

**APPROVED
CIRCULATED**

AB(15/16)62

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT
ACADEMIC BOARD**

**Minutes of the meeting held on Friday 3 June 2016 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, Student Experience); Dr K Chalmers (School Academic Lead, Quality Enhancement); Mr S Chowdhry (School of Engineering & the Built Environment); Dr N Cimini (School of Life, Sport & Social Sciences); Professor L Dryden (School Academic Lead, Research); Dr A Fonzone (School of Engineering & the Built Environment); Dr A Gavris (Business School); Ms S Goddard (President, ENSA); Professor E Hart (Professoriate); Dr G Hutchison (Dean, School of Life, Sport and Social Science); Mr M Innes (School of Arts & Creative Industries); Mr R Kemmer (School of Computing); Professor J Kennedy (Dean, Research & Innovation); Ms C Lambert (Director, Student & Academic Services); Dr Eva Malone (School of Life, Sport & Social Sciences); Professor A McCleery (Professoriate); Dr D MacLean (School Academic Lead, Learning & Teaching); Dr L Muir (School of Computing); Dr B Neades (School of Nursing, Midwifery & Social Care); Professor James O'Kane (Dean, Business School); Professor B Paechter (School Academic Lead, Research); Ms A Sharp (School of Nursing, Midwifery & Social Care); Mr D Telford (Director, Information Services); Dr E Theodoraki (Business School); Professor B Webster-Henderson (Dean, Learning & Teaching).

IN ATTENDANCE:

Mr D Cloy (Assistant Secretary); Dr S Logie (Director, School Support Service); Dr G Webber (University Secretary).

APOLOGIES:

Dr M Foster (School Academic Lead, Learning & Teaching); Dr J Hails (School of Arts & Creative Industries); Ms E Hofland (ENSA Rep); Professor T Humphrey (Dean, School of Nursing, Midwifery & Social Care); Mr R Lannon (School Academic Lead, Quality Enhancement); Ms A McMillan (ENSA Rep); Ms P Miller-Judd (Dean, School of Arts & Creative Industries); Ms S Smith (Dean, School of computing); Mr P Tar (ENSA Rep).

OBSERVING:

Ms D Guilfoyle (ENSA); Mr R Subramani (ENSA).

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 26 FEBRUARY 2016 AB(15/16)40

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(15/16)41

4.1 The Principal introduced her written report and highlighted that Universities Scotland and the Scottish Government were setting up a discussion group on University funding in the context of the multi-year Scottish Spending Review which would take place over the summer. UK political and policy developments which would impact on Scottish Universities, including the reformation of the research architecture and proposals for implementing a Teaching Excellence Framework, were also highlighted. It was noted that the final report of the Commission on Widening Access would inform and influence Scottish Government policy and that the University was currently developing a new Widening Access Strategy in response. The University's participation in Kingston University's Big Read this summer was also noted.

4.2 The Principal also reported that the Principal's Research Fellowships, aimed at postdoctoral researchers, had been advertised today.

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

5. CORPORATE PLAN & BUDGET 2016/17* AB(15/16)42

5.1 Academic Board received the paper which had been presented to Court's Finance & Property Committee and which outlined the outcomes of the annual planning and budgeting cycle in 2015/16 relating to academic years 2016/17 to 2019/20. It was noted that the planning process had developed significantly this year and had provided a holistic approach to academic, workforce and financial planning involving ongoing two-way dialogue between Schools, Services and central senior management. Thanks were extended to the Head of Planning and to colleagues from Schools and Services for their work in supporting this greatly improved process. A summary of work underway in relation to academic portfolio review was provided and progress in this area was noted. Thanks were extended to the Schools for their efforts in taking this important area of work forward.

5.2 The ratio of academic to non-academic staff was discussed and it was noted that, whilst the proportion of academic staff at the University was at the lower end compared to other universities, meaningful comparisons were difficult as different institutions provided services in different ways and some had outsourced services which accounted for large service staff numbers here, such as catering and cleaning. It was noted that outsourcing was often not a

cost effective solution. It was also noted that the balance of academic to non-academic staff was a matter of regular review.

- 5.3 There was discussion with regard to the numbers used as indicators for the financial viability and sustainability of programmes. It was clarified that these numbers were intended only to serve as criteria which would trigger discussion in which Schools would be challenged to look at a programme, but that any decisions regarding programmes would belong to the Schools themselves. It was recognised that there were often a range of factors to consider with regard to the establishment and continuation of programmes and that the numbers used were not intended to be absolute determinants.
- 5.4 In further discussion it was noted that investment was being made to further improve a range of management information reporting, including HR data. A query was also raised regarding wording in the corporate plan regarding PDR which would be checked.
- 5.5 Thereafter, Academic Board **noted** the paper.

6. PROPOSAL FOR SCHOOL NAME CHANGES AB(15/16)43

- 6.1 Academic Board received the paper which provided a recommendation to change the name of the School of Life, Sport and Social Sciences to the School of Applied Sciences and the School of Nursing, Midwifery and Social Care to the School of Health and Social Care. The background and rationale to these proposals along with the consultation which had taken place was outlined.
- 6.2 Discussion followed during which, with regard to the proposed change of name for the School of Life, Sport and Social Sciences, it was recognised that individual disciplines would no longer be explicitly visible through the new name. It was noted that effective presentation and marketing of the activity sitting beneath the School name, including programmes and staff profiles, was important to mitigate this.
- 6.3 With regard to the proposed name change for the School of Nursing, Midwifery and Social Care it was agreed that there would be merit in the School undertaking further discussions before bringing a proposal back to the Board at its next meeting in October.
- 6.4 Thereafter, Academic Board **approved** the change of School name, with effect from 1 August 2016, as follows:

School of Life, Sport and Social Sciences to become **School of Applied Sciences**

7. STUDENT EXPERIENCE UPDATE: HEAR AB(15/16)44

- 7.1 Academic Board received the paper which provided an update on progress made in scoping the change required to deliver strategic objectives with respect to providing opportunities for students to learn outwith the classroom, with particular emphasis on the development of HEAR 6.1.
- 7.2 Discussion followed during which a number of comments and suggestions with regards to categories were noted.

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

8. ONLINE AND TRANSNATIONAL EDUCATION (TNE) STRATEGY* AB(15/16)45

8.1 Academic Board received the paper which presented the draft Online and Transnational Education (TNE) Strategy which set out a strategic approach to all the University's off-campus credit-bearing provision to 2020 along with an initial market analysis, competitor evaluation and overview of current provision, which had informed the development of the draft strategy.

8.2 Discussion followed during which the factors in identifying priority regions were outlined and the need to keep the franchise model under review and revisit in future was noted. With regard to a concern regarding the potential impact of removing the current financial incentives for staff teaching overseas the view was expressed that, in the context of our Strategy, overseas teaching should be seen as part of the University's core business and incorporated into the normal workload of staff. The importance of securing buy in from staff for this to succeed was recognised. The support available to Schools in this area, through the School Support Service and International Operations, was highlighted and the importance of continuing to invest in staff development to ensure appropriate skills and expertise in different delivery methods was recognised. It was also recognised that the impact on Edinburgh based students of staff teaching overseas should be taken into account.

8.3 Thereafter Academic Board **approved** the Online and Transnational Education (TNE) Strategy

9. PROGRAMME FOCUS AB(15/16)46

9.1 Academic Board received the paper which provided an update on progress with a programme focused approach across the Schools of the University and outlined planned strategic priorities for 2016/17 to 2019/20.

9.2 In discussion it was noted that the Department of Learning & Teaching Enhancement would provide staff development in Moodle to Schools, and the role of School Academic Leads in monitoring the Moodle standards was noted. The importance of using templates for consistency was noted, and the need to provide appropriate support to staff with health issues who may have difficulties with online marking was recognised. The importance of ensuring appropriate privacy safeguards with regard to e-submission of coursework was also noted.

9.3 Thereafter, Academic Board welcomed the progress being made and **noted** the update.

10. COLLABORATIVE PROVISION COMMITTEE ANNUAL REPORT AND REGISTER OF ACTIVITY AB(15/16)47

10.1 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.

**11. ANNUAL REPORT ON QUALITY ENHANCEMENT ACTIVITY AB(15/16)48
TO THE SFC/ELIR YEAR-ON REPORT**

- 11.1 Academic Board received 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 paper also contained a draft of the ELIR follow-up report to the Quality Assurance Agency. Both reports would be submitted to Court for approval ahead of their final submission.
- 11.2 In response to a comment, it was agreed that the section of the ELIR follow-up report on Partnership with Students' Association would be reviewed.
- 11.3 Thereafter, Academic Board **noted** the draft reports

12. QUALITY FRAMEWORK 2016/17 AB(15/16)49

- 12.1 Academic Board received the paper which provided the action plan for proposed changes to the Quality Framework for 2016/17 as approved by Quality & Standards Committee & Endorsed by Learning, Teaching & Assessment Committee. It was noted that the Convenor of Quality and Standards Committee would sign-off the final version of the Quality Framework sections 1 & 2 for implementation from 1st September 2016.
- 12.2 Academic Board **endorsed** the proposed amendments set out in the action plan to the Quality Framework for 2016/17.

13. UNIVERSITY TERMS AND CONDITIONS AB(15/16)50

- 13.1 Academic Board received the paper which provided a draft of the University's Terms and Conditions which had been developed in response to Competition & Markets Authority (CMA) Guidance to Higher Education Institutions which made clear that Consumer Protection Law now applies to Higher Education Providers. It was noted that a minor amendment would require to be made following approval to clarify the right of the University to review and update the terms and conditions.
- 13.2 Academic Board **approved** the Terms & Conditions and the Communication Plans for Applicants, Students and Staff.

14. ACADEMIC REGULATIONS 2016/17 AB(15/16)51

- 14.1 Academic Board received the paper which presented a list of amendments to the University's Academic Regulations for the academic session 2016-17 as approved by Quality & Standards Committee at its meeting held on 13 May 2016.
- 14.2 Academic Board:
- a) **approved** the amendments to the Academic Regulations for 2016/17
 - b) **delegated authority** for the approval of Nursing & Midwifery regulations to Quality & Standards Committee for 2016/17.

15. ACADEMIC CALENDAR 2020/21 **AB(15/16)52**

15.1 Academic Board **approved** the Academic Year Calendar for 2020/21.

16. HONORARY AWARDS* **AB(15/16)53**

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

16.1 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.

17. Minutes of Student Experience Committee held on 5 April 2016 **AB(15/16)54**
The minutes were noted.

18. Minutes of Research & Innovation Committee held on 12 May 2016 **AB(15/16)55**
The minutes were noted.

19. Minutes of Student Experience Committee held on 17 May 2016. **AB(15/16)56**
The minutes were noted.

20. Minutes of the Learning, Teaching & Assessment Committee held on 18 May 2016. **AB(15/16)57**
The minutes were noted.

PART C ITEMS FOR INFORMATION

21. REPORT ON UNIVERSITY KEY RISKS APPROPRIATE TO ACADEMIC BOARD* **AB(15/16)58**

21.1 The Board **noted** the report which provided the third assessment of confidence in the management of the University's Top Risks for academic year 2015/16.

22. REVIEW OF SUBJECT GROUP LEADER **AB(15/16)59**

22.1 Academic Board **noted** the paper which provided an update on the Subject Group Leader review.

22.2 In discussion the ongoing consultation taking place which would provide opportunities for academic staff to feed in was noted. The line management implications of the proposed Head of Subject role were clarified as were the expectations of those who would take on the roles, which were presented as a development opportunity with responsibilities commensurate to their Grade.

23. SFC OUTCOME AGREEMENT – FINAL SUBMITTED

AB(15/16)60

23.1 Academic Board **noted** the final 2016/17 Outcome Agreement as submitted to the Scottish Funding Council.

24. FEES & DISCOUNTS SIMPLIFICATION PROJECT

AB(15/16)61

24.1 Academic Board **noted** the paper which detailed the approved outcomes from the Fees and Discounts Simplification Project

25. SCHEDULE OF MEETINGS 2015/16:

Noted as:

21 October 2016

25 November 2016

10 March 2017

02 June 2017

All at 09.00, Rivers Suite, Craiglockhart Campus.

VALEDICTIONS

Thanks were extended to members for their contributions over the past year. Particular thanks were extended to Rob Kemmer who was retiring from the University after more than 30 years' service. The Principal noted the significant contribution Rob had made to the University, Academic Board and through his membership of Court.

Thanks were extended to Sophie Goddard (outgoing ENSA President) and to the other outgoing student members. Thanks were also extended to outgoing ENSA Sabbatical Officer Daire Guilfoyle.

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