



University of the
West of England

CONFIRMED

ACADEMIC BOARD

Minutes of the meeting of the Academic Board Committee held on Wednesday 14th March 2007

Present: J Rushforth (Chair), Dr G Attwood, Professor A Bensted, Professor M Boddy, J Bradley, Professor G Channon, N Clough, P Dowdall, Professor J Duffield, Dr K Foreman, Professor C Fudge, S Grive, A Habib, Dr J Harrington, T Harrison, W Jones, R Lawton, Professor J Longhurst, T McGoldrick, F Mertens, Dr S Newby, D Passfield, C Rex, Professor R Ritchie, Dr J Rogers, B Senior, J Thomas, Professor S West.

Apologies: M Adams, Professor C Aitchison, Professor R Cuthbert, R Gillibrand, Professor P Gough, Professor S Hagen, B Hawkins, M Keppel-Palmer, N Khurana, G Mann, Sir H Newby, K Phillips.

In attendance: R Bond (representing Professor S Hagen), Dr D Brennan (for minutes AB07.03.5.4 - AB07.03.5.4.3), J Clarke (for minutes AB07.03.4.3 - AB07.03.4.3.4), C Croudace, N Curry (for minutes AB07.03.5.1.2 - AB07.03.5.1.2.3), D Francombe, K Hicks, A Mason (for minutes AB07.03.6.7 - AB07.03.6.7.2), A Osborn (for minutes AB07.03.5.3 - AB07.03.5.3.4), E Smith, M Wheeler.

AB07.03.1 WELCOME

In the absence of the Vice Chancellor, Deputy Vice Chancellor Rushforth was in the Chair. He welcomed members to the fifth meeting of the academic year. On behalf of the Board he congratulated Jem Thomas and Professor John Duffield on their recent appointments as Executive Dean.

AB07.03.2 MINUTES OF THE MEETING OF 31ST JANUARY 2007

The Board approved the minutes of the meeting of 31st January 2007.

AB07.03.3 VICE CHANCELLOR'S REPORT

Paper AB/07/3/2 was received.

AB07.03.3.1 The Board noted updates on recruitment, planning and budgeting, NHS contracts, the regional context, Research, Business and Innovation (RBI), the Leitch report and the RAE. The Board noted one amendment to the report:: the proposed base line for 07/08 for LD in Table 2 under the regional context should read 20 (not 15).

AB07.03.3.2 Deputy Vice Chancellor West confirmed that a large number of proposals for new projects had arisen from the planning round; the list would be reviewed by UMG and further discussions would be held with faculties and services.

Action: Deputy Vice Chancellor West

- AB07.03.4 **STUDENT EXPERIENCE**
- AB07.03.4.1 **STUDENT EXPERIENCE PROGRAMME**
Paper AB/07/3/3 was received.
- AB07.03.4.1.1 The paper provided an update on activities, including some of the main achievements of the SEP: Welcome Weekend 2006; Graduate Development Programme; Employability Project; Student Charter Project; Academic Portfolio Project; Complaints Projects; involvement of large numbers of staff and students; raising the profile of student experience in the University; closer links with Students Union and the promotion of best practice.
- AB07.03.4.1.2 The Dean of Students confirmed that the SEP Steering Group would review all projects at its next meeting and that a further update would be submitted to UMG and then to the May 2007 meeting of Academic Board.
Action: Dean of Students
- AB07.03.4.2 **GRADUATE DEVELOPMENT PROGRAMME**
Paper AB/07/3/4 was received.
- AB07.03.4.2.1 The paper provided a progress report on the Graduate Development Programme (GDP). The GDP Implementation Group was working on key practical matters in order to ensure that the Programme would be feasible in 2007/2008. A revised GDP document would be submitted to the May 2007 meeting of Academic Board.
Action: Dean of Students
- AB07.03.4.2.2 The Chair of the Graduate Studies Committee reported that the outcomes of a recent successful Away Day would be circulated in the near future. The outcomes would inform the enhancement of the experience of postgraduate students.
Action: GSC
- AB07.03.4.2.3 Deputy Vice Chancellor West requested that faculties submit to him as early as possible details of any identified resource implications for the introduction of the GDP.
Action: Deans
- AB07.03.4.3 **DRAFT EMPLOYABILITY STRATEGY**
Paper AB/07/3/5 was received.
- AB07.03.4.3.1 The Chair welcomed John Clarke to the meeting. The draft strategy set out two key objectives in respect of student employability: to offer a student experience that places an emphasis on intellectual rigour, innovation, creativity, employability and enterprise; to actively engage with a wide range of employers and other stakeholders in terms of curriculum design, student placement and employment. It was anticipated that the strategy would provide a framework for initiatives, and would ensure a coherent and effective use of resources.
- AB07.03.4.3.2 The Board noted that the draft strategy was being considered by faculties and would be considered at the March meeting of the Learning, Teaching and Assessment Committee; a further version of the strategy would be submitted to the May 2007 meeting of Academic Board.
Action: John Clarke

AB07.03.4.3.3 The Board warmly endorsed the proposed priorities and action plan in the draft strategy, noting that the strategy would need to be implemented quickly, in order to keep apace with similar developments at other HEIs.

AB07.03.4.3.4 The Board thanked John Clarke and colleagues for the development of the Strategy.

AB07.03.4.4 **STUDENT MATTERS**
Paper AB/07/3/6 was received.

AB07.03.4.4.1 The Board noted the outcome of the recent SRC elections for 2007/2008 as follows:

- (a) Student Rep President: Dom Passfield
- (b) Student Rep Vice President: Becca Danes
- (c) Sports President: Lily Priggs
- (d) Activities President: Alice Bouquet

AB07.03.4.4.2 The Board congratulated all new Officers.

AB07.03.4.4.3 The recent Student Representative Council meeting had been attended by the Dean of Students, the Academic Registrar and the Transport Planner. The AGM had been attended by Deputy Vice Chancellor Rushforth. Discussions of key issues had been positive for all concerned.

AB07.03.4.4.4 In response to student concerns about misinformation regarding apparent lack of engagement with faculty restructuring by some staff, Vice Chancellor West confirmed that he would liaise with representatives of all Unions and with Faculty Executive Deans and Deans to update them on the latest developments and to encourage positive communication about the restructuring. He would ensure that letters were sent to all students, outlining the current situation and allaying any fears about negative impact on the student experience.

Action: Deputy Vice Chancellor West

AB07.03.4.5 **FUTURE OF STUDENT REPRESENTATION**
Paper AB/07/3/7 was received.

AB07.03.4.5.1 The Board noted the report on the future of student representation and that each Faculty Board had set up a working group to consider the report. Faculty Boards would discuss the outcome of those discussions in the April/May round of meetings and a further report would be submitted to the May meeting of Academic Board.

Action: Faculty Boards and SRC

AB07.03.5 **RESEARCH AND KNOWLEDGE EXCHANGE**

AB07.03.5.1 **INSTITUTES**

AB07.03.5.1.1 **CENTRE FOR INTERCULTURAL COMMUNICATION**

The Dean of HLSS reported that the Joint Policy and Resources Committee had enthusiastically supported the proposed Centre. It was anticipated that half awards in Intercultural Communication, and in Chinese Studies, and a postgraduate award in Intercultural Communication would shortly be approved. The post of Project Consultant would be advertised soon; the postholder would progress the external-facing aspects of the Centre.

- AB07.03.5.1.2 **THE COUNTRYSIDE AND COMMUNITY RESEARCH INSTITUTE**
Paper AB/07/3/7 was received.
- AB07.03.5.1.2.1 The Chair welcomed Nigel Curry to the meeting. The Board noted the draft business plan for the proposed Institute, which was being developed in collaboration with Hartpury College and the University of Gloucestershire. The Institute would make a major contribution to the University's strategic objective on knowledge exchange and, if successful in securing capital grants from HEFCE, should make a financial surplus. The Board noted that the Joint Policy and Resources Committee had endorsed the proposal and recommended it to Academic Board.
- AB07.03.5.1.2.2 Members asked that further work be undertaken with regard to Governance, in order to clarify the sharing of risks and benefits. As the Institute would be a joint venture with the relevant faculty/ies, the financial relationship between the partners would need to be transparent.
- AB07.03.5.1.2.3 The Board enthusiastically endorsed the proposal, subject to the above.
- AB07.03.5.2 **RAE 2008**
A paper was received, providing an update on the University's preparation for RAE 2008, the timetable for further preparation, the University's RAE Policy Statement and Equal Opportunities Code of Practice.
- AB07.03.5.2.1 Pro Vice Chancellor Fudge reported that the reviews of the 21 draft submissions had been considered by the RAE Advisory Group and a set of individual and generic recommendations had been agreed, including consideration of the external reviews at the next stage, modifications to the web pages to reflect the RAE submission, and the scheduling of a workshop to consider some of the generic issues relating to RA5s and to provide 'exemplars' from 2001 submissions.
- AB07.03.5.2.2 The Board noted that the RAE Advisory Group would review all submissions between mid-June and mid-July 2007, followed by a series of iterations for each individual UoA. Final decisions on who, and where, the University would submit to the RAE would rest with the Vice Chancellor, supported by the RAE Advisory Group.
- AB07.03.5.2.3 The Board agreed to approve the RAE Policy Statement and Equal Opportunities Code of Practice.
- AB07.03.5.3 **UWE FEDERATION**
Paper AB/07/3/9 was received. The Chair welcomed Alastair Osborn.
- AB07.03.5.3.1 The Board noted that the draft UWE Federation Strategy would support the development of the other three UWE key strategic priorities, benefiting the University and its partners. Work was being progressed on Governance, on a manageable infrastructure and on operational issues.
- AB07.03.5.3.2 The Board endorsed the direction of travel of the draft Strategy, recognising the investment that will be required to realise the Strategy.
- AB07.03.5.3.3 The Board endorsed the proposals to formalise and facilitate through Memoranda of Understanding the following relationships:
(a) Onemind Management Ltd (formerly Steve Clarke Consultancy)
(b) Improve International (Improve)

- (c) The European School of Veterinary Postgraduate Studies (ESVPS).

AB07.03.5.3.4 The Board agreed to designate the following as Affiliated Institutions, in accordance with Academic Procedure G1a:

- (a) Cirencester College (subject to satisfactory conclusion of the forthcoming institutional visit)
- (b) Truro College
- (c) Wiltshire College.

AB07.03.5.4 **INTELLECTUAL PROPERTY RIGHTS**

Paper AB/07/3/20 was received. A revised page 1 of the document was tabled. The Chair welcomed Dave Brennand to the meeting.

AB07.03.5.4.1 The paper set out a revised draft University Intellectual Property Policy, outlining the rights, responsibilities and procedures of the University and its staff and students in relation to intellectual property and material(s) created, to which UWE resources, eg time, funds, facilities or expertise, have contributed. The Board noted that many other HEIs had already introduced a similar policy.

AB07.03.5.4.2 In response to student concerns, the Academic Registrar confirmed that the Policy would not be applied retrospectively, but would apply to all new students from September 2007.

AB07.03.5.4.3 The Board agreed to endorse the draft Policy, for consideration by the Board of Governors.

AB07.03.6 **ENABLING STRATEGIES**

AB07.03.6.1 **LEARNING, TEACHING AND ASSESSMENT STRATEGY 2007-2010**

Paper AB07/3/10 was received.

AB07.03.6.1.1 The Assistant Vice Chancellor presented the paper and thanked the following for their contributions to the drafting of the strategy: Pauline Hume, Professor Ron Ritchie, Professor Jim Longhurst, Chris Croudace, Jem Thomas, Dr Jane Harrington and Jonathan Bradley.

AB07.03.6.1.2 The Board welcomed the draft strategy, which emphasised the improvement of the student experience. It was anticipated that this strategy would contribute to improving student progression and reducing attrition. Members identified the need for further work:

- (a) to develop an IT infrastructure to support personalised learning (including off campus)
- (b) to give early consideration to diverse groups of students when creating teaching materials
- (c) on staff development, to ensure that all staff would have a shared understanding of the meaning of terms and the underpinning concepts in the strategy; the advisability of convergence with the work being undertaken in the Centre for Intercultural Communication was highlighted
- (d) on facilitating the embracement of the strategy by partners in the UWE Federation.

AB07.03.6.1.3 The Board noted that further consideration would be given to Performance Indicators and to the operationalising of the strategy following discussion

at the Board of Governors. The results of the further deliberation would be submitted to Academic Board in the summer term 2007.

Action: LTAC

AB07.03.6.1.4 The Board enthusiastically endorsed the draft strategy and commended it to the Board of Governors.

AB07.03.6.2 **PROCEDURE TO DELIVER AN APPROVED UWE PROGRAMME AT AN AFFILIATED INSTITUTION (PARTNER EDUCATION OR TRAINING PROVIDER (ETP))**

Paper AB07/3/11 was received.

AB07.03.6.2.1 The Chair of the Programmes Approval Committee thanked Sue Yilmaz (Academic Registry) for producing the paper, which set out a process to approve the roll out of existing programmes to partner ETPs. The paper had been approved by the Programmes Approval Committee at its meeting on 5th March 2007.

AB07.03.6.2.2 Following a discussion about the consultation process for discussing and approving the paper, the Board agreed that the 23rd March 2007 meeting of the Learning, Teaching and Assessment Committee should consider the paper and that approval of the Learning, Teaching and Assessment Committee recommendations could be signed off by the Chair of Academic Board.

Action: LTAC

AB07.03.6.3 **FACULTY RESTRUCTURING**

Paper AB07/3/12 was received. The paper, which had been submitted to the Joint Policy and Resources Committee on 5th March 2007, set out an update on the progress made in respect of faculty restructuring.

AB07.03.6.3.1 Deputy Vice Chancellor West confirmed that the Executive Deans would submit to UMG on 19th March 2007 their thoughts on faculty structures, including the issue of a Department/School matrix; there would follow debate in faculties and with the Trade Unions. The process for appointing the Executive would, where possible, be conducted as a matching and slotting exercise. The appointment to other roles would follow the agreement of Faculty sub-structures.

AB07.03.6.3.2 Deputy Vice Chancellor West would submit a further report to the May 2007 meeting of Academic Board.

Action: Deputy Vice Chancellor West

AB07.03.6.4 **PROFESSIONAL SERVICES RESTRUCTURING**

AB07.03.6.4.1 Deputy Vice Chancellor Rushforth reported on the following developments since the last meeting of the Board:

- (a) Research, Business and Innovation (RBI) had been launched in February 2007
- (b) Some work had been undertaken on the centralising of some aspects of International Recruitment
- (c) Consideration was being given to the role of Faculty Student Advisers.

AB07.03.6.4.2 The Head of Library Services reported on consultations at Faculty Boards on the proposed Library Vision paper, which had been received positively.

She highlighted the following useful comments made by Faculty Boards:

- (a) There was a strong steer that the vision should extend beyond 2010
- (b) There was concern about resources to realise the Vision
- (c) The brand of the Library should be further considered
- (d) Consideration must be given to ALL sites of the University.

AB07.03.6.4.3 The Annual Survey of students would include reference to the future of the Library.

AB07.03.6.4.4 Deputy Vice Chancellor Rushforth confirmed that an Implementation Group would be set up, to look at the practicalities of introducing change to the current arrangements, including the possibility of a pilot.

Action: Head of Library Services

AB07.03.6.5 **DRAFT GENDER EQUALITY SCHEME**
Paper AB07/3/13 was received. The Chair welcomed Dave Morgan to the meeting.

AB07.03.6.5.1 The Board noted that the paper had been through further iterations since it had been circulated to members, including consideration at the Personnel Committee on 7th March 2007. Comments were invited via email, to inform the version of the document to be submitted to the Board of Governors on 26th March 2007. A final version of the document would be made available to Academic Board members.

Action: Dave Morgan/Clerk

AB07.03.6.5.2 The Academic Registrar asked Board members to give approval for the drafting of a new regulation to cover a related issue, that of the alteration of award certificates for students who had transgendered since qualification. The Board agreed to approve a change to the Regulations, with immediate effect.

Action: Academic Registrar

AB07.03.6.6 **LEARNING, TEACHING AND ASSESSMENT COMMITTEE**
The Board approved the proposal to amend the composition of LTAC to include Head of Personnel Services or nominee”.

AB07.03.6.7 **REPATRIATION OF JOINT HONOURS PROGRAMMES**
Paper AB07/3/19 was received. The Chair welcomed Adrienne Mason to the meeting.

AB07.03.6.7.1 The Board agreed the proposals to:

- (a) repatriate all students where both half awards fall within the portfolio of a single school in the new faculty structure
- (b) scrutinise and approve programme combinations as part of the approval of new half award proposals.

AB07.03.6.7.2 The Board urged the Joint Honours Project Board to continue discussions about further mechanisms to avoid any risk of unequal treatment of Joint Honours students. Further consideration should be given to the early repatriation of all Joint Honours students and validation of existing half award combinations as part of the development of the strategic plan

Action: Joint Honours Project Board

- AB07.03.7 **ITEMS TO NOTE**
The Board received the following for information:
- AB07.03.7.1 The briefing on the implications of the Age Discrimination Legislation with respect to students (Paper AB07/3/14)
- AB07.03.7.2 The Academic Calendar for 2007/2008 (Paper AB07/3/15); proposals in relation to resit arrangements and examination boards in 2007/2008 would be submitted to the April/May round of Faculty Boards and to the May meeting of Academic Board, for introduction in September 2007.
- AB07.03.7.3 The Faculty of Applied Sciences had agreed to award the title of Professor Emeritus to Alan Vivien, currently a Visiting Professor
- AB07.03.7.4 Reports from February 2007 Faculty Boards. The Chair reported that the issues highlighted to Academic Board would be forwarded as appropriate. The Academic Registrar reported that work was progressing with Sharepoint and that it was anticipated that the system would be implemented for the May 2007 meeting of Academic Board.
- AB07.03.7.5 *Clerk's note: FAS concern with the alumni website would be referred to Marketing and Communication; FAS concern over the name of the GDP would be referred to the Student Experience Programme; FAS request for clarification on the disparity between entry qualifications would be referred to AIR.*
- AB07.03.7.6 The indicative agendas for the May and June 2007 meetings of Academic Board
- AB07.03.7.7 Minutes of the Programme Approval Committee of 5th February 2007 and Report of the Professorial and Honorary Degrees Committee of 31st January 2007 (Paper AB07/3/18).
- AB07.03.7.8 The cancellation of the meeting of the Research and Knowledge Exchange Committee scheduled to take place on 12th January 2007.
- AB07.03.8 **DATES OF FUTURE MEETINGS**
2.00 pm, 16th May 2007, 2.00 pm, room 3B064/65
2.00 pm, 13th June 2007, 2.00 pm, room 3A22
2.00 pm, 4th July 2007, 2.00 pm, room 3D33.