

**APPROVED
CIRCULATED**

AB(13/14)84

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT
ACADEMIC BOARD**

**Minutes of the meeting held on Friday 30 May 2014 at 9.00 am in
the Rivers Suite, Craiglockhart Campus**

PRESENT:

Professor A Nolan (Principal & Vice Chancellor (Convenor); N Ashton (School of Arts & Creative Industries); K Cairney (Director of International, Development & External Affairs); Dr S Cairncross (Dean, Faculty of Engineering, Computing & Creative Industries); M Chapman (School of Life, Sport & Social Sciences); S Falconer (Head of School from the Business School); Professor E Hart (Professoriate); Dr P Jaworski (School of Management); R Kemmer (School of Computing); S Key (Head of School from the Faculty of Health, Life & Social Sciences); C Lambert (Director, Student and Academic Services); Dr S Marr (School of Marketing, Tourism & Languages); I McIntosh (Dean, Faculty of Health, Life & Social Sciences); 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); Professor A Sambell (Vice-Principal, Academic); A Sharp (School of Nursing, Midwifery & Social Care); D Smith (NSA President); Professor S Smith (Director from the Research Institutes); S Smith (Head of School from the Faculty of Engineering, Computing & Creative Industries); Dr K Smyth (Teaching Fellows/Senior Teaching Fellows); Dr K Stewart (School of Engineering & the Built Environment); Dr G Webber (University Secretary).

IN ATTENDANCE:

D Cloy (Assistant Secretary) (Clerk); R Love (NSA); R Strachan (NSA); T Wishart (Head of Campaign Fundraising, IDEA).

APOLOGIES:

S Abay (Student Representative from the Business School); F Alston (Assistant Dean from the Faculty of Health, Life & Social Sciences); J Derham (Student Representative from the Faculty of Engineering, Computing & Creative Industries); Professor J Duffield (Vice-Principal, Internationalisation); R Holmes (School of Accounting, Financial Services and Law); A Smith (Student Representative from the 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 the newly elected Head of School from FHLSS, Susan Key, to her first meeting. Thanks were extended to her predecessor Jayne Donaldson for her contribution to the work of the Board. The Convenor also welcomed Teri Wishart (Head of Campaign Fundraising, IDEA) who was observing the meeting to help inform her role. Ryan Strachan (incoming Vice President

Reps & Volunteers) & Robyn Love (VP Sports & Societies) were also welcomed to the meeting.

1.2 The apologies were **noted**

2. VIDEO PRESENTATION: QAA THEME OVERVIEW: DEVELOPING AND SUPPORTING THE CURRICULUM

2.1 The Board were presented with a short film produced in conjunction with students from SACI which captured each of the case studies and strands of work which had been undertaken with regard to the QAA Enhancement Theme: Developing and Supporting the Curriculum.

2.2 The Board welcomed the video presentation.

PART A: ITEMS FOR DISCUSSION

3. MINUTES OF MEETING HELD ON 7 MARCH 2014 AB(13/14)62

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

4. MATTERS ARISING

(i) Academic Year Implementation: Wednesday Afternoons (minute 10)

4.1 The Board noted that teaching activities scheduled on Wednesday afternoons had been moved in all cases where this was possible with the result that Wednesday afternoons were now free from timetabled activity for all but 566 students. The Board welcomed this very positive outcome which had been achieved in a very short time. Thanks were extended to all involved and in particular to School based timetabling staff who had worked hard to make this happen.

5. PRINCIPAL'S REPORT AB(13/14)63

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

6. NEW UNIVERSITY STRATEGY: FINAL STRATEGY AB(13/14)64

6.1 The Board **noted** the final version of the University Strategy 2020 as approved by Court at its meeting on 31 March 2014.

6.2 The Principal outlined the work that was underway to develop and refine the Corporate Plan 2014-15 which would summarise the key deliverables for the first year of the implementation of the new strategy which had been identified through the annual planning process, and set out 2014-15 targets and milestones for achievement against the measures of success associated with the strategy. It was noted that the Corporate Plan would be circulated to the Board once finalised.

6.3 It was noted that, to make available the funds necessary to invest in achieving the strategy, Court would be invited to approve a deficit budget for 2014/15.

The Principal outlined the investment priorities which were included in the budget being proposed to Court; academic staff, PhD studentships, website redesign, innovation and enterprise, international support and process review.

- 6.4 In response to a member's query about the planned increase in student numbers and how this would be spread across delivery modes and locations it was noted that this had not yet been determined, and that it would be necessary to develop a recruitment plan and forecasting methodologies which would support such decisions.

7 ACADEMIC STRATEGY

AB(13/14)65

- 7.1 The Vice Principal (Academic) introduced the paper which outlined the proposed Academic Strategy 2014-2020. It was noted that the Academic Strategy was presented as 3 distinct but interrelated strands covering Learning, Teaching & Assessment, Research & Knowledge Exchange and the Student Experience.
- 7.2 Discussion followed concerning development of the academic themes which would help to describe the academic activity of the University to external audiences and help inform the future development of the portfolio. Concerns were expressed that three themes were too few and it was recognised that in determining the themes, achieving a balance between being inclusive yet sufficiently distinctive was challenging. It was agreed that the Vice Principal (Academic) would convene a short-life working group to take the discussion around themes forward.
- 7.3 Discussion followed on a range of issues surrounding the draft strategy during which it was suggested that greater support and encouragement should be given to areas of excellence in the University to help them apply for and achieve Centre of Excellence Status. With regards to the phasing of activity, it was recognised that different Schools would be at different stages of development in relation to the initiatives identified and that this would require further consideration. In response to concerns about academic staff having sufficient space and time to reflect and engage fully with the strategy it was noted that work was underway to review the Workload Allocation Model and that work would be undertaken to review the management of quality processes. It was also noted that the proposed 2014/15 budget included provision for a range of process review activity which would be focussed on the outcomes of the recent Campus Conversations. It was recognised that further work was needed to streamline and rationalise our provision, to increase flexibility in administrative processes and to lessen the bureaucracy surrounding programmes and modules. It was anticipated that through these activities more academic time should be freed up to allow innovation to take place. A member queried the data on the draft performance measures table contained in the document and undertook to provide detailed feedback to the Vice Principal (Academic) to inform a revised presentation in future documents.

- 7.4 Thereafter, Academic Board **endorsed** the draft Academic Strategy which would be further developed and brought back to the Board for approval at its October meeting.

8. COLLABORATIVE PROVISION COMMITTEE REGISTER OF ACTIVITY **AB(13/14)66**

- 8.1 Academic Board received the report which outlined the work undertaken by its Collaborative Provision Committee. This included a summary version of the University's register of collaborative provision, a summary list of Collaborative Provision Committee activities in 2012/13 which provided an indication of the range of institutions and countries the University is involved with, and the current schedule of events taking place in 2013/14, which provided an indication of the number of activities that the committee oversees in a year. Together these provided an indication of the level of current activity as well as the range and number of partnerships.
- 8.2 Thereafter, Academic Board **noted** the paper.

9. STUDENT PARTNERSHIP AGREEMENT **AB(13/14)67**

- 9.1 Academic Board received the paper which outlined progress towards the establishment of a Student Partnership Agreement between the Napier Students' Association (NSA) and the University and presented the draft Student Partnership Agreement document. It was noted that partnership agreements had emerged as a way to capture the maturity of the relationship between Scottish HEIs and their Students' Associations and that a model had been developed by Student Participation in Quality Scotland (SPARQS) following a process of consultation with the sector which had been published in autumn 2013. The planned NSA development activities set out in the report were highlighted and thanks were extended to the NSA for their achievements over the past year and to the NSA Student Engagement Officer for her work in developing the agreement. The NSA President thanked Academic Board for their support in delivering change on Wednesday afternoons, which was greatly appreciated by the student body and the NSA.
- 9.2 Thereafter, Academic Board **noted** the progress towards the establishment of a Student Partnership Agreement and the draft document.

10. ANNUAL REPORT TO THE SCOTTISH FUNDING COUNCIL **AB(13/14)68**

- 10.1 Academic Board considered the draft annual report to the SFC on institution-led processes to maintain and enhance academic quality.
- 10.2 Thereafter, the Board:
- a) **approved in principle** the format and outline content of the draft report
 - b) **agreed** to provide feedback on the draft to the Head of Academic Quality by 6 June 2014

- c) **Authorised the Convenor of ASEC** to sign off an updated version to be endorsed by Court on 23 June 2014
- d) **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 2014
- e) **agreed** to invite the Chair of Court to sign the statement of assurance.

11. ACADEMIC CALENDAR 2018/19

AB(13/14)69

- 11.1 Academic Board **approved** the Academic Year Calendar for 2018/19.

12. ACADEMIC REGULATIONS 2014/15

AB(13/14)70

- 12.1 Academic Board considered the paper which detailed proposed amendments to the University's Academic Regulations for academic Session 2014-15, as approved by Regulations Committee at its meeting held on 21 April 2014, and endorsed by ASEC at its meeting on 2nd May 2014. It was noted that Regulations Committee would be establishing Working Groups next session to work towards the development of fit-to-sit regulations and to review regulations around credit permitted for Recognised Prior Learning (RPL) for each University award.
- 12.2 Discussion followed which focussed on concerns around the proposed changes to the Masters Distinction. It was agreed that this change would be reviewed further following a period of operation. In response to a question on [whether](#) the suspended study regulations had been subject to an equality impact assessment it was noted that the University's Diversity Partner had been consulted and that this work would take place shortly.
- 12.3 Thereafter, Academic Board **approved** the proposed amendments to the University's Academic Regulations for academic session 2014-15.

13. HONORARY AWARDS*

AB(13/14)71

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

- 13.1 Academic Board **approved** the name put forward by the Honorary Awards Committee for an Honorary Degree. The name would be submitted to Court at its meeting on 23 June 2014 to seek endorsement.

14. ACADEMIC BOARD ANNUAL EFFECTIVENESS SELF-EVALUATION

AB(13/14)72

- 14.1 The Board considered its operation over Session 2013/14 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 comments in relation to the questions under the self-evaluation template were raised, which would be recorded on the evaluation form for submission to Court.

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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| 15. Minutes of Research & Knowledge Exchange Committee held on 06 February 2014 | AB(13/14)54
(Professor Sambell) |
| 16. Minutes of University Research Integrity Committee held on 18 February 2014 | AB(13/14)58
(Professor McCleery) |
| 17. Minutes of Collaborative Provision Committee held on 10 March 2014 | AB(13/14)73
(Ms Pelik) |
| 18. Minutes of the Business School Academic Board held on 27 March 2014 | AB(13/14)74
(Professor Stonehouse) |
| 19. Minutes of Faculty of Health, Life & Social Sciences Academic Board held on 01 April 2014 | AB(13/14)75
(Mr McIntosh) |
| 20. Minutes of Collaborative Provision Committee held on 28 April 2014 | AB(13/14)76
(Ms Pelik) |
| 21. Minutes of Academic Strategy & Enhancement Committee held on 02 May 2014
These were not available for this meeting. To be submitted to the next meeting. | AB(13/14)77
(Professor Sambell) |
| 22. Minutes of Faculty of Engineering, Computing & Creative Industries Academic Board held on 7 May 2014 | AB(13/14)78
(Dr Cairncross) |
| 23. Minutes of Research & Knowledge Exchange Committee held on 8 May 2014
These were not available for this meeting. To be submitted to the next meeting | AB(13/14)79
(Professor Sambell) |

PART C ITEMS FOR INFORMATION

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| 24. REPORT ON UNIVERSITY KEY RISKS APPROPRIATE TO ACADEMIC BOARD* | AB(13/14)80* |
| 24.1 The Board noted the report which provided the third assessment of confidence in the management of the University's top risks for the academic year 2013/14. | |
| 25. PROGRAMME DESIGN FRAMEWORK | AB(13/14)81 |
| 25.1 The Board noted the Programme Design Guidelines as approved by ASEC | |
| 26. ELIR UPDATE | AB(13/14)82 |

26.1 The Board **noted** the update regarding preparations for the ELIR visit in spring 2015.

27. ENGLISH LANGUAGE TESTING

AB(13/14)83

27.1 The Board **noted** the paper.

28. SCHEDULE OF MEETINGS 2014/15:

10 October 2014
05 December 2014
06 March 2015
12 June 2015

All at 9.00am, Rivers Suite, Craiglockhart Campus.

VALEDICTIONS

The Convenor noted that this was the last meeting for a number of members; Rowena Pelik, Sarah-Marleen Abay, Joe Derham, Allana Smith and Keith Smyth. Thanks were extended to all for their contribution to the work of the Board.

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