

**APPROVED  
CIRCULATED**

**AB(17/18)14**

**EDINBURGH NAPIER UNIVERSITY  
UNIVERSITY COURT**

**ACADEMIC BOARD**

**Minutes of the meeting held Friday 20<sup>th</sup> October 2017 at 9.00 am in  
The Rivers Suite, Craiglockhart Campus**

**PRESENT:**

Professor A Sambell (Vice Principal (Deputy Vice Chancellor)) (Convenor); Ansten Augustus Arulpragasam (Student Rep); Franziska Baumann (Student Rep); Dr S Cairncross (Assistant Principal); Dr N Cimini (School of Applied Sciences); Dr A Fonzone (School of Engineering & the Built Environment); Dr J Hails (School of Arts & Creative Industries); 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); Dr L Muir (School of Computing); Mr D Telford (Director, Information Services); Ms A Sharp (School of Health & Social Care); Dr S Smith (Dean, School of computing); Dr E Theodoraki (Business School); Professor Alyson Tobin (Interim Dean, Business School); Professor B Webster-Henderson (Dean, Learning & Teaching); Dr N Urquhart (School of Computing).

**IN ATTENDANCE:**

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

**APOLOGIES:**

Professor A Nolan (Principal & Vice Chancellor); Professor L Dryden (School Academic Lead, Research); Dr A Gavris (Business School); Ms N Graham (Assistant Principal); Professor E Hart (Professoriate); Professor T Humphrey (Dean, School of Health & Social Care); Mr M Innes (School of Arts & Creative Industries); Dr Eva Malone (School of Applied Sciences); Dr I McIntosh (Acting Dean, School of Engineering & the Built Environment); Professor A McCleery (Professoriate); Ms P Miller-Judd (Dean, School of Arts & Creative Industries); Dr B Neades (School of Health & Social Care); Professor B Paechter (School Academic Lead, Research).

**1. WELCOME & OPENING REMARKS**

- 1.1 The Convenor welcomed members to the first meeting of the new session and extended a particular welcome to the new student members and to Professor Alyson Tobin (Interim Dean of the Business School) who were attending their first meeting.
- 1.2 The apologies were **noted**.

**PART A: ITEMS FOR DISCUSSION & DECISION**

**2. MINUTES OF MEETING HELD ON 2 JUNE 2017**

**AB(16/17)58**

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

### **3. MATTERS ARISING**

3.1 No matters arising were identified.

### **4. PRINCIPAL'S REPORT**

**AB(17/18)01**

4.1 Academic Board **noted** the report.

### **5. REPORT ON STUDENT SURVEYS**

**AB(17/18)02**

5.1 Academic Board received the paper which identified themes across the various student satisfaction surveys undertaken and outlined the actions being taken by the University in response to the student feedback received. Further context was provided to the data presented in relation to the PRES along with an overview of action planning activity underway in relation to it.

5.2 Discussion followed during which the critical role of the Programme Leader in enhancing the student experience was recognised, as were some of the challenges they faced in performing their duties. The importance of providing support to help Programme Leaders carry out their roles effectively was emphasised and the role of Programme Leader Forums and leadership development training were highlighted as elements which would contribute to this. The importance of effective Staff Student Liaison Committees and Boards of Studies with appropriate student representation was noted. Difficulties faced by the Students' Association, ENSA, in identifying Programme Reps for the current session were highlighted and it was agreed that support should be provided to help ensure more Reps were signed up. The need to make improvements around student engagement, voice and community were recognised, and the upcoming Student Engagement Strategy, which would cover these areas, was highlighted. It was noted that this strategy would be brought to the Board at a future meeting. In response to a query as to whether there was any gender differentiation which could be discerned from NSS responses, it was noted that the data was available to enable this to be explored further.

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

### **6. ACADEMIC CALENDAR REVIEW UPDATE**

**AB(17/18)03**

6.1 Academic Board received the paper which outlined a range of issues surrounding possible future amendments to the academic calendar and provided a number of principles and an indicative alternative academic calendar for discussion. It was noted that the paper was in the process of being discussed at a range of forums, including within Schools, and that the working group would gather and reflect on the feedback obtained and bring a recommendation to Academic Board at its December meeting.

6.2 Lengthy discussion followed in which a wide range of detailed comments were fed back by members. Members were broadly positive about the principles presented, whilst recognising a number of issues and points of detail which

would need to be worked through and resolved in operationalising any proposal. It was noted that feedback to date had been particularly positive about revision weeks, student opportunities weeks and later start dates, however there was particular concern around the potential reduction in contact time with students. The implications for the academic workload were also discussed.

6.3 Members were thanked for their detailed consideration and feedback and invited to provide any further feedback to the working group outwith the meeting.

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

## 7. HONORARY AWARDS\* AB(17/18)04

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

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

7.2 It was noted that good progress had been made in terms of the gender balance of nominations received, but that further progress could be made to enhance the broader diversity of nominations. Members were encouraged to consider and put forward appropriate nominees in view of this.

7.3 Following discussion around nomination criteria and the balance of nominees in terms of their background, it was agreed to provide, for members' information, the list of those who had received Honorary Awards along with the criteria and guidance for selection.

## 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.

8. Minutes of Research & Innovation Committee meeting held on AB(17/18)05  
22 September 2017

It was noted that the committee was reflecting on the most effective way to communicate outcomes and decisions arising from its business.

The minutes were **noted**.

9. Minutes of Joint Student Experience Committee & Learning, AB(17/18)06  
Teaching & Assessment Committee meeting held on 28  
September 2017

It was noted that LTAC & SEC were meeting jointly this session to enable a coherent focus on overlapping areas of activities particularly surrounding NSS feedback.

The minutes were **noted**.

## **PART C ITEMS FOR INFORMATION**

### **10. RESEARCH & INNOVATION COMMITTEE ANNUAL REPORT AB(17/18)07**

10.1 Academic Board **noted** the 2016/17 annual report of the Research & Innovation Committee.

### **11. LEARNING, TEACHING & ASSESSMENT COMMITTEE ANNUAL REPORT AB(17/18)08**

11.1 Academic Board **noted** the 2016/17 annual report of the Learning, Teaching & Assessment Committee

### **12. STUDENT EXPERIENCE COMMITTEE ANNUAL REPORT AB(17/18)09**

12.1 Academic Board **noted** the 2016/17 annual report of the Student Experience Committee.

### **13 QUALITY & STANDARDS COMMITTEE ANNUAL REPORT AB(17/18)10**

13.1 Academic Board **noted** the 2016/17 annual report of the Quality & Standards Committee.

13.2 Thanks were extended to all those involved in Academic Board's sub-committees for the significant and valuable work they had undertaken over the past year.

### **14. ANNUAL REPORT ON QUALITY ENHANCEMENT ACTIVITY TO THE SFC: FINAL REPORT AB(17/18)11**

14.1 Academic Board **noted** the final submitted annual report to the Scottish Funding Council on institution-led processes to maintain and enhance academic quality.

### **15. ACADEMIC BOARD MEMBERSHIP & TERMS OF REFERENCE AB(17/18)12**

15.1 Academic Board **noted** its terms of reference and membership for 2017/18.

15.2 The outcome of the Board's annual effectiveness evaluation was also noted.

### **16. FORWARD SCHEDULE OF BUSINESS AB(17/18)13**

16.1 Academic Board **noted** the 2017/18 Forward Schedule of Business.

### **17. SCHEDULE OF MEETINGS 2017/18:**

Noted as:

8 December 2017  
9 March 2018  
1 June 2018

All at 09.00, Rivers Suite, Craiglockhart Campus.

## **OTHER MATTERS**

It was noted that the University had been successful in its bids for funded places for Graduate Level Apprenticeships.

The ENSA President extended an invitation to members to attend the Scotland Celebrates Black History Month event on 30 October.

Thanks were extended to members who had demitted their membership of the Board since the last session.

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