EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT

ACADEMIC BOARD

Minutes of the meeting held Friday 10th March 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); Ms A Andrews (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 A Fonzone (School of Engineering & the Built Environment); Dr M Foster (School Academic Lead, Learning & Teaching); Ms N Graham (Assistant Principal); Professor E Hart (Professoriate); Dr G Hutchison (Dean, School of Applied Sciences); Dr S Logie (Director, School Support Service & Academic Registrar); Professor A McCleery (Professoriate); Dr I McIntosh (Acting Dean, School of Engineering & the Built Environment); Dr D MacLean (School Academic Lead, Learning & Teaching); Professor James O'Kane (Dean, Business School); Dr Eva Malone (School of Applied Sciences); Dr L Muir (School of Computing); Professor B Paechter (School Academic Lead, Research); 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).

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

APOLOGIES:
Mr S Chowdhry (School of Engineering & the Built Environment); Ms A Fraser (ENSA Rep); Dr A Gavris (Business School); Dr J Hails (School of Arts & Creative Industries); Professor T Humphrey (Dean, School of Health & Social Care); Mr M Innes (School of Arts & Creative Industries); Professor J Kennedy (Dean, Research & Innovation); Mr R Lannon (School Academic Lead, Quality Enhancement); Ms P Miller-Judd (Dean, School of Arts & Creative Industries); Dr B Neades (School of Health & Social Care); Mr Sagar KC (ENSA Rep); Dr S Smith (Dean, School of computing); Mr D Telford (Director, Information Services); Dr N Urquhart (School of Computing).

1.   **WELCOME & OPENING REMARKS**

1.1   The Convenor welcomed members to the meeting and welcomed Naomi Graham (Assistant Principal (International)) to her first meeting.

1.2   The apologies were **noted.**

PART A: ITEMS FOR DISCUSSION & DECISION

2.   MINUTES OF MEETING HELD ON 25 NOVEMBER 2016   AB(16/17)29

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)30

4.1   The Principal introduced her written report and highlighted the current position with regard to the Scottish budget and the Scottish Funding Council (SFC) indicative grant letter. The continued challenging funding environment was noted.

4.2   In terms of political developments, the Scottish Government's Enterprise and Skills review and lobbying activity in support of the retention of a separate board for the SFC was noted, as was the emerging government focus on work towards streamlining the learner journey. Developments around Brexit and the reduction in Undergraduate EU applications within the University and across the UK were also noted. The importance of exploring joint programmes and shorter periods of study with EU partner institutions in anticipation of Brexit was also recognised as important.

4.3   With regard to staff engagement, there was discussion around the recent round of "Campus Conversations", which were being run as a trial in a new format in response to feedback from colleagues. It was noted that there had been low academic staff turnout at the Sighthill session in particular, but that colleagues appreciated the opportunity for discussion and engagement presented by these sessions notwithstanding difficulties in attending. The Dean of Applied Sciences reported that the feedback received at the Sighthill session was welcomed and that further conversations with colleagues and a management team meeting had been held in the School to engage with the issues raised. It was noted that the format of these events would be reviewed following the conclusion of the trial.

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

5.   REPORT ON 2017/18 ADMISSION CYCLE   AB(16/17)31

5.1   Academic Board received the paper which presented an update on student applications and the recruitment and admissions process for the 2017 admissions cycle. The priority on conversion activity was highlighted and efforts underway to improve applicant visit days in support of this were noted. It was also noted that the introduction of a direct University application form for international students was also expected to improve conversion.

5.2   Discussion followed during which the range of internal factors which influence recruitment alongside the current external factors were noted, as was the importance of enhancing marketing activity at programme level.

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

6. **STUDENT ENROLMENTS AND FORECAST FOR 2017/18**   AB(16/17)32

6.1 Academic Board received the paper which provided a summary of student enrolments and forecasts for the academic year 2016/17 on-campus student population segments.

6.2 Academic Board **noted** the report.

7. **UNIVERSITY STRATEGY KEY PERFORMANCE INDICATORS** AB(16/17)33 **AND ACADEMIC STRATEGY KPIS**

7.1 Academic Board received the paper which presented the agreed set of University Key Performance Indicators (KPIs), which are used to monitor progress towards the University Strategy 2020. The indicators were presented with indicative trajectories for each of the measures to 2020 using 2013/14 as a baseline. A number of key points arising from the report were highlighted, with the need to improve institutional performance in the NSS being emphasised as an area of particular importance.

7.2 Discussion followed during which it was noted that many individual areas within the University were already achieving or exceeding the target levels of performance in the NSS and that achieving consistency was key to improving scores overall. The importance of emphasising the positive progress and work underway was emphasised.

7.3 In response to a question regarding the proportion of the University's research funding which came from the EU currently, it was noted that this would be confirmed and information circulated to the Board.

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

8. **PLANNING PROCESS UPDATE**

8.1 Academic Board received an update on the planning process and discussions which had been taking place with Schools and Professional Services to identify planning priorities with a focus on achieving growth. The importance of positive communication about portfolio development was recognised as important.

8.2 Academic Board **noted** the update.

9. **DRAFT SFC OUTCOME AGREEMENT**   AB(16/17)34

9.1 Academic Board received the paper which presented the well-developed draft of the University's Outcome Agreement with the Scottish Funding Council for 2017/18.

9.2 It was suggested that future iterations of the agreement should put greater emphasis on the University's Athena Swan activities with regard to the advancement of gender equality.

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

10. HIGHER EDUCATION ACHIEVEMENT REPORTS   AB(16/17)35

10.1 Academic Board received the paper which presented an update on progress being made towards the introduction of HEAR (Higher Education Achievement Reports).

10.2 Academic Board **noted** the paper.

11. STUDENT APPEALS, COMPLAINTS & CONDUCT: AB(16/17)36 STATISTICS AND ANNUAL REPORT*

11.1 Academic Board received the paper which provided the annual report on matters relating to the areas of academic appeals, complaints and student conduct.

11.2 Discussion followed during which the increasing requirement for more training and support to staff in order to meet growing support requirements from students was noted.

11.3 Thanks were extended to Richard Bews (Appeals, Complaints and Conduct Manager) for his excellent work in supporting this important area.

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

12. HONORARY AWARDS*   AB(16/17)37
[Clerk's note: This paper was tabled and collected from members following the meeting]

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

12.2 Members were encouraged to put forward nominations which would help improve gender balance.

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.

13. Minutes of Student Experience Committee meeting held on 7 February 2017
The minutes were **noted**.   **AB(16/17)38**

14. Minutes of Research & Innovation Committee meeting held on 9 February 2017
The minutes were **noted**.   **AB(16/17)39**

15. Minutes of Learning, Teaching & Assessment Committee meeting held on 1 March 2017
The minutes were **noted**.   **AB(16/17)40**

PART C   ITEMS FOR INFORMATION

**16.   REPORT ON UNIVERSITY KEY RISKS APPROPRIATE   AB(16/17)41
         TO ACADEMIC BOARD***

16.1 Academic Board **noted** the Top Risks monitoring report.

17.   SCHEDULE OF MEETINGS 2016/17:

Noted as:
02 June 2017

At 09.00, Rivers Suite, Craiglockhart Campus.

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