EDINBURGH NAPIER UNIVERSITY

UNIVERSITY COURT

ACADEMIC BOARD

Minutes of the meeting held on Friday 12 June 2015 at 9.00 am in the Rivers Suite, Craiglockhart Campus

PRESENT:
Professor A Sambell (Vice-Principal, Deputy Vice Chancellor) (Convenor); N Ashton (School of Arts & Creative Industries); 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 G Hutchison (Head of School from the Faculty of Health, Life & Social Sciences); Dr P Jaworski (School of Management); R Kemmer (School of Computing); Professor J Kennedy (Dean of Research and Innovation); C Lambert (Director, Student and Academic Services); Dr S Marr (School of Marketing, Tourism & Languages); Professor B Paechter (Assistant Dean from the Faculty of Engineering, Computing & Creative Industries); A Sharp (School of Nursing, Midwifery & Social Care); Professor S Smith (Director from the Research Institutes); Dr K Stewart (School of Engineering & the Built Environment); B Windram (Assistant Dean from the Business School).

IN ATTENDANCE:
D Cloy (Assistant Secretary) (Clerk); G Ingram (Governance Officer)

APOLOGIES:
F Alston (Assistant Dean from the Faculty of Health, Life & Social Sciences); Dr M Foster (Teaching Fellows/Senior Teaching Fellows); N Graham (Director of International Operations); R Holmes (School of Accounting, Financial Services and Law); Professor M Huxham (Director of Academic Strategy & Practice); P Miller Judd (Head of School from the Faculty of Engineering, Computing & Creative Industries); Professor A Nolan (Principal & Vice Chancellor); I McIntosh (Dean, Faculty of Health, Life & Social Sciences); Lyndsay Shields (Student Representative from the Faculty of Engineering, Computing & Creative Industries); D Smith (NSA President); Rojan Kumar Subramani (Student Representative from the Business School); Professor G Stonehouse (Dean, the Business School); Ryan Strachan (Student Representative from the Faculty of Health, Life & Social Sciences); D Telford (Director, Information Services); Dr G Webber (University Secretary).

1.   **WELCOME & OPENING REMARKS**

1.1   The Convenor welcomed members to the last meeting of the session.

1.2   The apologies were **noted**

PART A: ITEMS FOR DISCUSSION & DECISION

2.   **MINUTES OF MEETING HELD ON 6 MARCH 2015   AB(14/15)63**

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(14/15)64

4.1 The Convenor introduced the Principal's written report and highlighted the University's improved performance in recent league table results. Questions and comments were invited from Board members.

4.2 With regard to the Voluntary Severance Scheme, members emphasised the importance of posts being replaced quickly and noted the measures in place to minimise the impact on Schools and services.

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

5. UNIVERSITY STRUCTURES PROJECT: UPDATE

5.1 The Convenor provided an update on progress with the implementation of the previous Academic Board decision to move to a School based academic structure. A summary of activity underway under the main strands of the project was given and it was noted that all areas were currently on schedule.

5.2 Discussion followed during which the anticipated timescale for the finalisation and communication of new management structures in Schools was noted.

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

6. ACADEMIC BOARD EFFECTIVENESS REVIEW: FINAL   AB(14/15)65 REPORT AND RECOMMENDATIONS

6.1 Academic Board received the paper which presented, further to Academic Board's endorsement of the proposals contained in the report considered at its last meeting, the final Academic Board constitution and Sub-Committee remits for approval.

6.2 With regard to the Board's constitution, there was discussion around the number of elected academic staff per School in the context of their varying sizes and the appropriateness/desirability of a pro-rata approach to the numbers of elected members. A range of different views were expressed on the matter and it was concluded that the constitution as proposed would be approved and recommended to Court, however the matter would be kept under review and considered again in the context of a year-on review of the Board's new structure. It was also agreed that data on the relative sizes of the six new Schools would be circulated to members for information. With regard to sub-committee terms of reference it was noted that individuals with particular expertise relevant to the remit of a committee who were not members could be invited to attend relevant meetings by the Convenor.

6.3 Thanks were extended to the Assistant Secretary for his work in managing the review process and consultation.

6.4   Thereafter, Academic Board:

a) approved the revised Constitution of Academic Board, for submission to Court for final approval at its 22 June meeting;

b) approved the structure and terms of reference of its sub-committees as presented;

c) agreed to review the matter of School representation on Academic Board relative to size of School in the context of a year-on review of the Board's new structure.

7.   ELIR UPDATE   AB(14/15)66

7.1   Academic Board considered the paper which provided an update on the University's recent Enhancement-Led Institutional Review (ELIR) which took place in February/March 2015. It was noted that the University had achieved a positive outcome from the review and was judged to have effective arrangements for managing academic standards and the student learning experience. The areas of positive practice and the areas for development identified by the Review Team were also noted.

7.2   The Board welcomed the excellent result and extended thanks to the ELIR team for their work supporting this.

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

8.   STUDENT EXPERIENCE STRATEGY AND DELIVERY PLAN   AB(14/15)67

8.1   Academic Board considered the paper which presented the proposed Student Experience Strategy and delivery plan. The scope and content of the plan were outlined and the overlap with other areas of activity was recognised as was the need to ensure activity was appropriately joined up.

8.2   Further to discussion around the specific needs of Postgraduate Research Students in this area, it was noted that the commitments for such students would be clearly expressed in the detailed plans which would arise from the strategy.

8.3   Thereafter, Academic Board **approved** the Student Experience Strategy and delivery plan.

9.   COLLABORATIVE PROVISION COMMITTEE REPORT   AB(14/15)68
& REGISTER OF ACTIVITY

9.1   Academic Board received the report which presented the University's Register of Collaborative Provision and provided an indication of the level of current activity as well as the range and number of partnerships.

9.2   Academic Board **noted** the report.

10.   ANNUAL REPORT TO THE SCOTTISH FUNDING COUNCIL   AB(14/15)69

10.1 Academic Board considered the paper which presented an early draft of the annual report to the Scottish Funding Council on institution-led processes to maintain and enhance academic quality, prior to its consideration by Court at its meeting on 22 June.

10.2 Thereafter, Academic Board **authorised** the Vice Principal (Deputy Vice-Chancellor) to sign-off an updated version for endorsement by University Court.

11. TIMETABLING POLICY AB(14/15)70

11.1 Academic Board considered the paper which presented the proposed draft Timetable Policy which set out the guiding principles and parameters to inform the University's planning, prioritisation and management of timetabled space.

11.2 Discussion followed during which a range of feedback was provided which would be used to help inform the draft of the policy submitted to the University Leadership Team (ULT).

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

12. ACADEMIC CALENDAR 2019/20 AB(14/15)71

12.1 Academic Board considered the paper which presented the Academic Year Calendar for 2019/20 for approval.

12.2 Discussion followed during which the constraints and pressure points arising from the Calendar were noted. A view was also expressed that it would be desirable to re-visit the issue of the timing of the start of the academic year.

12.3 Thereafter, Academic Board **approved** the Academic Year Calendar for 2019/20.

13. ACADEMIC REGULATIONS 2015/16 AB(14/15)72

13.1 Academic Board received the list of amendments to the University's Academic Regulations for academic session 2015-16 which had been approved by Regulations Committee and endorsed by ASEC. An update on the background and development of the Fit to Sit Policy was also provided.

13.2 Thereafter, Academic Board **approved** the Academic Regulations for academic session 2015-16.

14. HONORARY AWARDS* AB(14/15)73

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

14.1 Academic Board **approved** the names put forward by the Honorary Awards Committee for an Honorary Degree. The names would be submitted to Court at its meeting on 22 June 2015 to seek 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.

15. Minutes of Faculty of Engineering, Computing & Creative Industries Academic Board held on 27 January 2015 AB(14/15)55

16.	Minutes of University Research Integrity Committee held on 17 February 2015	**AB(14/15)58**
17.	Minutes of Research and Knowledge Exchange Committee held on 12 February 2015	**AB(14/15)74**
18.	Minutes of Collaborative Provision Committee held on 27 February 2015	**AB(14/15)75**
19.	Minutes of Collaborative Provision Committee held on 30 March 2015	**AB(14/15)76**
20.	Minutes of Edinburgh Napier Business School Academic Board held on 31 March 2015	**AB(14/15)77**
21.	Minutes of Faculty of Health, Life and Social Science Academic Board held on 23 April 2015	**AB(14/15)78**
22.	Minutes of Collaborative Provision Committee held on 27 April 2015	**AB(14/15)79**
23.	Minutes of Research and Knowledge Exchange Committee held on 07 May 2015 Members were invited to note the Open Access Policy and Research Data Management Policy which had been approved by the Committee and which were now in effect.	**AB(14/15)80**
24.	Minutes of Academic Strategy and Enhancement Committee held on 15 May 2015	**AB(14/15)82**

PART C   ITEMS FOR INFORMATION

25.   REPORT ON UNIVERSITY KEY RISKS APPROPRIATE   AB(14/15)83
TO ACADEMIC BOARD*

25.1 The Board **noted** the report which provided the final assessment of confidence in the management of the University's Top Risks for academic year 2014/15.

26.   STUDENT RECRUITMENT PLAN   AB(14/15)84

26.1 Academic Board **noted** the proposed Student Recruitment Plan for the University from 2015-2020.

27.   ENROUTE (HEA) FRAMEWORK REVIEW   AB(14/15)85

27.1 Academic Board **noted** the paper which advised on the redevelopment and launch of the institutional professional recognition framework, ENroute.

28.   SCHEDULE OF MEETINGS 2015/16:

28.1 Noted as 16 October 2015, 11 December 2015, 26 February 2016 and 03 June 2016 all at 9.00am, Rivers Suite, Craiglockhart Campus.

VALEDICTIONS

The Convenor expressed thanks to Board members for their contribution over the past year and extended thanks to those members who would not be continuing next session.

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