

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY COURT**

ACADEMIC BOARD

Minutes of the meeting held on **19 October 2018** at **0900**
in the Rivers Suite, Craiglockhart Campus

PRESENT: Professor A Sambell (Senior Vice Principal & Deputy Vice Chancellor) (Convenor); Professor A Tobin (Vice Principal of Learning & Teaching); Mr W Baah (Student Campus Representative, Merchiston); Mrs G Boag (Dean, Business School); Dr J Brodie (School Academic Lead, Learning & Teaching); Dr N Cimini (School of Applied Sciences); Ms S Ernst (Student Campus Representative, Craiglockhart); Dr A Fonzone (School of Engineering & the Built Environment); Mr J Fraser (ENSA President); Dr J Hails (School of Arts & Creative Industries); Professor E Hart (Professoriate); Ms G Norris (*for Professor T Humphrey (Dean, School of Health & Social Care)*); Dr G Hutchison (Dean, School of Applied Sciences); Professor J Kennedy (Dean, Research & Innovation); Mr R Lannon (School Academic Lead, Quality Enhancement); Dr C Mahoney (School of Health & Social Care); Dr E Malone (School of Applied Sciences); Prof M Deakin (Acting Dean, School of Engineering & the Built Environment); Dr B Neades (School of Health & Social Care); Professor B Paechter (School Academic Lead, Research); Ms A Samra (Student Campus Representative, Sighthill); Prof S Smith (Dean, School of Computing); Dr E Theodoraki (Business School); Dr N Urquhart (School of Computing).

IN ATTENDANCE: Mr D Cloy (University Secretary); Dr C Steen (Clerk); Ms A McLean (VP, ENSA).

APOLOGIES: Professor A Nolan (Principal & Vice Chancellor); Ms N Graham (Vice Principal for International); Dr N Brown (School Academic Lead, Quality Enhancement); Dr S Cairncross (Assistant Principal); Professor S Dawkes (School Academic Lead, Learning & Teaching); Professor L Dryden (School Academic Lead, Research); Dr A Gavris (Business School); Professor T Humphrey (Dean, School of Health & Social Care); Mr M Innes (School of Arts & Creative Industries); Dr S Logie (Director, School Support Service & Academic Registrar); Professor Alison McCleery (Professoriate); Ms P Miller-Judd (Dean, School of Arts &

Creative Industries); Dr L Muir (School of Computing); Dr D Telford (Director, Information Services); Mr M Thomson (School of Engineering & the Built Environment); Professor B Webster-Henderson (Dean, Learning & Teaching).

1. WELCOME & APOLOGIES

1.1 The Convenor welcomed members to the first Academic Board meeting of 2018/19.

2. MINUTES OF MEETING HELD ON 1 JUNE 2018 AB(18/19)01

2.1 The minutes of the meeting held on 1 June 2018 were approved.

2.2 It was noted that, since the Director of Information Services had given his apologies for the meeting, a written update on progress with the availability/development of a suitable online platform to communicate with the wider student population (action under item 7.3) would be sought and would be circulated to members.

2.3 Members were advised that the career progression framework for research staff (item 7.4) would be included on the agenda of the November 2018 Academic Board.

3. MATTERS ARISING

a) **Military Education Committee (item 26.1):** Members were advised that one nomination was received and had been communicated to the Principal's Office.

4. PRINCIPAL'S REPORT AB(18/19)02

4.1 The Principal's Report was noted.

5. STUDENT SURVEYS: OUTCOMES AND ACTIONS AB(18/19)03

5.1 The disappointing overall National Student Survey (NSS) result was noted and discussed. It was stressed that there were many areas within the University which had improved their position with regard to the previous NSS.

5.2 The positive Postgraduate Taught Experience Survey (PTES) result was discussed. It was noted that the dissertation preparation stage required attention to further improve the overall results.

5.3 Members discussed utilising the positive aspects of the NSS, PTES and Postgraduate Research Experience Survey (PRES) results to support student recruitment. The Vice Principal of Learning and Teaching undertook to discuss this with Marketing and Communications.

- 5.4 The possibility of developing a 'Classroom Skills' course for postgraduate students and new staff involved in teaching was discussed. The Dean of Research & Innovation agreed to discuss this with the Department of Learning and Teaching Enhancement.
- 5.5 It was suggested that students should be consulted on programme and other changes (e.g. cancelled classes, change of room) at the earliest opportunity. The Personal Development Tutor (PDT) and Staff/Student Liaison Committees (SSLCs) should both be used to capture, and act upon, concerns.
- 5.6 The Student Surveys: Outcomes and Actions paper was noted.

6. FEEDBACK ON OPERATION OF PERSONAL DEVELOPMENT TUTORS AND STAFF-STUDENT LIAISON COMMITTEES **Discussion**

- 6.1 As stated in 5.5 above, it was agreed that fully functioning PDT and SSLC processes were vital in improving the student experience. It was noted that the target for 2018/19 was for every student to have a PDT.
- 6.2 It was suggested it would be helpful to email all students at the beginning of every academic year to advise of their PDT, since these could alter due to staff changes, etc. Meetings with PDTs should also be formally timetabled: it was noted this was being actively considered by the timetabling project team.
- 6.3 It was further suggested it would be useful for students to have a formal role description for PDTs and other support resources (e.g. year tutors, programme leaders) so they could quickly find the correct source should they have an issue.
- 6.4 Members discussed student representation and it was noted that the Edinburgh Napier Students' Association (ENSA) had held representative training and were intending to convene further events to cover those who were unable to attend the earlier sessions. The poor attendance at these events (and at SSLC meetings) was noted: clashes with timetabled academic activity was cited as the main reason for non-attendance. Members were asked to do all they could to encourage/release students to attend such training/ meetings.
- 6.5 It was suggested it would be helpful if formal accreditation for student representative activity could be developed (with such accreditation being dependent on the student engaging fully with the SSLC and other programme-based activities).

7. UNIVERSITY ACADEMIC PLANS AND TOP 10 PRIORITIES **AB(18/19)04**

- 7.1 Members discussed the University Annual Plan and the top ten priorities. It was suggested that, since staff satisfaction underpinned the other priorities, it should in itself be given a higher profile.
- 7.2 The supervision of postgraduates was discussed and it was suggested that capacity could be shared across the University in order to better support doctoral students.
- 7.3 Pressure on space and other resources was becoming apparent due to the growing postgraduate population. It was suggested that thought should be given to providing additional resources to meet future anticipated provision.
- 7.4 The academic priorities for 2018/19 were noted.

8. ACADEMIC CALENDAR PROJECT UPDATE **Verbal Report**

- 8.1 Members were advised that the Academic Calendar Project groups had been discussing the possibility of changing the trimester structure, i.e. moving from a twelve week to eleven week teaching block in each trimester. An update on the proposal would be provided at the November 2018 meeting of Academic Board once feedback to the proposed change had been fully considered.

9. HONORARY AWARDS **AB(18/19)05**

- 9.1 The honorary award nominations detailed in the tabled paper were approved and were recommended to Court for endorsement.

10. HONORARY AWARDS GUIDELINES **AB(18/19)06**

- 10.1 The revised honorary awards guidelines were briefly discussed and recommended to Court for final approval.

PART B RECEIPT OF MINUTES

11. MINUTE FROM THE JOINT MEETING OF LEARNING, TEACHING & ASSESSMENT COMMITTEE & STUDENT EXPERIENCE COMMITTEE HELD 25 SEPTEMBER 2018 **AB(18/19)07**

- 11.1 The minute from the joint meeting of the Learning, Teaching & Assessment Committee & Student Experience Committee, held on 25 September 2018, was noted.

12. MINUTE FROM THE RESEARCH & INNOVATION COMMITTEE HELD ON 05 OCTOBER 2018 AB(18/19)08

12.1 The minute from the Research & Innovation Committee, held on 05 October 2018, was noted.

PART C ITEMS FOR INFORMATION

13. ANNUAL REPORT OF RESEARCH AND INNOVATION COMMITTEE 2017/18 AB(18/19)09

13.1 The Annual Report of the Research And Innovation Committee 2017/18 was noted.

14. LEARNING, TEACHING AND ASSESSMENT COMMITTEE & STUDENT EXPERIENCE COMMITTEE ANNUAL REPORT 2017/18 AB(18/19)10

14.1 The Learning, Teaching and Assessment Committee & Student Experience Committee Annual Report 2017/18 was noted.

15. QUALITY & STANDARDS COMMITTEE ANNUAL REPORT AB(18/19)11

15.1 The Quality & Standards Committee Annual Report was noted.

16. ANNUAL REPORT ON INSTITUTION-LED REVIEW TO THE SCOTTISH FUNDING COUNCIL 2017/18 AB(18/19)12

16.1 The Annual Report on Institution-Led Review to the Scottish Funding Council 2017/18 was noted.

17. ACADEMIC BOARD MEMBERSHIP AND TERMS OF REFERENCE AB(18/19)13

17.1 The Academic Board Membership and Terms Of Reference were noted.

18. FORWARD SCHEDULE OF BUSINESS AB(18/19)14

18.1 The Forward Schedule of Business for 2018/19 was noted.

19. DATE OF NEXT MEETING

All at 0900 in the Rivers Suite, Craiglockhart Campus:

30 November 2018
08 March 2019
07 June 2019