

APPROVED
CIRCULATED

AB(17/18)25

EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT

ACADEMIC BOARD

Minutes of the meeting held Friday 8 December 2017 at 9.00 am in
The Rivers Suite, Craiglockhart Campus

PRESENT:

Professor A Sambell (Vice Principal (Deputy Vice Chancellor)) (Convenor); Dr N Brown (School Academic Lead, Quality Enhancement); Dr S Cairncross (Assistant Principal); Dr N Cimini (School of Applied Sciences); Professor L Dryden (School Academic Lead, Research); Dr J Hails (School of Arts & Creative Industries); Professor E Hart (Professoriate); Dr G Hutchison (Dean, School of Applied Sciences); Professor J Kennedy (Dean, Research & Innovation); Mr M Khatri (ENSA President); Mr R Lannon (School Academic Lead, Quality Enhancement); Dr S Logie (Director, School Support Service & Academic Registrar); Professor A McCleery (Professoriate); Dr L Muir (School of Computing); Dr I McIntosh (Acting Dean, School of Engineering & the Built Environment); Dr B Neades (School of Health & Social Care); Professor B Paechter (School Academic Lead, Research); Clement Rault (Student Rep); Mr D Telford (Director, Information Services); Dr E Theodoraki (Business School); Professor Alyson Tobin (Interim Dean, Business School); Professor B Webster-Henderson (Dean, Learning & Teaching); Dr B Windram (School Academic Lead, Learning & Teaching).

IN ATTENDANCE:

Mr D Cloy (Assistant University Secretary); Mr A McGoff (Director of Finance & Commercial Services).

APOLOGIES:

Professor A Nolan (Principal & Vice Chancellor); Ansten Augustus Arulpragasm (Student Rep); Franziska Baumann (Student Rep); Dr S Dawkes (School Academic Lead, Learning & Teaching); Dr A Fonzone (School of Engineering & the Built Environment); Dr A Gavris (Business School); Ms N Graham (Assistant Principal); Professor T Humphrey (Dean, School of Health & Social Care); Mr M Innes (School of Arts & Creative Industries); Dr Eva Malone (School of Applied Sciences); Ms P Miller-Judd (Dean, School of Arts & Creative Industries); Ms A Sharp (School of Health & Social Care); Dr S Smith (Dean, School of computing); Mr M Thomson (School of Engineering & the Built Environment); Dr N Urquhart (School of Computing); Dr G Webber (University Secretary).

1. WELCOME & OPENING REMARKS

- 1.1 The Convenor welcomed members to the meeting and extended a particular welcome to new members who were attending their first meeting. Andy McGoff (Director of Finance & Commercial Services) was also welcomed to the meeting.
- 1.2 The apologies were **noted**.

PART A: ITEMS FOR DISCUSSION & DECISION

2. MINUTES OF MEETING HELD ON 20 OCTOBER 2017 AB(17/18)14

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

3. MATTERS ARISING

(i) Academic Calendar

3.1 It was noted that the working group were reflecting on the feedback which had been received from the Academic Board and Schools and that a proposal would be brought to the Board at its next meeting in March 2018.

4. PRINCIPAL'S REPORT AB(17/18)15

4.1 Academic Board **noted** the report.

5. ACADEMIC BOARD CONSTITUTION AMENDMENT AB(17/18)16

5.1 Academic Board received the paper which sought approval, for onwards transmission to Court, of a number of amendments to its ex-officio membership which were required as a result of recent changes in the ULT structure.

5.2 Discussion followed during which it was agreed that further consideration should be given to the membership status of the Deans of Learning & Teaching and Research & Innovation along with consideration of a suggestion for inclusion of School Academic Leads for International. It was noted that any changes proposed must ensure the Board's constitution remained within the parameters prescribed by the HE Governance (Scotland) Act.

5.3 It was **noted** that these issues would be considered further and the proposal would be brought back to the March 2018 Academic Board meeting.

6. NSS ACTIONS: UPDATE

6.1 Academic Board received an update on actions underway across the Schools with regard to the National Student Survey (NSS).

6.2 Discussion followed during which the importance of the School Academic Lead (SAL) (Student Experience) role with regard to these activities was recognised as was the need to reflect on the future operation of this role in view of the overlaps with the SAL Learning & Teaching role and recent changes to ULT structure. The importance of effective student/staff liaison committees was also emphasised. The benefits which would ensue from enhanced linkages between academic staff and ENSA were also recognised. Thanks were extended to all involved for the huge amount of work being undertaken in support of this area.

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

7. GRADUATE EMPLOYABILITY UPDATE

AB(17/18)17

- 7.1 Academic Board received the paper which provided an overview of the current position with respect to the most recent DLHE survey, actions being taken to enhance the employability of our graduates (with an emphasis on enhancing graduate level employment) and the move to Graduate Outcomes.
- 7.2 Discussion followed in which it was noted that graduates from creative subjects were less likely to enter careers classified as Professional or Managerial but recognised that the career paths followed by such graduates were equally valuable. Examples of the range of activities to improve employability underway across the University were given and the importance of sharing good practice was recognised. The willingness of ENSA to work in partnership with the University to promote student engagement with employability initiatives was welcomed.
- 7.3 Thereafter, Academic Board **noted** the update.

8. STRENGTHENING THE STUDENT VOICE

AB(17/18)18

- 8.1 Academic Board received the paper which provided an update on the actions agreed at the last LTAC/SEC joint meeting to develop a University approach to seeking and responding to feedback from students with a focus on strengthening the student voice.
- 8.2 Discussion followed during which the need to support student programme representatives in communicating back out to the student body and to help improve engagement of the student body with representatives was noted. The willingness of ENSA to work in collaboration with academic staff to enhance the training of representatives in preparation for their role was welcomed. The need to raise awareness of the Student Charter amongst students was recognised and it was noted that this would be picked up in the review of the Student Charter which would be commencing shortly.
- 8.3 Thereafter, Academic Board **noted** the update and **endorsed** the setting up of a Steering Group to provide oversight of engagement in student surveys and staff student liaison committees.

9. STUDENT POPULATION FORECAST & EARLY MATRICULATION NUMBERS FOR 2017/18

AB(17/18)19

- 9.1 Academic Board received the paper which provided a summary of student enrolments and forecasts for the academic year 2017/18 on-campus student population segments. It was noted that the paper did not consider students on overseas-delivered programmes, as it was too early in the academic session to provide accurate enrolment or projected student numbers for this population.
- 9.2 Discussion followed during which the expectation of increased competition for Scottish students in future was noted. With regard to European Union student applications, it was noted that application and offer data was available on

Cognos and would also be circulated to the Board. With regard to the overall ambition to grow student numbers, the need to identify pressure points and align resources appropriately was recognised.

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

10. UPDATE ON PLANNING AND BUDGETING PROCESS

10.1 Academic Board received an overview of the planning and budgeting process for 2018/19 .

10.2 Discussion followed in which the benefits of the enhanced business intelligence data available through Cognos to the planning process were noted. The importance of workload planning and the Workload Allocation Model (WAM) in the planning process was also recognised.

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

11. DEVELOPING TEACHER EDUCATION: UPDATE

11.1 Academic Board received an overview of activity underway to explore the possibility of entering a new area of provision in the form of teacher education. It was considered that this would integrate well with, and complement, our existing provision.

11.2 The Board welcomed the consideration of this opportunity and noted that further detail would be brought to the Board in due course.

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

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.

12. Minutes of Research & Innovation Committee meeting held on 16 November 2017 **AB(17/18)20**

The minutes were **noted**.

It was noted that a two page summary had been created to communicate key outcomes of the meeting to Academic Staff and that this would be submitted to Academic Board alongside the minutes at future meetings. Other sub-committees were invited to consider following this approach and the need for consistency was noted.

13. Minutes of Joint Student Experience Committee & Learning, Teaching & Assessment Committee meeting held on 27 November 2017 **AB(17/18)21**

The minutes were **noted**.

PART C ITEMS FOR INFORMATION

14. PERSONAL DEVELOPMENT TUTOR CHARTER: UPDATE AB(17/18)22

14.1 Academic Board **noted** the update on the work being undertaken to review the University's approach to Personal Development Tutoring.

15. REPORT ON KEY RISKS APPROPRIATE TO ACADEMIC BOARD * AB(17/18)23

15.1 Academic Board **noted** the key risks monitoring report.

15.2 It was noted that this report focussed on the top corporate risks, but that risks arising from other areas, such as student mental health, were captured and monitored where appropriate in the broader operational risk register.

16. ACADEMIC APPOINTMENTS AND PROMOTIONS FRAMEWORK AB(17/18)24

16.1 Academic Board **noted** the recent changes made to the Academic Appointment and Promotions Framework.

16.2 It was clarified that the changes to the Learning & Teaching Pathway were intended to broaden the range of outputs considered appropriate and relevant and to be more inclusive. The importance of ensuring that all pathways were considered to be of equal value was also recognised.

17. SCHEDULE OF MEETINGS 2017/18:

Noted as:

9 March 2018

1 June 2018

All at 09.00, Rivers Suite, Craiglockhart Campus.

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