



University of the
West of England

CONFIRMED

ACADEMIC BOARD

Minutes of the meeting of Academic Board held on Wednesday 11 June 2008

Present: Professor S West (Chair), Professor J Arthurs, M Bishop, Professor M Boddy, J Bradley, P Catley, Professor A Chandler, A Cheshire, Professor R Cuthbert, R Danes, Dr T Davies, Professor I Gow, R Griffiths, S Grive, Professor S Hagen, Professor P Hampson, Dr J Harrington, T Harrison, J John, W Jones, Professor J Longhurst, T McGoldrick, D Passfield, C Rex, Professor R Ritchie, J Rushforth, J Thomas

Apologies: Professor C Aitchison, M Bishop, P Blatchford, Professor G Channon, Professor J Duffield, Professor P Gough, A Hart, R Miles, A Olagunju, G Sandford, Dr S Watson

In attendance: H Jackson (Clerk), K Owen-Jones, Dr E Smith

AB08.06.1 **MINUTES OF THE MEETING OF 23 APRIL 2008**
Paper AB08/06/1 was received.
The Board approved the minutes of the meeting of 23 April 2008.

AB08.06.2 **MATTERS ARISING**

AB08.06.2.1 Academic Calendar 2008/2009
(Minute AB08.04.5.3)
The Board noted that the Academic Calendar 2008/2009 had been published and could be found at <http://info.uwe.ac.uk/acreg/aro/ayc.asp>.

AB08.06.2.2 Volunteers for a working group to develop proposals for the 2009/2010 calendar and beyond were invited to contact Deputy Vice Chancellor Cuthbert as a matter of urgency with the aim of a report on progress being submitted to the first meeting of the Board in 2008/2009.

Action: Deputy Vice Chancellor Cuthbert

AB08.06.3 **VICE CHANCELLOR'S REPORT**
Paper AB/08/06/2 was received.

AB08.06.3.1 The Vice Chancellor reported on the recent HEFCE institutional visit that had taken place on 2nd June 2008, noting that the visit had been positive. HEFCE had expressed interest in the University's negotiations with Swindon, its relationships with FE colleges and the University of Bristol.

AB08.06.3.2 The Board noted that the 2008/2009 planning round was complete. A number of key projects had emerged. These included:

- the management of decision-making;
- academic performance and the student experience;
- key performance indicators (KPIs);
- the academic portfolio.

Action: Deputy Vice Chancellor Rushforth

AB08.06.3.3 The Vice Chancellor updated the Board on:

- the current HR agenda
- support for overseas students
- the Bolland Lecture
- the student experience programme
- research at UWE
- UWE Federation
- safeguarding of children and vulnerable adults
- Centre for Intercultural Communication
- Joint Honours programme
- fees discounts

AB08.06.4 **OUTCOMES FROM PLANNING ROUND 2008/09**

Paper AB08/06/03 was noted.

AB08.06.4.1 **ACADEMIC BOARD GOVERNANCE**

Paper AB/08/06/04 was received.

AB08.06.4.1.1 The Vice Chancellor introduced the paper which set out some of the principles of academic governance at UWE and made proposals regarding the University's decision making processes.

AB08.06.4.1.2 Following a wide ranging discussion, the Committee agreed the following proposals for implementation from September 2008:

- revised terms of reference and constitution for LTAC
- the creation of a new sub-committee of LTAC – the Quality and Standards Committee
- to lay down the Collaborative Provision and Partnerships Committee incorporating its work into the new Quality and Standards Committee
- to lay down the Programme Approval Committee incorporating its work into the new Quality and Standards Committee
- a change of name for the Research and Knowledge Exchange Committee to the Research Committee and revised terms of reference and constitution
- a change of name for the Graduate Studies Committee to the Research Degrees Committee and revised terms of reference
- the separation of the Professorial and Honorary Degrees Committee
- a revised schedule of delegation
- the calendar of meetings 2008/2009
- that non confidential minutes of UMG meetings be published

ACTION: Academic Registrar

AB08.06.5 **QAA INSTITUTIONAL AUDIT 2009**

AB08.06.5.1 The Academic Registrar reported that progress with the preparations for the QAA Institutional Audit were going well; that a small executive group was meeting weekly to maintain momentum. A larger steering group would be meeting for the first time later in the week. The first draft of the Briefing Paper would be produced by 31st July 2008. A Sharepoint site to make available documentation within the University and a blog to enable colleagues to comment on preparations would be available shortly.

AB08.06.6 **REGULATORY FRAMEWORK**
Paper AB08/06/05 was received.

AB08.06.6.1 The Vice Chancellor reminded the Board that the Academic Registrar had led a review of the University's Regulatory Framework with the aim of codifying existing documentation to create a single point of reference for academic regulations and procedures. A number of specific areas for further work had been identified. Amendments had been proposed and the Board agreed to delegate to the Chair responsibility for convening a small group of Academic Board members to review the document before the end of June 2008 ready for publication, in July 2008.

ACTION: Vice Chancellor and Academic Registrar

AB08.06.7 **STUDENT EXPERIENCE**

AB08.06.7.1 **STUDENT EXPERIENCE PROGRAMME**
Paper AB08/06/6 was received.

AB08.06.7.1.1 The Dean of Students introduced a report on progress noting that the report of the evaluation of GDP had not yet been received. The report and response to it would be presented to LTAC and Academic Board in the Autumn Term 2008.

ACTION: GDP Director

AB08.06.7.2 **STUDENT MATTERS**

AB08.06.7.2.1 The Board noted that the Students' Union would be hosting the National Union Reception for 2008. The NSU would also be holding a number of residential training sessions during the summer vacation.

AB08.06.7.2.2 The Board noted that ten nominations for student Excel Awards, including one for courage, had been made. Successful outcomes of the nominations would be reported to a future meeting.

AB08.06.7.2.3 The Vice Chancellor commented on how students were promoting the University through the excellent work being presented at the current Faculty degree shows.

AB08.06.7.2.4 The Vice Chancellor expressed the Board's thanks to all SRC officers and representatives for their contribution to the work of the Board in 2007/2008, and particularly Rebecca Danes who would stand down at the end of the academic year.

AB08.06.8 **UWE CHARTER**

Paper AB08/06/07 was received.

AB08.06.8.1 The Director of Student Services reminded the Board that the UWE Charter set out the framework for the partnership of students, academic and professional services and had been developed collaboratively with UWE SU. The UWE Charter had been widely discussed within the University including at the most recent meeting of LTAC.

At its meeting on 11th June, LTAC had agreed to:

- (a) recommend the draft UWE Charter to Academic Board subject to concerns regarding the University's ability to meet the expectations laid out in the Charter and that the legal review of the Charter had yet to be completed; that the Charter should be revisited to take into account the full range of UWE students – particularly UWE Federation students, those studying UWE programmes overseas, part-time students and those studying in the work place and that the authors consider the use of the phrase 'study with UWE' rather than 'study at UWE' to reflect the University's provision
- (b) recommend that the Dean of Students have responsibility for managing and updating the Charter following publication

AB08.06.8.2 The Board emphasised the need to include a preamble, commenting on how the Charter had been developed, and the scope of the UWE Charter in its current format.

AB08.06.8.3 Members were particularly keen to ensure that the UWE Charter should relate to all students of the University, including those studying at UWE Federation Colleges and internationally accredited institutions. Careful wording of the 'reasonable adjustments for disabled students' would be required due to, for example, placements with health care agencies

AB08.06.8.4 where UWE has no authority.

AB08.06.8.5 The Board noted that:

- Marketing and Communications would be consulted on ways to present the UWE Charter.
- the UWE Charter would be referenced in the Regulatory Framework where appropriate

AB08.06.9 **RESEARCH AND KNOWLEDGE EXCHANGE**

AB08.06.9.1 **RESEARCH GOVERNANCE FRAMEWORK – PROCEDURE FOR INVESTIGATION OF RESEARCH MISCONDUCT**

Paper AB08/06/08 was received.

AB08.06.9.1.1 The Board noted the proposed procedure. The University Research Misconduct Procedure had been updated in line with the expectation there were "clear procedures for dealing with allegations of scientific misconduct" specifically (Office of Science & Technology Safeguarding Good Scientific Practice). The procedures reflected the University's commitment to ensuring that research is conducted to the highest scientific and ethical standards.

- AB08.06.10 **UWE FEDERATION**
- AB08.06.10.1 **UWE FEDERATION**
Paper AB08/06/9 was noted.
- AB08.06.10.2 **YEOVIL COLLEGE**
Paper AB08/06/10 was received.
- AB08.06.10.2.1 The Board agreed to approve Yeovil College as an Affiliated Institution of the University.
ACTION: Academic Registrar
- AB08.06.10.3 **CITY ACADEMY BRISTOL**
Paper AB08/06/11 was received.
- AB08.06.10.3.1 The Board agreed to approve City Academy Bristol as an Affiliated Institution of the University, subject to the conditions as set out being met.
ACTION: Academic Registrar
- AB08.06.10.4 **MULBERRY BUSH SCHOOL**
Paper AB08/06/13 was received.
- AB08.06.10.4.1 The Board agreed to approve Mulberry Bush School as an Affiliated Institution of the University.
ACTION: Academic Registrar
- AB08.06.11 **INTERNATIONAL COLLABORATION**
- AB08.06.11.1 **INDEPENDENT COLLEGES DUBLIN**
Paper AB08/06/12 was received.
- AB08.06.11.1.1 The Board agreed to approve Independent Colleges Dublin as an Affiliated Institution for a period of five years, subject to a review in 2009/10 and to conditions as set out being met.
ACTION: Academic Registrar
- AB08.06.12 **REPORTS FROM FACULTY BOARD**
- AB08.06.12.1 The Board noted that the May/June 2008 meetings of Faculty Boards had discussed issues relating to restructuring, including the administrative structures and the final appointments to executive posts.
- AB08.06.13 **ITEMS TO NOTE.**
The Board received the following for information:
- AB08.06.13.1 **PROFESSORIAL APPOINTMENTS**
Paper AB08/04/14 was received.
- AB08.06.13.1.1 The Board noted the following appointments to Emeritus Professor:
Grace Dorey (HLS)
Colin Fudge (E&T)
Clive Nancarrow (BBS)
- AB08.06.13.1.2 The Board also agreed the appointment of Professor Ian Gow (BBS) as

Emeritus Professor.

AB08.06.13.2 **MEETINGS OF SUB COMMITTEES AND JOINT COMMITTEES**
Paper AB08/06/15 was received.

AB08.06.13.3 **MEETINGS OF SUB COMMITTEES AND JOINT COMMITTEES**
The Board received the following minutes for information:

AB08.06.13.3.1 Board of Governors – 10th March 2008
AB08.06.13.3.2 Learning, Teaching and Assessment Committee – 11th April 2008
AB08.06.13.3.3 Joint Student Affairs – 12th May 2008
AB08.06.13.3.4 Joint Diversity – 7th May 2008
AB08.06.13.3.5 Bristol Business School Faculty Board – 9th April 2008
AB08.06.13.3.6 Social Science and Humanities Faculty Board – 16th April 2008
AB08.06.13.3.7 Health and Life Sciences Faculty Board – 16th April 2008

AB08.06.14 **ANY OTHER BUSINESS**

AB08.06.14.1 The Board thanked Professor Ian Gow (BBS) for his contribution to both Academic Board and SMT and wished him luck on his retirement. The Vice Chancellor would make an announcement about the leadership of BBS, including roles and portfolios, in time for the academic year 2008/2009.

ACTION: Vice Chancellor

AB08.06.14.2 **BUSINESS PLAN 2008/2009**

The 2008/2009 business plan will be brought to the first meeting of the academic 2008/2009 academic session.



BOARD OF GOVERNORS

**ACADEMIC BOARD - ACTION SHEET FROM THE MEETING HELD 11
JUNE 2008**

Minute	Substance	Actioning Officer	Reporting /other deadline
AB08.06.2.2	Academic Calendar 2009/2010 Volunteers for a working group to develop proposals for the 2009/2010 calendar and beyond were invited to contact Deputy Vice Chancellor Cuthbert as a matter of urgency with the aim of a report on progress being submitted to the first meeting of the Board in 2008/2009.	Deputy Vice Chancellor Cuthbert	First meeting of Autumn Term
AB08.06.3.2	Outcomes From Planning Round 2008/09 To make available details of the following key projects: <ul style="list-style-type: none"> • the management of decision-making; • academic performance and the student experience; • key performance indicators (KPIs); • the academic portfolio. 	Deputy Vice Chancellor Rushforth	As soon as possible
AB08.06.4.1.1 AB08.06.4.1.2	Academic Board Governance To revise the Academic Governance proposal for implementation from September 2008	Academic Registrar	September 2008
AB08.06.6.1	Regulatory Framework To review the Regulatory Framework document for implementation from August 2008	Chair and Academic Registrar	June 2008
AB08.06.7.1.1	Report On The Evaluation Of GDP The report and response to it to be presented to LTAC and Academic Board	GDP Director	First meeting of Autumn Term
AB08.06.10.2.1 AB08.06.10.3.1	UWE FEDERATION	Academic Registrar	As soon as possible

AB08.06.10.4.1	Yeovil College City Academy Bristol Mulberry Bush School Ensure relevant conditions are met before approval as Affiliated Institution of UWE		
AB08.06.11.1	INTERNATIONAL COLLABORATION Independent Colleges Dublin Ensure relevant conditions are met before approval as Affiliated Institution of UWE	Academic Registrar	As soon as possible
AB08.06.14.1	To announce the leadership arrangements for BBS, including roles and portfolios	Vice Chancellor	September 2008