



**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT**

ACADEMIC BOARD

Minutes of the meeting held on 9 March 2018 at 0900
in the Rivers Suite, Craiglockhart Campus

PRESENT: Professor A Nolan (Principal & Vice Chancellor) (Convenor); Professor A Sambell (Senior Vice Principal & Deputy Vice Chancellor); Franziska Baumann (Student Rep); Mrs G Boag (Dean, Business School); Dr S Cairncross (Assistant Principal); Dr S Dawkes (School Academic Lead, Learning & Teaching); Ms N Graham (Vice Principal); Dr J Hails (School of Arts & Creative Industries); Professor E Hart (Professoriate); Dr G Hutchison (Dean, School of Applied Sciences); Mr M Innes (School of Arts & Creative Industries); 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 Eva Malone (School of Applied Sciences); Professor A McCleery (Professoriate); Professor B Paechter (School Academic Lead, Research); Clement Rault (Student Rep); Dr S Smith (Dean, School of Computing); Dr E Theodoraki (Business School); Mr M Thomson (School of Engineering & the Built Environment); Dr N Urquhart (School of Computing); Professor B Webster-Henderson (Dean, Learning & Teaching); Dr B Windram (School Academic Lead, Learning & Teaching).

IN ATTENDANCE: Mr D Cloy (University Secretary); Dr C Steen (Clerk); Professor A Tobin (Observer).

APOLOGIES: Ansten Augustus Arulpragasam (Student Rep); Dr N Brown (School Academic Lead, Quality Enhancement); Dr N Cimini (School of Applied Sciences); Professor L Dryden (School Academic Lead, Research); Dr A Fonzone (School of Engineering & the Built Environment); Dr A Gavris (Business School); Professor T Humphrey (Dean, School of Health & Social Care); Ms P Miller-Judd (Dean, School of Arts & Creative Industries); Dr L Muir (School of Computing); Dr I McIntosh (Acting Dean, School of Engineering & the Built Environment); Dr B Neades (School of Health & Social Care);

Ms A Sharp (School of Health & Social Care); Mr D Telford (Director, Information Services).

1. WELCOME & APOLOGIES

- 1.1 The Convenor welcomed members to the meeting and extended a particular welcome to G Boag, Dean of the Business School and C Steen, Clerk.
- 1.2 The apologies were noted.

PART A – ITEMS FOR DISCUSSION & DECISION

2. MINUTES OF MEETING HELD ON 8 DECEMBER 2017 AB(17/18)025

- 2.1 The minutes of the meeting held on 8 December 2017 were approved.

3. MATTERS ARISING

- i) **Academic Board Constitution Amendment (minute 5):** Members were reminded that the University was proceeding with the recruitment of two Vice Principals and were advised that proposals relating to amendment of the Academic Board ex-officio membership would be brought to the 1 June 2018 meeting of Academic Board following successful appointment to these positions.

4. PRINCIPAL'S REPORT AB(17/18)026

- 4.1 Members were advised that the University had been appraised by the Scottish Funding Council (SFC) of funding allocations for 2018/19, which amounted to a 0.34% increase compared with 2017/18. The University had been requested to accommodate c.80 additional undergraduate Nursing places: funding for the Nursing programmes was as yet unknown.
- 4.2 Discussions with the Scottish Government would be held in June 2018 regarding sector budgets: the sector would continue to press for a three-year budget allocation, but it was considered likely that annual allocations would continue in the short term.
- 4.3 It was noted that the Scottish Government and Universities Scotland had convened a joint Brexit working group in order to understand more fully potential consequences on students, subject disciplines and available skills post-Brexit.
- 4.4 Members were provided with a short update on the Widening Access agenda and noted that Universities Scotland had asked the Scottish Government for data on attainment in schools.

- 4.5 It was noted that Edinburgh Napier had enjoyed its largest ever January enrolment of international students, with continuing growth in online programmes.
- 4.6 In response to a question, it was confirmed that the University was actively managing the recruitment of students from the EU on a programme-by-programme basis. It was noted that the overall level of offers to EU applicants for 2018/19 was similar to that for 2017/18 at this time however the University had to manage its home population (Scottish domiciled) more strictly in order to address widening access commitments. It was confirmed that there was no policy of automatically rejecting applicants from the EU who would remain welcome in Edinburgh Napier, particularly to programmes with lower domestic recruitment profiles.
- 4.7 It was agreed that the Principal would ensure clarity of the approach and message with School Deans as they cascade this information within their School.
- 4.8 The Principal's Report was noted.

5. REPORT ON APPLICATIONS FOR 2018/19 AB(17/18)027

- 5.1 It was acknowledged that applications were down by c.2% on the same period in 2017: this was largely due to fewer multiple applications. It was confirmed that the number of unique applicants remained at 2017 levels.
- 5.2 Members were reminded of forthcoming Applicant Day events. The Widening Participation Team were also planning evenings focussed on attracting applicants who would be considered under the contextualised admissions policy. Members were asked to ensure full support was given to these important recruitment activities.
- 5.3 The Applications Report was noted.

6. STUDENT ENROLMENTS AND FORECAST FOR 2017/18 AB(17/18)028

- 6.1 The Planning & Business Intelligence Team were thanked for their work in compiling the report. It was noted that live access to the data was possible via COGNOS.
- 6.2 It was noted that the University had met its SFC-funded undergraduate numbers. Activity was underway to ensure recruitment in this area did not exceed SFC-imposed limits.
- 6.3 Members were advised that articulation enrolments had been slightly less than that agreed in the University's Outcome

Agreement. The level of students recruited via articulation routes would continue to be closely monitored.

- 6.4 Rest of UK (rUK) recruitment was a concern, with a shortfall of 123 students against the agreed target of 570. International recruitment was also challenging at undergraduate level, due in part to changes in the Chinese market.
- 6.5 The success of the two-year MBA programme and growing demand for taught postgraduate (TPG) programmes was noted.
- 6.6 The Student Enrolments Report or 2017/18 was noted.

7. UNIVERSITY STRATEGY KEY PERFORMANCE INDICATORS AND ACADEMIC STRATEGY KPIs **AB(17/18)029**

- 7.1 The Planning & Business Intelligence Team were again thanked for their work in compiling the report. Current levels of research income continued to be a concern, but activity and general trends suggested that this would improve.
- 7.2 Income from Continuous Professional Development (CPD) continued to be below expectation: the lack of external engagement exhibited by the lack of income was worrying. It was suggested that, if the benefits of conducting CPD were clearer, staff would engage more with this activity. Concern was voiced regarding the bureaucracy surrounding the delivery of CPD. The Senior Vice Principal agreed to give these issues consideration.
- 7.3 Members suggested that the colour coding used in the table in Appendix B of the paper be reviewed as the current scheme was too close to performance-related coding used elsewhere. It was agreed this would be communicated to the paper author.
- 7.4 Members discussed student experience and, in particular, experience outwith classrooms and campuses. It was suggested it would be helpful to maintain a register of issues raised by students and the actions taken. It was agreed to give the suggestion some consideration.
- 7.5 The annual update on Strategy 2020 KPIs was noted.

8. PLANNING PROCESS UPDATE **ORAL**

- 8.1 Members were advised that School plans had been submitted and Professional Services were in the process of submitting their plans. School plans exhibited good growth activity, e.g. graduate-level apprenticeships, new TPG programmes, new Allied Healthcare programmes, teacher education, online programmes, etc. Areas for continuing improvement included student satisfaction and

employability: it was stressed that attaining positive, improving trends for these was currently more important than meeting targets.

8.2 Plans were being scanned for workforce planning and development requirements which would inform future staff training programmes.

8.3 The Planning Process Update was noted.

9. ACADEMIC CALENDAR PROPOSAL

AB(17/18)030

9.1 Members were reminded of the background to the proposal and of the extensive consultation already undertaken. The proposal to create the Academic Calendar and its two workstreams, focussed on student experience and operationalisation, was outlined.

9.2 It was noted that the proposed changes to the academic calendar would create operational challenges for the School of Health & Social Care, which would need to be carefully addressed, as its teaching programmes were heavily influenced by professional body requirements.

9.3 Members discussed the proposed timing of the start of Trimester 2. The issue of moving to a 52 week naming convention was also discussed, and it was noted that this could cause some confusion for students and staff. It was observed that adopting a fixed spring break period, rather than aligning holidays with Easter, would alleviate this issue. It was noted this could be considered further in due course.

9.4 The recommendations contained in the paper were approved. It was agreed that a report would be brought to Academic Board in October 2018 regarding whether implementation in 2019/20 could be delivered successfully, or if a deferral to 2020/21 would achieve better outcomes for staff and students.

10. STUDENT RETENTION

AB(17/18)031

10.1 Members were advised that the annual retention report had just been released by the Higher Education Statistics Agency (HESA), showing that Edinburgh Napier's statistics had worsened, albeit the data referred to 2015/16.

10.2 In response to a question regarding reasons why students left the University, it was confirmed that Edinburgh Napier did not have a central referral point for capturing this information and should consider this as a priority for the future. A mechanism for this would be considered for the 1 June 2018 meeting once the HESA report had been fully analysed.

10.3 The Retention Update was noted.

**11. PERSONAL DEVELOPMENT TUTOR CHARTER: AB(17/18)032
UPDATE**

11.1 Members were advised that a full report on progress would be available for the June 2018 meeting of Academic Board. Generally, the Personal Development Tutor (PDT) process appeared to be working well but was inconsistent.

11.2 The PDT Charter Update was noted.

PART B RECEIPT OF MINUTES

**12. MINUTE FROM THE JOINT MEETING OF LEARNING, AB(17/18)033
TEACHING & ASSESSMENT COMMITTEE AND
STUDENT EXPERIENCE COMMITTEE HELD ON 6
FEBRUARY 2018**

12.1 It was noted that the student programme handbook had been reviewed and would in future be published in two parts: the 'MyUniversity' part would focus on general University information, while the 'MyProgramme' part would contain programme-specific information. This was welcomed.

12.2 The minutes were noted.

**13. MINUTE FROM THE RESEARCH & INNOVATION AB(17/18)034
COMMITTEE HELD ON 14 FEBRUARY 2018**

13.1 Members were advised of the development of a Code of Practice for REF2021. The Code would be widely consulted upon and a paper would be brought to Academic Board at an appropriate point.

13.2 It was noted that a COGNOS dashboard was being developed specifically for research KPIs.

13.3 Members were advised that a 'mini-REF' would be undertaken in June 2018. Schools were encouraged to fully engage with the exercise.

13.4 The minutes were noted.

PART C – ITEMS FOR INFORMATION

**14. DRAFT SCOTTISH FUNDING COUNCIL OUTCOME AB(17/18)035
AGREEMENT**

14.1 The draft Outcome Agreement was noted.

**15. STUDENT APPEALS, COMPLAINTS AND CONDUCT: AB(17/18)036
STATISTICS AND ANNUAL REPORT**

15.1 Mr R Bews, Appeals Complaints and Conduct Manager, was thanked for his work relating to appeals, complaints and conduct and for compiling the report.

15.2 The Annual Student Appeals, Complaints and Conduct report was noted.

**16. HIGHER EDUCATION ACHIEVEMENT RECORD AB(17/18)037
(HEAR): UPDATE**

16.1 Members were advised that it was intended to introduce HEAR from June 2018.

16.2 The update on the Higher Education Achievement Record was noted.

**17. REPORT ON UNIVERSITY KEY RISKS APPROPRIATE AB(17/18)038
TO ACADEMIC BOARD**

17.1 Members were advised that the University Risk Register had been considered by the Audit and Risk Committee of Court on 7 March 2018. The lack of completed 'MyContribution' objectives had been noted by the committee.

17.2 The report on risks appropriate to Academic Board was noted.

18. DATE OF NEXT MEETING

01 June 2018 at 0900 in the Rivers Suite, Craiglockhart Campus.