

Minutes of a meeting of Academic Board held on 21 May 2014.

Present: Steve West (**Chair**), Elizabeth Apap-Bologna, Martin Boddy, Clayton Davies, John Deane, Jon Dovey, Paul Dowdall, Benjamin Drew, Megan Edmunds, Manuel Frutos-Peres, Alex Gilkison, Bernhard Gross, Catherine Hobbs, Dylan Jones-Evans, Lynne Lawrance, James Lee, Katie McFadden, Julie McLeod (**Deputy Chair**), Chris Moore, Paul Olomolaiye, Richard Parnaby, Glen Parry, Adam Pinfold, Darren Reynolds, Gerry Rice, Charlie Roper, Rachel Sales, Tommy Van-Steen, Aniko Varadi, Harry Winsor.

Apologies: Jason Briddon, Sarah Green, Jane Harrington, Mandy Lee, Steve Neill, Nicholas O'Regan, John Rushforth, Jeanette Sakel, Glenn Parry, Rosie Scott-Ward, Tracy Willis.

In Attendance: Jodie Anstee, Rachel Cowie (**Clerk**); Jo Midgley, Helen Millican (**Deputy Clerk**).

Observers: Tom Renyard (UWESU), James Costello (UCU).

MINUTES

Welcome from the Chair and update on membership

AB 14.5.1 Members, those in attendance and those observing were welcomed to the meeting and the apologies above were noted. It was reported that Jason Briddon would be the Library representative in attendance at future meetings, replacing Cathy Rex who had retired. The Board gave its formal thanks to Cathy wishing her well for the future. It was noted that Rachel Cowie had been appointed as Director of Academic Services (and that the service name had changed from Corporate and Academic Services).

AB 14.5.2 The Vice-Chancellor was required to leave the meeting early and Julie McLeod took the Chair from minute AB14.5.10 below.

Minutes of the meeting held on 12 March 2014

AB 14.5.3 The minutes of the meeting were confirmed as an accurate record.

Matters arising

AB 14.5.4 The matters arising from the last meeting about extenuating circumstances regulations and 'fit to sit' (minute AB14.3.9) and PhD publication (minute AB14.3.32) would come to the June meeting.

Vice-Chancellor's Report

AB 14.5.5 Paper AB 14/05/3 was received providing an update on issues considered by the

Vice-Chancellor's Executive (VCE). It covered: strategic planning; changes to senior management structures for 2015; agreement that there would be no marking boycott by the UCU; winning the prestigious National Undergraduate Employability Award 2014 for the Best University Careers/Employability Service; an article by the VC for 'The Conversation' about the broader role of universities; a summary of VCE business from the meeting in March.

Department of Creative Industries Proposal

- AB 14.5.6 A paper was received (AB 14/05/7) from the Pro-Vice Chancellor and Dean of the Faculty of Arts & Cultural Industries, Creative Industries and Education (ACE) outlining a proposed new structure for the Department of Creative Industries (DCI). The paper proposed that DCI would split into two Departments entitled Department of Art & Design and Department of Film and Journalism, each with its own Head of Department. Both Departments would remain within the University's Bower Ashton Campus.
- AB 14.5.7 For marketing purposes the paper proposed that the new departments would be branded as the 'Bristol School of Art & Design' and the 'Bristol School of Film & Journalism'. This nomenclature was discussed by the Board in the context of past, present and future use of the term 'School'; and the continuing discussions about the University's Bristol branding.
- AB 14.5.8 The Board was happy to **approve** the establishment of the two new departments with effect from August 2014, with the caveat that the Finance and Resources Executive is aware of the cost implications; and that further work is undertaken with Marketing around the Department/School nomenclature.

Action: Alex Gilkison with Liz Broadbent

Innovative and Creative Approaches to Learning, Teaching and Assessment

- AB 14.5.9 The Vice-Chancellor introduced this item in the context of the University's ambition to enable all students to have outstanding learning opportunities and experiences at UWE (ref UWE Bristol Strategy 2020). The TED Talk by Sir Ken Robinson from the RSA Animate Series "[Changing Education Paradigms](#)" was screened to help deliberations. The Vice-Chancellor raised the following points for discussion: what does innovation in teaching, learning and assessment look like; what tools do we have at our disposal; what are the barriers; how do we engage colleagues; how do we engage our students – to keep them with us, including pass rates and graduate outcomes? The full presentation is available on [SharePoint](#). The Board split into working groups to discuss it further. The outcome of the Board's discussions would be fed back to Academic Quality and Enhancement Committee (AQEC) and Faculty Academic Quality and Standards Committees (ASQCs) to further consider how the University develops models of learning that reach more students and help us towards our core purpose of inspiring people and transforming futures.
- AB 14.5.10 Some of the common themes arising from the discussion were: the role of the dissertation in a practice-led environment; too heavy a reliance on exams as a controlled component of assessment; risk aversion limiting creativity; the perception that Academic Regulations are constraining; barriers such as professional bodies; challenges of interdisciplinary working; how to enable a permissive culture and pilot innovative and creative approaches; the role of the Academic Development Programme; space within the curriculum to deliver and space in the academic year to develop innovative approaches; encouraging innovative and creative approaches through curriculum approval; listening more to students and co-creating programmes with them; trusting academics; showcasing innovative work.

Students' Union Report

- AB 14.5.11 A report was received (paper AB 14/05/2) providing an update from the Student Reps following feedback from SU Forums and the final Student Rep Committee (SRC) of the 13/14 academic year. The SRC had again invited a member of staff to discuss a particular topic. On this occasion the Student Partnership Officer in Academic Services, Cassie Agbehenu, presented the draft Student Engagement Framework to the Student Reps which was positively received. Discussion around the package of Extenuating Circumstances (ECs) policies which the University is working on, and the implementation of 'fit to sit', was discussed widely at SRC, the Spring SU Forums and at SRSFs. The recommendations made in relation to this in the report would be considered by the Director of Academic Services during preparation of the detailed paper and communication strategy which would be presented to June Academic Board.
- AB 14.5.12 The annual Student Rep & Student Led Teaching Awards had taken place in March. The list of award winners was presented to the Board and formally noted and applauded. The Students' Union expressed its thanks to faculties for their support of this event which saw staff and students coming together to celebrate the success of teaching, support and representation at UWE in 2013/14.
- AB 14.5.13 The Board thanked the Students' Union for its report and commended the professional way in which it had conducted its business with the University and its endeavors to support the University's Committees and, in particular, the work that had taken place around innovative representation methods at Glenside Campus. It was reported that some students had fed back to Departments, via SRSFs, that SU Forum had at times been overly political. It advised that the relationship between the SU Forum and SRSFs should be carefully balanced to ensure that the fora were inclusive of the entire student body.

Action: Rachel Cowie and Megan Edmunds

Feedback from and to Faculty Boards

- AB 14.5.14 Executive summaries from the FBL and the Hartpury Associate Faculty Boards were received (AB 14/05/4). It was explained that the Hartpury Associate Faculty Board was constituted with different Terms of Reference to help it towards becoming an autonomous Academic Board in the future. Hartpury Associate Faculty Board gave feedback on its HE strategy, Teaching & Learning, Research and Knowledge Exchange strategy, Students' Forum, and preparation for QAA review. FBL reported that it had reflected on the Students' Union Report to Academic Board December 2013 (AB13/12/2) and recommendations regarding Blackboard. A faculty template for Blackboard would be presented to the next Faculty Academic Standards and Quality Committee (ASQC) and the Faculty was in discussions about increasing Blackboard storage space. Also discussed was the Word Count Policy and its implementation with regard to artifacts such as film. Julie McLeod offered to discuss this with faculties. Also discussed was the Research Excellence Framework (REF) submission and Research Impact, together with the final draft of the Sustainability Plan 2014 and its impact on faculty developments.
- AB 14.5.15 The meeting of ACE Faculty Board was held on 19th May and discussed the new Departmental structure. HAS Faculty Board was not due to meet until 28th May.

Hartpury Associate Faculty transitional arrangements

- AB 14.5.16 A verbal update was received on arrangements for preparations for QAA Review and taught degree awarding powers. It was confirmed that new schedules to the Academic Agreement between UWE and Hartpury were being developed to manage

the changing relationship.

UWE Federation activities

- AB 14.5.17 The Director of Academic Services reported that the umbrella organisation of the Federation of Further Education Colleges' (FEC) partnerships were being dissolved. Partnerships with FECs would be managed in the same way as other academic partners in line with collaborative provision arrangements with, for example, separate Partnership Boards rather than under the 'UWE Federation' umbrella. Rachel Cowie and Jonathan Simmons were managing the transitional arrangements. Three FECs would remain strategic partners of the University and the relationships would be developed, but where faculties wished to continue to work with any FE partners relationships would be managed in line with collaborative provision arrangements.

Student Alcohol and Drugs Policy

- AB 14.5.18 The draft policy was presented to the Board for consideration. It was confirmed that Student Partnership Services was still in consultation with the Students' Union about the Policy. The Policy aimed to meet the University's legal obligations for health and safety; clarify the University's position on drug and alcohol misuse; and support those affected. The Board thanked The Healthy University Group and Student Partnership Services for the Policy and the positive impact it could have on the student experience. It did feel, however, that the Policy was over wordy and did not present as clearly as it might the University's view of the use of alcohol. The Board advised that the Policy should reference the Misuse of Drugs Act.
- AB 14.5.19 There was discussion about the Students' Union's strategy for more alcohol free events on Campus; students registering with local GPs as temporary patients; and the University Wellbeing Service's involvement in the Policy's implementation. There was also discussion about awareness of staff discipline with regard to drug and alcohol misuse and whether, in addition to this being covered by contracts of employment, a policy for staff would be useful.
- AB 14.5.20 The Board **approved** the Policy subject to further work being undertaken to address the points above with additional help being provided by Gerry Rice on behalf of the Board. It was confirmed that the Policy would not need to be brought back to Academic Board until it was reviewed after the first year of introduction.

Academic Committee Calendar

- AB 14.5.21 A revised paper AB 14/05/8 was tabled detailing the academic committee calendar 2014/15. It had been revised following consultation with Associate Deans Learning & Teaching and included an extra date for FBL and HAS Faculty Academic Quality and Standards Committees (ASQCs). Academic Services was thanked for facilitating this. The Board approved the calendar subject to dates being provided as a matter of urgency for the research committees where they were still outstanding.

Assessment Regulations for the Graduate Diploma in Law

- AB 14.5.22 Paper AB14/05/9 was received for approval to amend specific paragraphs of the Assessment Regulations for the Graduate Diploma in Law (GDL). The changes would enable the GDL Examining Board to grant an extension of time to students to complete the GDL, which hitherto had been a decision taken by the Professional Body Regulator the Joint Academic Stage Board (JASB). As part of recent reforms to the legal profession and legal education, JASB had been abolished with effect from January 2014. Higher Education Providers had been informed that in future

they could grant an extension of time to complete the GDL in accordance with their own regulations. The proposed amendments to the Assessment Regulations would enable the GDL Examining Board at UWE to grant an extension of time to complete on the same basis as the JASB would have done prior to January 2014. The revised Academic Regulations were **approved** with immediate effect.

Emeritus Appointment

- AB 14.5.23 The Board ratified the appointment of Professor Richard Parnaby as Emeritus Professor. The Board thanked Richard, who was present as a member of the Board, for his services to the University since 1996. Richard took the opportunity to thank the Board for the appointment. The Dean of FET invited Members to the Faculty Degree Show on 5 June 2014 where Richard's retirement would be acknowledged.

Academic Board Chair's action

- AB 14.5.24 It was reported that the following had been signed by the Vice-Chancellor: an Academic Agreement with Ho Chi Min City University of Transport, Vietnam; an extension to the existing Academic Agreement with Management Development Institute Singapore (MDIS) pending discussions on Agreement renewal; an amendment to the Agreement with HKU Space.

It was noted that it had been agreed that the Department of Nursing and Midwifery could design and deliver 20 credit versions of specific modules for an NHS Health Education South West tender.

Minutes from Committees of Academic Board

- AB 14.5.25 The following were received to note: Academic Quality and Enhancement Committee (AQEC) minutes of the meeting held on 9 April 2014; Research and Knowledge Exchange (RKE) Committee minutes of the meeting held on 19 February 2014.

Dates of future meetings

- AB 14.5.26 Wednesday 1 October 2014
Wednesday 17 December 2014
Wednesday 4 March 2015
Wednesday 20 May 2015
Wednesday 8 July 2015

All scheduled to be held in the Farmhouse Dartington Suite, Frenchay Campus

ACADEMIC BOARD ACTION SHEET FROM THE MEETING HELD ON 20 MAY 2014

Minute	Substance	Actioning Officer	Timescale
AB14.3.9	Extenuating circumstances and 'fit to sit'	Rachel Cowie, Director of Academic Services	25 June 2014 Academic Board
AB14.3.32	PhD Thesis publication	Neil Willey, Director UWE Graduate School	25 June 2014 Academic Board

Minute	Substance	Actioning Officer	Timescale
AB 14.5.8	Further work on the nomenclature of the new Departments	Alex Gilkison with Liz Broadbent, Deputy Director of Marketing and Communications	1 October 2014 Academic Board
AB14.5.9	Outcomes of discussions on innovative and creative approaches to learning and teaching to be feedback to AQEC and ASQCs	Helen Millican, Deputy Clerk	June 2014
AB 14.5.13	To continue discussions on how the SU Forum and SRSF governance structures interact	Rachel Cowie, Deputy Director of Academic Services and Megan Edmunds VP Education UWESU	By September 2014