



University of the
West of England

CONFIRMED

ACADEMIC BOARD

Minutes of the meeting of the Academic Board Committee held on Wednesday 20th December 2006.

Present: Sir H Newby (Chair), Professor A Bensted, Professor M Boddy, J Bradley, Professor G Channon, N Clough, P Dowdall, Professor J Duffield, Professor P Gough, A Habib, Professor S Hagen, T Harrison, W Jones, M Keppel-Palmer, N Khurana, G Mann, T McGoldrick, Dr S Newby, C Rex, Professor R Ritchie, Dr J Rogers, J Rushforth, B Senior, Professor S West.

Apologies: M Adams, C Croudace, Professor R Cuthbert, Dr K Foreman, Professor C Fudge, R Gillibrand, B Hawkins, R Lawton.

In attendance: D Francombe, S Grive, J Hatt (for minute AB06.12.7), K Hicks, M Wheeler.

AB06.12.1 WELCOME

The Vice Chancellor welcomed members to the third meeting of the academic year, and particularly Theresa McGoldrick, the new Head of the Centre for Student Affairs.

AB06.12.2 MINUTES OF THE MEETING OF 15th NOVEMBER 2006

The Board approved the minutes of the meeting of 15th November 2006.

AB06.12.3 MATTERS ARISING FROM THE MINUTES

AB06.12.3.1 The Board agreed to approve the Vice Chancellor's proposals for Academic Board representation on University Committees as follows:
Professorial and Honorary Degrees Committee – Professor Cara Aitchison
Joint Diversity Committee – Professor Jim Longhurst
Joint Student Affairs Committee – Dr Gaynor Attwood; Dr Jane Harrington;
Dr Darren Reynolds
Board of Governors – Professor Alan Bensted and Jonathan Bradley (appointments extended to 31st July 2007).

AB06.12.3.2 The Board agreed to approve the Vice Chancellor's proposals for the following co-options to Academic Board:
Professor Cara Aitchison
Professor Jim Longhurst
Dr Gaynor Attwood
Dr Jane Harrington.

AB06.12.4 VICE CHANCELLOR'S REPORT
Paper AB/06/12/2 was received.

AB06.12.4.1 Recruitment: The Vice Chancellor reported that it was too early in the

recruitment cycle to assess either the postgraduate or international markets which would not peak until later in the cycle. Many overseas students are recruited from collaborative partners, the numbers of which have been increased this year. A schedule of recruitment events was planned in spring 2007 for postgraduate taught programmes, and it was anticipated that developments with CPD should impact positively on recruitment in this area. Discussions in the planning round would focus on the potential expansion of postgraduate, overseas and CPD provision.

- AB06.12.4.2 UWE Federation: The Vice Chancellor encouraged faculty colleagues to engage positively with developments, particularly in the area of curriculum design. Student numbers for 2007/2008 would need to be confirmed in the near future. The Assistant Vice Chancellor confirmed that the UWE Federation Group would produce an update on developments early in the spring term and would consider how best to communicate its future strategy, within the wider context of the University's communication strategy.

Action: Assistant Vice Chancellor/UWE Federation Group

- AB06.12.4.3 RAE 2008: The Board noted that a full report would be submitted to the March 2007 meeting of Academic Board.

Action: Pro Vice Chancellor

- AB06.12.4.4 Award ceremonies: The Vice Chancellor expressed his congratulations to all colleagues involved with the delivery of the recent award ceremonies, which were excellent and professional and appreciated by all those attending them. He would be consulting about the possibility of holding future ceremonies in a shorter timescale, with three ceremonies a day. Consideration would be given to involving current students at the ceremonies and to providing a generic welcome.

Action: Vice Chancellor

- AB06.12.4.5 The Vice Chancellor reported that in future the Board of Governors would not require an annual report from Academic Board, as receipt of the minutes of meetings would suffice.

- AB06.12.4.6 The Board noted that the Professorial and Honorary Degrees Committee on 11th December 2006 made two appointments to Professor Emeritus on behalf of Academic Board: Professor Deanna Petherbridge and Professor Paul van der Lem, both in BSAMD. The Board congratulated both colleagues.

AB06.12.5 **STUDENT EXPERIENCE PROGRAMME**

Paper AB/06/12/3 was received. The Board noted that the paper would be discussed at the January 2007 meeting of the Board.

AB06.12.6 **STUDENT MATTERS**

Paper AB06/12/13 was tabled and noted.

AB06.12.7 **RESEARCH AND KNOWLEDGE EXCHANGE**

AB06.12.7.1 **INTERCULTURAL COMMUNICATION AT UWE**

Paper AB06/12/4 was received. The Chair welcomed John Hatt, Director of Planning (HLSS) and co-leader of the project.

- AB06.12.7.1.1 The paper focussed on the rationale for the proposed establishment of a Centre for Intercultural Communication (CICC) and on the scope of the

activities that would be delivered through it. The Centre would contribute towards the University's diversity and inclusiveness agenda, the internationalisation strategy, the knowledge exchange strategy and the delivery of activities in collaboration with members of the UWE Federation.

AB06.12.7.1.2 A small team of core staff would be required to run the Centre: the Centre Director, the Business Development Manager and initially one member of professional support staff.

AB06.12.7.1.3 The Business Plan, produced after extensive consultation with colleagues in CRIGS and Finance, would be enhanced to include a sensitivity analysis before submission for consideration by the Joint Policy and Resources Committee in January 2007.

AB06.12.7.1.4 Members agreed to recommend the academic proposal to the Joint Policy and Resources Committee, noting that the Committee and UMG would review the resource requirements.

AB06.12.7.2 **INSTITUTES**

The Deputy Vice Chancellor confirmed that he had received nine propositions and would submit a report to UMG early in the spring term. He would circulate a list of the proposals to members.

Action: Deputy Vice Chancellor

AB06.12.7.3 **RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE**

Paper AB06/12/5 was received. The Board agreed to approve the proposed amendments to the Terms of Reference of the Committee.

AB06.12.7.4 **FACULTY ETHICS COMMITTEE**

The Board noted that the reporting line from Faculty Research Ethics Committees was via Faculty Boards to the University Research Ethics Committee.

AB06.12.8 **INFRASTRUCTURE**

AB06.12.8.1 **LIBRARY SERVICES**

Paper AB06/12/6 was received. The paper set out a Vision of the UWE Library Services in 2012, with a view to enhancing the Library provision and to developing much closer working relationships between professional Library Service colleagues and academic colleagues, to enhance the experience of both students and staff.

AB06.12.8.1.1 The Board welcomed the proposal, at the same time making suggestions that further consideration should be given to the terminology used in the paper and to the identification of the "student" noting that students in different disciplines had different needs.

AB06.12.8.1.2 The Dean of BSAMD suggested that the Project Board might wish to refer to the role of the Technical Instructors in BSAMD when drafting detailed job descriptions.

AB06.12.8.1.3 The Board broadly supported the proposal and recommended that the document should be discussed at Faculty Boards and a report submitted to the March 2007 meeting of Academic Board.

Action: Head of Library Services

- AB06.12.8.1.4 The Vice Chancellor thanked the Head of Library Services and colleagues for producing the document.
- AB06.12.8.2 **REGULATORY FRAMEWORK REVIEW**
 Paper AB06/12/7 was received. The Academic Registrar reported that the paper was the result of a desk based review of the University's regulatory framework undertaken by herself and the Deputy Academic Registrar in the autumn term 2006, and that it drew on the work of the Examining Board Review which had met between Summer and December 2005. It was envisaged that a transparent Framework covering all provision (with the exception of Non-Credit Bearing provision) would be produced which would focus on that which needed to be institutionally regulated.
- AB06.12.8.2.1 The Board broadly endorsed the proposal to consult more widely, including at Faculty Board meetings and in surgeries in the spring term.
Action: Academic Registrar
- AB06.12.8.2.2 The Board suggested that discussions should include specific reference to the following issues:
- (a) the fundamental question of whether the University should have a Credit Accumulation or a Credit Based Scheme; this would have implications for the proposals concerning the academic calendar
 - (b) Intellectual Property Rights
 - (c) specific issues for collaborative partners
 - (d) extenuating circumstances
 - (e) plagiarism
 - (f) controlled conditions
 - (g) implications for and involvement of ITS colleagues
- AB06.12.8.2.3 The Board agreed to invite LTAC to consider at its January 2007 meeting the fundamental question of whether the University should have a Credit Accumulation or a Credit Based Scheme.
Action: LTAC
- AB06.12.8.3 **ACADEMIC CALENDAR**
 Tabled paper AB06/12/8 was received. The Academic Registrar reported that the paper was the result of discussions with Academic Registry, ITS and faculty colleagues, developing the thinking of a Working Group that had met in 2004, and proposing the introduction of a revised academic calendar to improve the student and staff experience.
- AB06.12.8.3.1 The Board broadly agreed the need to review the academic calendar and suggested that, in addition to the two proposals on the table, consideration should be given to other options, including the possibility of removing the Easter vacation and of concluding that different calendars might be required by different types of provision.
- AB06.12.8.3.2 The Board agreed that the Academic Registrar should modify the existing document to include issues raised by members, including a rationale for the proposed reduction in the number of teaching weeks. The revised document would be discussed at Spring Faculty Board meetings.
Action: Academic Registrar
- AB06.12.8.3.3 The Head of Library Services reminded the Board that early consideration should be given to the implications of any changes to the academic

calendar, eg opening hours of services such as the Library, and the need for downtime for the maintenance of systems.

AB06.12.9 UWE WEBSITE

Paper AB06/12/9 was received. The Head of Marketing and Communication reported that the paper provided a business case and recommendations for the future development of web publishing at the University, offering a solution to help faculties and services to put together new web pages in light of University reorganisation.

AB06.12.9.1 The Vice Chancellor reported that UMG had received and strongly endorsed the recommendations in the document.

AB06.12.9.2 The Board agreed to approve the proposal, which would be submitted to the Joint Policy and Resources Committee in January 2007. Early endorsement of the proposal would ensure the introduction of a web content management system to support the publishing of web content across the University.

Action: Academic Registrar

AB06.12.10 ITEMS TO NOTE

The Board received the following for information:

AB06.12.10.1 Indicative agendas for spring term meetings of Academic Board (paper AB06.12.10)

AB06.12.10.2 Annual report for 2005/2006 from the Research Committee (paper AB06/12/11)

AB06.12.10.3 Minutes of the Learning, Teaching and Assessment Committee of 27th October 2006 (paper AB06/12/12a)

AB06.12.10.4 Minutes of the Joint Student Affairs Committee of 6th November 2006 (paper AB06/12/12b)

AB06.12.10.5 Minutes of the Programme Approval Committee of 13th November 2006 (paper AB06/12/12c)

AB06.12.10.6 Minutes of the Research and Knowledge Exchange Committee of 24th November 2006 (paper AB06/12/12d)

AB06.12.10.7 Minutes of the Joint External Relations Committee of 17th November 2006 (paper AB06/12/12e)

AB06.12.10.8 Minutes of the UWE Federation Committee of 9th November 2006 (paper AB06/12/12f)

AB06.12.10.9 Minutes of the International Group of 7th November 2006 (paper AB06/12/12g)

AB06.12.10.10 Minutes of the Joint Diversity Committee of 29th November 2006 (paper AB06/12/12h)

AB06.12.10.11 Minutes of the Joint Policy and Resources Committee of 20th November 2006 (paper AB06/12/12i)

DATES OF FUTURE MEETINGS

2.00 pm, 31st January 2007 room 3D33
2.00 pm, 14th March 2007, room 3D33
2.00 pm, 16th May 2007 room 3A22
2.00 pm, 13th June 2007 room 3A22
2.00 pm, 4th July 2007 room 3D33.