dean, Research & Innovation); Dr S Logie (Director, School Support Service & Academic Registrar); Dr I McIntosh (Acting Dean, School of Engineering & the Built Environment); Dr D MacLean (School Academic Lead, Learning & Teaching); Dr B Neades (School of Health & Social Care); Professor James O’Kane (Dean, Business School); Dr Eva Malone (School of Applied Sciences); Dr L Muir (School of Computing); Mr C Rault (ENSA Rep); Ms A Sharp (School of Health & Social Care); Mr R Subramani (ENSA President); Dr E Theodoraki (Business School); Professor B Webster-Henderson (Dean, Learning & Teaching); Dr N Urquhart (School of Computing).

IN ATTENDANCE:

Mr D Cloy (Assistant University Secretary); Dr G Webber (University Secretary).

APOLOGIES:

Ms A Andrews (School Academic Lead, Quality Enhancement); Mr S Chowdhry (School of Engineering & the Built Environment); Professor L Dryden (School Academic Lead, Research); Dr M Foster (School Academic Lead, Learning & Teaching); Ms A Fraser (ENSA Rep); Dr J Hails (School of Arts & Creative Industries); Professor E Hart (Professoriate); Professor T Humphrey (Dean, School of Health & Social Care); Mr R Lannon (School Academic Lead, Quality Enhancement); Professor A McCleery (Professoriate); Ms P Miller-Judd (Dean, School of Arts & Creative Industries); Professor B Paechter (School Academic Lead, Research); Mr Sagar KC (ENSA Rep); Dr S Smith (Dean, School of computing); Mr D Telford (Director, Information Services).

OBSERVING:

Mr M Khatri (Incoming ENSA President).

1. WELCOME & OPENING REMARKS

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

PART A: ITEMS FOR DISCUSSION & DECISION

2. MINUTES OF MEETING HELD ON 10 MARCH 2017 AB(16/17)42

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

3. MATTERS ARISING

3.1 There were no matters arising.

4. PRINCIPAL'S REPORT AB(16/17)43

4.1 Academic Board received the report and noted discussions that had been taking place with regard to the Scottish Government's review of the learner journey. With regard to the Teaching Excellence Framework (TEF) it was noted that the University would review its position again in the Autumn.

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

5. CORPORATE PLAN PRIORITIES FOR 2017/18 AB(16/17)44

5.1 Academic Board received the paper which presented the draft Corporate Plan for 2017/18. A number of key areas of focus in relation to the University's strategic priorities were highlighted.

5.2 In discussion around the performance measures presented in the Strategy KPI table it was clarified that the financial figures presented were in-year forecasts. The background to the measure on carbon emissions was also clarified. It was noted that the KPI table would be amended for clarity in response to this feedback. With regard to TNE, it was noted that the University was following a partnership model which would not involve capital investment by the University into another country.

5.3 With regard to the supporting commitment to gender equality, inclusivity and diversity throughout the University, members were encourage to remind colleagues to complete the University's Gender Equality Survey which would support the University's submission to Athena SWAN.

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

6. BUDGET UPDATE

6.1 The Principal provided an update on the development of the University Budget for 2017/18. It was noted that this would be published following formal approval by Court on 19 June.

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

7. ACADEMIC STRATEGY UPDATES

a) LEARNING, TEACHING & ASSESSMENT

AB(16/17)45

- 7.1 Academic Board received the paper which provided an update on progress towards delivery of the Learning, Teaching & Assessment component of the Academic Strategy. The paper highlighted some of the key initiatives and strategic drivers that staff across the university have engaged in as part of the University's approach to developing an enhanced learning experience for the student community. The paper also identified the on-going future focus for the University to develop its learning and teaching priorities.
- 7.2 Discussion followed during which the need to review and address a range of IT infrastructure issues to support the effective delivery of a number of these initiatives was recognised. With regard to the issue of "Lecture Capture" a number of members shared experiences and it was recognised that further support and training would be beneficial to support the effective use of this technique. With regard to support for Programme Leaders, it was noted that this would focus on helping them to understand their remit and to feel empowered to deliver it. The desirability of sharing external benchmarking data with students regarding the quality of feedback provided to them by the University was also noted.
- 7.3 Thereafter, Academic Board welcomed the progress outlined and **noted** the update.

b) RESEARCH & INNOVATION

AB(16/17)46

- 7.4 Academic Board received the paper which provided an update on progress towards delivery of the Research & Innovation component of the Academic Strategy. The paper highlighted the wide-ranging spectrum of outcome-focused activity being conducted or managed by the Research & Innovation Office, which had been broadly clustered to reflect alignment to the University's strategic research objectives.
- 7.5 Discussion followed during which, with regard to the aspiration to increase the number of research postgraduate students, it was noted that financial incentives were being considered to aid recruitment and that a skills development programme would be rolled out to increase research degree supervision capacity. With regard to externally funded research activity, it was noted that Directors of Research and Deans of School would need to determine at individual School level what was appropriate in terms of income targets by staff level and subject discipline. It was noted that future development of data would allow better understanding of the profile of staff who were successful in securing research funding. Ongoing activity with regard to the mini-REF stocktaking exercise was also highlighted. It was noted that future reports would seek to reflect the positive activity underway with regard to equality matters.
- 7.6 Thereafter, Academic Board welcomed the progress outlined and **noted** the update.

[Secretary's note: The Principal left the meeting at this point and the Vice Principal (Deputy Vice Chancellor) took over Convenorship of the meeting]

8. COLLABORATIVE PROVISION COMMITTEE ANNUAL REPORT AND REGISTER OF ACTIVITY AB(16/17)47

- 8.1 Academic Board received and **noted** the paper which provided the University's Register of Collaborative Provision along with an indication of the level of current activity as well as the range and number of partnerships.

9. ANNUAL REPORT ON QUALITY ENHANCEMENT ACTIVITY TO THE SFC AB(16/17)48

- 9.1 Academic Board received and **noted** the paper which provided an early draft of the annual report to the Scottish Funding Council on institution-led processes to maintain and enhance academic quality. The report would be submitted to Court for approval ahead of its final submission.

10. QUALITY FRAMEWORK 2017/18 AB(16/17)49

- 10.1 Academic Board received the paper which presented proposed amendments to the University's Quality Framework for implementation before the start of academic session 2017/18. It was noted that the areas for review were endorsed by Quality & Standards Committee at its meeting held on 28th April 2017 and it was noted that some other additions from on-going work may require Chair's action in consultation with Quality & Standards Committee.
- 10.2 Discussion followed focussed around the consideration of CPD versions of programmes.
- 10.3 Thereafter, Academic Board **endorsed** the proposed amendments to the Quality Framework for 2017/18 and:
- a) Delegated authority** to the Convenor of Quality & Standards Committee to sign-off the final version of Quality Framework for implementation from 1 September 2017 and report back to Academic Board.
 - b) Agreed in principal** that these amendments would include agreed timelines for approvals of programmes that academic staff would need to adhere to. This would aid planning of approvals, engagement of students to these approvals and match to the requirements of the timetabling project.
 - c) Noted** that the Convenor of the Collaborative Provision Committee would be asked to re-approve Quality Framework *Section 4: Managing provision delivered in partnership* before the start of academic session 2017/18.

11. ACADEMIC REGULATIONS 2017/18 AB(16/17)50

- 11.1 Academic Board received the paper which presented a list of amendments to the University's Academic Regulations for the academic session 2017-18 as approved by Quality & Standards Committee at its meeting held on 28 April 2017.
- 11.2 Academic Board:
- a) **approved** the amendments to the Academic Regulations for 2017/18.

b) **Noted** that the University would be moving to a one tier Programme Board system to be fully implemented in 18/19. However, a working group would continue to identify changes required to current University practice which would ultimately result in further changes to academic practices, quality processes, external examiners system and eventually regulations.

12. ACADEMIC CALENDAR 2021/22

AB(16/17)51

12.1 Academic Board **approved** the Academic Year Calendar for 2021/22 and the two issues identified in paragraph 4 of the paper.

12.2 It was noted that an informal review of the academic calendar would be undertaken over the summer to consider emerging issues and an update would be provided to Academic Board in October 2017.

13. HONORARY AWARDS*

AB(16/17)52

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

13.1 Academic Board **approved** the Honorary Award nominations recommended by the Honorary Awards Committee for onwards transmission to Court for endorsement.

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.

14. Minutes of Student Experience Committee held on 9 May 2017

AB(16/17)53

The minutes were **noted**.

With regard to the discussion which had taken place around the PDT role and whether all academic staff should undertake this role, or whether those with the most suitable skillset should be targeted, a member expressed the view that the role was very valuable and should be promoted equally to all. This feedback would be passed to the Committee to consider.

15. Minutes of Learning, Teaching & Assessment Committee held on 10 May 2017

AB(16/17)54

The minutes were **noted**.

16. Minutes of Research & Innovation Committee held on 18 May 2017

AB(16/17)55

The minutes were **noted**.

PART C ITEMS FOR INFORMATION

17. REPORT ON UNIVERSITY KEY RISKS APPROPRIATE TO ACADEMIC BOARD* AB(16/17)56

17.1 Academic Board **noted** the report which provided the third assessment of confidence in the management of the University's Top Risks for academic year 2016/17.

18. SFC OUTCOME AGREEMENT – FINAL SUBMITTED AB(16/17)57

18.1 Academic Board **noted** the final 2017/18 Outcome Agreement as submitted to the Scottish Funding Council.

19. SCHEDULE OF MEETINGS 2016/17:

Noted as:

20 October 2017

08 December 2017

09 March 2018

01 June 2018

All at 09.00, Rivers Suite, Craiglockhart Campus.

VALEDICTIONS

Thanks were extended to Rojan Subramani (outgoing ENSA President) and to the other outgoing student members Sagar KC, Clement Rault and Amy Fraser.

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