

CONFIRMED

ACADEMIC BOARD

Minutes of the meeting of the Academic Board held on Wednesday 5th December 2007

Present: Professor S West (Chair), M Bishop, Professor M Boddy, J Bradley, P Catley, Professor A Chandler, Professor G Channon, A Cheshire, Professor R Cuthbert, R Danes, Dr T Davies, Professor J Duffield, P Professor C Fudge, Professor P Gough, Professor I Gow, R Griffiths, S Grive, Professor S Hagen, Professor P Hampson, Dr J Harrington, T Harrison, A Hart, G House, W Jones, R Miles, A Olagunju, K Owen-Jones, D Passfield, Professor R Ritchie, Dr S Watson, G Wilson.

Apologies: Professor C Aitchison, J Askew, P Blatchford, T McGoldrick, C Rex, J Rushforth, J Thomas.

In attendance: Dr E Smith, M Wheeler.

AB07.12.1 MEMBERSHIP

The Chair welcomed members to the second meeting of the academic year.

AB07.12.2 MINUTES OF THE MEETING OF 17TH OCTOBER 2007

The Board approved the minutes of the meeting of 17th October 2007.

AB07.12.3 MATTERS ARISING

AB07.12.3.1 Student Satisfaction Survey (AB07.10.13.3):
The Dean of Students reported that there had been discussions in Faculty Boards. A Steering Group had been convened, to plan for the next survey and to identify existing good practice. UWE would be involved in the HEA-led postgraduate research experience survey in 2008. Discussions were taking place about the funding of the survey for Health contract students.

AB07.12.3.2 Clerk's note: Timetabling Survey (AB07.10.11.2.3):
The Project Group would report to the February 2008 meeting of Academic Board.

Action: Deputy Vice Chancellor Rushforth

AB07.12.4 **ANNUAL REPORT ON COMPLAINTS**
Paper AB/07/12/2 was tabled and noted.

AB07.12.5 **ACADEMIC BOARD GOVERNANCE**
Paper AB/07/12/3 was received.

- AB07.12.5.1 The Board approved:
- (a) the terms of reference and composition for the Graduate Studies Committee as a sub committee of the Learning, Teaching and Assessment Committee
 - (b) amendments to the terms of reference and membership of the Research Degrees Examining Board.
- AB07.12.6 **ACTING VICE CHANCELLOR'S REPORT**
Paper AB/07/12/4 was received.
- AB07.12.6.1 The Board noted updates on the Student Experience Programme, equalities and diversity, research and knowledge exchange, UWE Federation, internationalisation, Swindon, Hewlett Packard, graduation ceremonies and recent open fora.
- AB07.12.6.2 The Board noted the latest developments with PEP and that the outcome of the current Trades Unions' ballots were anticipated by the end of the year.
- AB07.12.7 **STUDENT EXPERIENCE**
- AB07.12.7.1 **STUDENT EXPERIENCE PROGRAMME**
- The Dean of Students reported that discussions were currently being held on the development of levels 2 and 3 for the GDP. Feedback on the implementation of level 1 GDP to date was positive.
- AB07.12.7.2 **MONITORING AND EVALUATION**
- Deputy Vice Chancellor Cuthbert reported that a sub-committee of LTAC would initially review the monitoring and evaluation reports on programmes and on research students; discussions would then be held in wider fora.
- AB07.12.7.3 **STUDENT MATTERS**
Paper AB07/12/6 was received.
- AB07.12.7.3.1 The Board noted concerns raised by UWESU about the lack of consistency in the implementation of the GDP and about the state of ID cards. The Board noted the project between ITS and House Services to review production of the ID cards. The Board agreed that discussions about staff development needs should include representatives of the Students' Union.
- AB07.12.7.4 **UNISTATS WEB SITE**
Paper AB07/12/7 was received.
- AB07.12.7.4.1 The Board noted that the new Unistats web site went live on 26th November 2007 at www.unistats.com as part of the Quality Assurance Framework. The Board agreed to ask Admissions and International Recruitment to report to a future meeting on ways to exploit the web site.
Action: Director of AIR
- AB07.12.8 **UWE FEDERATION**
Paper AB07/12/8 was received.

AB07.12.8.1 Assistant Vice Chancellor Channon updated the Board on progress. Discussions of a draft Vision and Strategy for the UWE Federation would be held in the middle of December, reporting to the Collaborative Provision and Partnerships Committee and then to the February 2008 meeting of Academic Board. The first annual Federation Conference in spring 2008 would focus on the student journey.

AB07.12.9 **REGULATORY FRAMEWORK REVIEW**

Paper AB07/12/9 was received.

AB07.12.9.1 The Board noted Chair's action to approve a variation to Academic Regulation B9.3 ("two thirds rule") for the last cohort of students taking the former GSCC PQ framework on BA Social Work Studies.

AB07.12.10 **QAA INSTITUTIONAL AUDIT 2009**

AB07.12.10.1 The Acting Vice Chancellor reported that the audit would take place in spring 2009. Discussions had commenced about the scope and focus of the audit; areas of scrutiny would include the institutional management of academic standards and learning opportunities, the institutional approach to quality enhancement, collaborative provision, postgraduate research, and the use of management information. A project group would be convened, to manage the audit. Further updates would be provided to future meetings.

Action: Acting Vice Chancellor/Academic Registrar

AB07.12.11 **RAE 2008**

Paper AB/07/12/10 was tabled.

AB07.12.11.1 The paper gave an overview of the RAE 2008 submission, including an account of the process by which work and staff were selected for inclusion.

AB07.12.11.2 The Acting Vice Chancellor expressed the thanks and congratulations of the Board to all who had been involved with the submission. The Board particularly thanked Richard Bond and Caroline Nash of RBI for their invaluable contributions.

AB07.12.11.3 The Board noted that work was being undertaken to ensure that the web site reflected the submission accurately.

AB07.12.11.4 The Board noted that the RAE would be an important factor in identifying the research strengths of the institution and one of the key issues discussed in the forthcoming planning round.

AB07.12.11.5 The Director of RBI confirmed that a consultation on replacing the Research Assessment Exercise with a metrics-based approach, at least in the sciences and medicine, had recently been launched by HEFCE.

AB07.12.12 **ACADEMIC CALENDAR 2008/2009 AND 2009/2010**

Paper AB/07/12/11 was tabled.

AB07.12.12.1 Deputy Vice Chancellor Cuthbert reported the following from the Trades Unions:

- (a) the scheduling of resit examinations and Field Boards gave cause for concern, with very little time to prepare for the Boards
- (b) the six-term system in Bristol schools had been identified as an equality issue

- (c) there were mixed views about the timing of graduation ceremonies
- (d) consideration should be given to the inclusion of more Christian festivals.

AB07.12.12.2 The Board approved the calendars for 2008/2009 and 2009/2010 for publication.

AB07.12.12.3 A review of the calendar from 2010/2011 onwards would be undertaken, to include: a review of the timing of the assessments and Field Boards, a review of implications for international collaborations, a review of the Easter vacation, and the possible inclusion of a column for non-standard programmes.

Action: Academic Registrar

AB07.12.13 **REPORTS FROM FACULTY BOARDS**

AB07.12.13.1 The Board noted that November meetings of Faculty Boards had discussed issues relating to the beginning of the academic year, faculty restructuring, master planning, graduate destinations, and planning.

AB07.12.13.2 The Board noted the following issues raised at individual Faculty Boards:
(a) allocation of time for a lecture slot: a check would be made about a clear UWE policy

Action: Academic Registrar

- (b) student achievements should be given a higher profile in and outwith the University

Action: Head of Marketing and Communication

- (c) there should be a clear definition of the distinction between a Committee, a Working Group, a Review Group etc

Action: Academic Registrar

- (d) there should be greater clarity with regard to the Complaints Procedure between the roles and responsibilities of Academic Registry, faculties and the Students' Union

Action: Academic Registrar

- (e) there was disquiet over the staged advertising of academic management posts

- (f) the e-learning policy could be reviewed by LTAC , to include the use of social network sites

Action: Chair of LTAC

- (g) the Regulatory Framework Review should consider the introduction of Major/Minor combinations

Action: Academic Registrar

AB07.12.14 **PROFESSORIAL APPOINTMENTS**

Paper AB07/12/12 was received.

AB07.12.14.1 The Board congratulated Martin Symes and Murray Stewart (Environment and Technology) on their appointments to Emeritus Professor

Action: Academic Registrar

- AB07.12.15 **MEETINGS OF SUB COMMITTEES AND JOINT COMMITTEES**
The Board received the following for information:
- AB07.12.15.1 Unconfirmed minutes of the Learning, Teaching and Assessment Committee of 5th October 2007
- AB07.12.15.2 Unconfirmed minutes of the Research and Knowledge Exchange Committee of 28th September 2007
- AB07.12.15.3 Unconfirmed minutes of the Faculty Board meetings of October 2007.
- AB07.12.16 **DATES OF FUTURE MEETINGS**

Wednesday 27th February 2008, 2.00 pm,
Wednesday 23rd April 2008, 2.00 pm,
Wednesday 11th June 2008, 2.00 pm,
- AB07.12.17 **BUSINESS OF THE MEETING OF 27TH FEBRUARY 2008**

The Board noted that the business of the meeting would include:
- Acting VC's Report
 - Student Experience Programme
 - Regulatory Framework
 - New programme + collaborative activities
 - QAA Institutional Audit Spring 2009
 - Reports from: BofG 26/11/07; RKE 8/2/08; Faculty Boards 13+20/02/08; LTAC 15/2/08
 - Report from SRC
 - Honorary degrees and appointments