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AB (18/19) 028

**EDINBURGH NAPIER UNIVERSITY  
UNIVERSITY COURT**

**ACADEMIC BOARD**

Minutes of the meeting held on **30 November 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); Dr J Brodie (School Academic Lead, Learning & Teaching); D MacDonald (*for Dr N Brown (School Academic Lead, Quality Enhancement)*); Dr S Cairncross (Assistant Principal); Dr N Cimini (School of Applied Sciences); Professor S Dawkes (School Academic Lead, Learning & Teaching); Ms S Ernst (Student Campus Representative, Craiglockhart); Mr J Fraser (ENSA President); Dr J Hails (School of Arts & Creative Industries); Professor E Hart (Professoriate); Dr G Hutchison (Dean, School of Applied Sciences); Professor J Kennedy (Dean, Research & Innovation); Dr S Logie (Director, School Support Service & Academic Registrar); Dr C Mahoney (School of Health & Social Care); Dr E Malone (School of Applied Sciences); Professor Alison McCleery (Professoriate); Dr L Muir (School of Computing); Professor M Deakin (Acting Dean, School of Engineering & the Built Environment); Professor 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).

**IN ATTENDANCE:** Dr C Steen (Clerk)

**APOLOGIES:** Professor A Nolan (Principal & Vice Chancellor); Ms N Graham (Vice Principal for International); Mr W Baah (Student Campus Representative, Merchiston); Mrs G Boag (Dean, Business School); Dr N Brown (School Academic Lead, Quality Enhancement); 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); Mr M Innes (School of Arts & Creative Industries); 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); Professor B Paechter (School Academic Lead,

Research); Ms A Samra (Student Campus Representative, Sighthill).

**1. WELCOME & APOLOGIES**

1.1 The Convenor welcomed everyone to the meeting. The apologies were noted.

**2. MINUTES OF MEETING HELD ON 19 OCTOBER 2018 AB(18/19)15**

2.1 The minutes of the meeting held on 19 October 2018 were approved.

2.2 Members were reminded that a written update had been circulated (by email on 16 November 2018) on progress with the availability/ development of an online platform to communicate with the student population (para 2.2).

**3. MATTERS ARISING**

- a) **Use of NSS, PTES and PRES in student recruitment (item 5.3):** Members were advised that an initial meeting had been held with the Director of Marketing & External Relations to discuss the use of PTES and PRES survey results in student recruitment campaigns.

It was apparent that the use of PRES results in particular was not a priority for the marketing team. The Vice Principal of Learning and Teaching undertook to address this issue with Marketing & External Relations.

- b) **Development of 'Classroom Skills' course (item 5.4):** The Dean of Research & Innovation confirmed that, while there was not a discrete classroom skills course for students undertaking teaching, classroom skills were covered in the training programme these students received.

**4. PRINCIPAL'S REPORT AB(18/19)16**

4.1 In response to a query relating to the cost of gaining settled status for staff who were EU citizens post-Brexit, the Convenor agreed to reflect on the issue and clarify the University's position at the March 2019 meeting.

4.2 The Principal's Report was noted.

**5. REF 2021: DRAFT INSTITUTIONAL CODE OF PRACTICE AB(18/19)17**

5.1 Members were advised that the final version of the REF Code of Practice would be considered at the next Academic Board meeting

in March 2019 for approval before being submitted to the Scottish Funding Council.

- 5.2 The proposal for individuals to score their own research outputs was outlined, together with the role of Schools and external reviewers in scoring outputs categorised as 2\* and 3\* and above respectively.
- 5.3 Use of the Workload Allocation Model (WAM) to identify those staff with significant responsibility for research was discussed and it was noted that work was underway to improve the accuracy of data held in WAM.
- 5.4 It was hoped to widen the remit of the Athena Swan committee to encompass equality and transparency issues related to WAM and research workload specifically. It was suggested that research ethics should also be included in the expanded committee remit. It was agreed to consider this.
- 5.4 Members were advised that further guidance from REF was expected in late January 2019. It was hoped the guidance would encompass key issues, such as an appeals process for special circumstances (e.g. lack of research outputs), treatment of small Units of Assessment, etc.
- 5.5 Members discussed support available to line managers regarding research objective setting. It was noted that Directors of Research were tasked with supporting staff in this regard. The Research & Innovation Office undertook to develop specific training if this dialogue was not effective.

## **6. SUMMARY OF MINI-REF 2018**

**AB(18/19)18**

- 6.1 Members were reminded that the data contained in the paper had been collected in March 2018. Twelve Units of Assessment (UoA) had been considered, with five being deemed to have Green status, four Amber, two Red and one non-viable.
- 6.2 Work was ongoing to address the actions emanating from the mini-REF and a meeting had been arranged in January 2019 to review the position. Key issues highlighted included the quality of the impact case studies and environment statements, and the identification and storage of evidence to support case studies.
- 6.3 Members were reminded that only outputs which had been placed in the University research repository within three months of acceptance would be eligible for REF. A very small proportion (5%) of non-compliant outputs would be allowed.

**7. UPDATE ON ATHENA SWAN AND GENDER ACTION PLANS AB(18/19)19**

- 7.1 Members received an update on the Athena SWAN and gender action plans. It was noted that School and institutional submissions for the bronze-level award had been unsuccessful. A lack of qualitative data and smarter action plans were identified as two areas where improvement was necessary.
- 7.2 It was clarified that the bronze level Athena SWAN award focussed specifically on academic staff: the silver and gold awards encompassed both academic and Professional Services staff.
- 7.3 Members discussed the gender balance of marketing literature being used by the University (e.g. females in engineering, males in healthcare roles). The Vice Principal of Learning and Teaching undertook to follow this up with the Marketing & External Relations department.
- 7.4 The update on Athena SWAN and Gender Action Plans was noted.

**8. STUDENT ENROLMENTS AND FORECASTS FOR ACADEMIC YEAR 2018/19 AB(18/19)20**

- 8.1 It was noted that the University had been successful in attracting students from a care-experienced background, having doubled intake to c.30 students for the current academic year.
- 8.2 Uncertainty regarding recruitment of (and SFC support for) students from the EU after 2019/20 was noted.
- 8.3 The student enrolments and forecasts update for 201819 was noted.

**9. UPDATE ON PLANNING AND BUDGETING PROCESS Verbal Report**

- 9.1 Members were advised that work was continuing to frame and streamline the planning guidance for 2019/20 and to better align the student planning and budgeting processes.
- 9.2 Members were reminded that some programmes relied heavily on EU students for viability and the focus should now be on focussing on other markets to replace these students.
- 9.3 The update on the planning and budgeting update was noted.

**10. PROPOSAL TO AMEND THE ACADEMIC CALENDAR AB(18/19)21**

- 10.1 The amended proposal to maintain twelve week teaching blocks in all trimesters was discussed. It was noted that the second trimester would start two weeks later to assist international students to secure

visas and that summer graduations, being held one week later than normal, would clash with the start of the school holiday period.

10.2 It was noted that the week numbering system to be adopted was a work in progress.

10.3 The revised academic calendar set out in the paper was approved.

**11. HONORARY AWARDS AB(18/19)22**

11.1 The two nominations recommended by the Honorary Awards Committee were approved for onward transmission to Court for endorsement.

**PART B RECEIPT OF MINUTES**

**12. MINUTE FROM THE RESEARCH & INNOVATION COMMITTEE HELD ON 16 NOVEMBER 2018 AB(18/19)23**

12.1 The minute from the Research & Innovation Committee, held on 16 November 2018, was noted.

**13. MINUTE FROM THE JOINT MEETING OF LEARNING, TEACHING & ASSESSMENT COMMITTEE & STUDENT EXPERIENCE COMMITTEE HELD ON 20 NOVEMBER 2018 AB(18/19)24**

13.1 The minute from the joint meeting of the Learning, Teaching & Assessment Committee and Student Experience Committee, held on 20 November 2018, was noted.

**PART C ITEMS FOR INFORMATION**

**14. SUMMARY OF LEAGUE TABLE RANKINGS AB(18/19)25**

14.1 The Summary of League Table Rankings was noted.

**15. UNIVERSITY TOP RISKS FOR ACADEMIC YEAR 2018/19 AB(18/19)26**

15.1 The University Top Risks for 2018/19 were noted.

**16. RESEARCH PROMOTION FRAMEWORK AB(18/19)27**

16.1 Members discussed the framework and its relation to the academic promotion framework. Members were requested to pass comments on the framework to the Dean of Research & Innovation. It was noted that the framework would be approved by the University Leadership Team once finalised.

**17. DATE OF NEXT MEETING**

All at 0900 in the Rivers Suite, Craiglockhart Campus:

08 March 2019

07 June 2019

**18. INTERNATIONAL CENTRES**

**Verbal Report**

18.1 Members were advised that the University was considering proposals to establish international centres in China, Vietnam and Uganda. The views of members were sought on the latter opportunity. It was noted that members would be invited to participate in a session to discuss the Uganda proposal.