



## **ACADEMIC BOARD**

Minutes of the meeting of Academic Board held on Wednesday 4 March 2009

Present: Professor S West (Chair), D Allen, Professor J Arthurs, Professor A Benstead, Professor M Boddy, J Bradley, P Catley, Professor G Channon, P Dowdall, Professor J Duffield, M Frutos-Perez, J Fryer, T Goodhew, Professor P Gough, M Grey, S Grive, Professor S Hagen, Dr J Harrington, T Harrison, D Hawes, W Jones, J Lanham, A Mathieson, T McGoldrick, Dr N McKenzie, P Nolan, M Orme, M Partington, D Passfield, K Phillips, C Rex, J Rushforth, Dr E Smith, J Thomas

Apologies: A Cheshire, A Echarte

In attendance: H Jackson (Clerk)

### **AB09.3.1 MINUTES OF THE MEETING OF 3 DECEMBER 2008**

Paper AB09/3/1 was received.

The Board approved the minutes of the meeting of 3 December 2008 noting the following change:

- AB08.12.4.2.1 should read "The National Union of Students of Course Representatives".

### **AB09.3.2 VICE CHANCELLOR'S REPORT**

Paper AB09/3/2 was received.

AB09.3.2.1 The Vice Chancellor reported on:

- (a) the Chairmanship of the Board of Governors - Ray Burton would stand down as the Chairman in April 2009. Academic Board thanked Mr Burton for his significant contribution to the University during his time as a Governor. Gillian Camm would take over the Chairmanship following Mr Burton's departure;
- (b) the excellent outcome of the RAE 2008 - a 'celebration of success' would be held on 24 March 2009;
- (c) Swindon development- the venture lay on the outcome of a planning appeal. Further updates would be made to Academic Board;
- (d) the external financial environment - the current financial environment would impact on the sector and the University. A number of initiatives were being developed by the Government to encourage participation in HE.

### **AB09.3.3 INSTITUTIONAL OVERSIGHT OF ACADEMIC STANDARDS AND QUALITY**

Paper AB09/3/3 was received.

AB09.3.3.1 The Academic Registrar introduced the paper for an annual report to support Academic Board's role in maintaining institutional oversight of academic standards and quality. The annual report would not replace annual monitoring and evaluation, but would be a summative report of a range of statistical and qualitative outcomes to provide Academic Board

with an annual picture of the state of the University's academic health.

AB09.3.3.2 The Board **APPROVED** the proposal noting that the Annual Report would also be reported to Faculties for dissemination.  
**ACTION: ACADEMIC REGISTRAR**

#### AB09.3.4 **LEARNING TEACHING AND ASSESSMENT**

##### AB09.3.4.1 **QAA INSTITUTIONAL AUDIT**

AB09.3.4.1.1 Assistant Vice Chancellor Channon reported on the QAA Institutional Audit Briefing Visit on 17-19 February 2009. The visit was in preparation for the Institutional Audit on 23-27 March 2009.

##### AB09.3.4.2 **HARTPURY REVIEW** Paper AB09/3/4 was received.

AB09.3.4.2.1 Assistant Vice Chancellor Channon introduced the report noting the following main points:

- the positive nature of the Review
- the nature of the academic agreement
- the examination (by both institutions) of operational implications
- the academic quality and standards of Hartpury's provision
- confirmation of the strong strategic alignment between both institutions.

AB09.3.4.2.2 Following the outcome of the review a new Academic Agreement would be formed with the aims of strengthening and enhancing the relationship.

AB09.3.4.2.3 Thanks were given to the Panel, Alastair Osborn and Hartpury College. Hartpury thanked the Panel and Assistant Vice Chancellor Channon.  
**ACTION: ACADEMIC REGISTRY**

AB09.3.4.3 **WORK BASED LEARNING POLICY**  
Paper AB09/3/14 was received as an update on progress.

AB09.3.4.4 **TECHNOLOGY ENHANCED LEARNING STRATEGY IMPLEMENTATION PLAN**  
Paper AB09/3/15 was received as an update on progress.

AB09.3.4.5 **SOCIAL NETWORKING ONLINE**  
Paper AB09/3/16 was received as an update on progress.

AB09.3.4.6 **EMPLOYABILITY STRATEGY**  
Paper AB09/3/17 was received as an update on progress.

##### AB09.3.4.7 **ACADEMIC CALENDAR**

AB09.3.4.7.1 The Chair of the Academic Calendar working group reported that the draft proposals and options were to be considered at the next round of Faculty Board meetings. Feedback was to be considered at the June meeting of Academic Board before being presented to UMG.

AB09.3.4.7.2 The following issues/ideas had been identified:

- the need to protect the staff and student teaching and learning process
- moving graduation boards to the summer

- easing current bottlenecks in September
- producing a `future-proof' calendar
- making use of the summer period
- considering the nature of assessment periods
- considering issues of staff and student holiday options

AB09.3.4.7.3 The Chair thanked the Chair of the Academic Calendar working group.

AB09.3.4.8 **EXTENUATING CIRCUMSTANCES/LATE WORK**

AB09.3.4.8.1 The Chair of the Extenuating Circumstances/Late Work working group gave an oral report on progress.

AB09.3.4.8.2 The group had defined a number of key principles governing its work. The Chair of the group would feed recommendations into the work of the F12 and Academic Calendar working groups.

AB09.3.4.8.3 The Chair thanked the Chair of the Extenuating Circumstances/Late Work working group for his oral report.

AB09.3.5 **REGULATORY FRAMEWORK**

AB09.3.5.1 **LEGAL PRACTICE COURSE: PG DIPLOMA LEGAL PRACTICE (CHAIR'S ACTION)**

Paper AB09/3/5 was received.

AB09.3.5.1.1 The Board noted Chair's action to approve revised assessment regulations for the Legal Practice Course and the PG Diploma Legal Practice in order to fulfil the University's response to conditions of approval of the new Legal Practice Course to be delivered from September 2009.

**ACTION: ACADEMIC REGISTRAR**

AB09.3.5.2 **NMC BSC (HONS) MIDWIFERY**

Paper AB09/3/6 was received.

AB09.3.5.2.1 The Academic Registrar introduced the paper which proposed award-specific variants to UWE Academic Regulations and Procedures in line with the National Midwifery Council's requirements for the accreditation of the BSc (Hons) Midwifery.

AB09.3.5.2.2 The Board **APPROVED** the proposal noting that it was a requirement from the National Midwifery Council.

**ACTION: ACADEMIC REGISTRAR**

AB09.3.5.3 **REGULATION F12**

Paper AB09/3/7 was withdrawn from the agenda.

AB09.3.5.3.1 The Chair proposed to the Board formation of a Task and Finish group under the chairmanship of Professor Channon to undertake further work to look at Regulation F12 (Absence From Or Non-Submission For Assessment) in the light of:

- a) concerns previously expressed about the existence of a `resit culture' and
- b) the outcomes of a recent HEFCE audit on our HESES data.

Any proposed amendments would need to take effect from September 2009.

- AB09.3.5.3.2 The Board **APPROVED** the proposal noting that due care be given to the unintended consequences any changes might have on other areas of the Regulatory Framework.  
**ACTION: ACADEMIC REGISTRAR**
- AB09.3.5.4 **MASTERS BY RESEARCH**  
Paper AB09/3/8 was received.
- AB09.3.5.4.1 Professor J Duffield introduced the paper detailing a framework under which faculties would submit proposals for validation on specific masters by research programmes.
- AB09.3.5.4.2 The Board **APPROVED** the proposal.  
**ACTION: ACADEMIC REGISTRAR**
- AB09.3.5.5 **DOCTOR OF SPATIAL PLANNING**  
Paper AB09/3/9 was received.
- AB09.3.5.5.1 The Board **APPROVED** the proposal for a new award title of Doctor of Spatial Planning (DPlan).  
**ACTION: ACADEMIC REGISTRAR**
- AB09.3.5.6 **SCHOOL OF EDUCATION TITLES**  
Paper AB09/3/10 was received.
- AB09.3.5.6.1 The Board welcomed the proposal to rationalise the School of Education Awards with the following two proposals:
  - the award title Certificate Education (Learning and Skills) to be changed to Certificate in Education Learning and Skills;
  - the award Postgraduate Certificate Learning Skills with 120 credits to be added to the list of approved UWE awards in the Academic Regulations and Procedures.
- AB09.3.5.6.2 The Board **APPROVED** the proposal.  
**ACTION: ACADEMIC REGISTRAR**
- AB09.3.5.7 **DELEGATION OF AUTHORITY**
- AB09.3.5.7.1 The Academic Registrar proposed to the Board that it delegate authority to a small group comprising the Vice Chancellor and the chairs of the Learning Teaching and Assessment Committee and the Research Committee to approve revisions to the academic regulations in between meetings of the Board. All revisions to academic regulations would be reported to the Board.
- AB09.3.5.7.2 The Board **APPROVED** the proposal.  
**ACTION: ACADEMIC REGISTRAR**
- AB09.3.6 **RESEARCH**
- AB09.3.6.1 **DIGITAL CULTURES RESEARCH CENTRE**  
Paper AB09/3/11 was received.
- AB09.3.6.1.1 Professor P Gough introduced the proposal to establish a new UWE Research Centre, entitled: Digital Cultures Research Centre, with effect from October 2009.
- AB09.3.6.1.2 The Board **APPROVED** the proposal.

- AB09.3.6.2           **KNOWLEDGE EXCHANGE**  
Paper AB09/3/12 was received.
- AB09.3.6.2.1        The Director of RBI introduced the paper noting the major theme was to identify Knowledge Exchange activity across the University and how this activity was then used locally, nationally and internationally.
- AB09.3.6.2.2        The Board **ENDORSED** the paper noting this was a framework that would require continual development and be articulated in a number of different ways to different audiences. An annual report on Knowledge Exchange would be made to Academic Board.
- AB09.3.6.2.3        The Communication Status of the paper was changed to Public Document.
- ACTION: DIRECTOR OF RBI**
- AB09.3.6.3           **RAE 2008**  
Paper AB09/3/18 was noted.
- AB09.3.7             **STUDENT EXPERIENCE**
- AB09.3.7.1           **STUDENT EXPERIENCE PROGRAMME**  
Paper AB09/3/13 was received.
- AB09.3.7.1.2        The Dean of Students introduced the report on progress noting that UWE was currently ahead of national figures for the National Student Survey 2009 response rates.
- AB09.3.7.1.3        A second Student Experience Workshop was to be held on 1 April 2009 focussing on:  
\* conclusions from the previous event;  
\* the impact of economic recession on student experience;  
\* preparation for the new campus development  
\* communication with students in all its various forms.
- AB09.3.7.1.4        The Chair thanked the Dean of Students for his report.
- AB09.3.7.2           **STUDENT MATTERS**  
The SRC Vice President's Report was received (tabled)
- AB09.3.7.2.1        The SRC Vice-President introduced the report on progress which included the following:
- the SRC Union Council update
  - an update on the QAA Institutional Audit
  - the Students' Union had received a very positive reaction to the possible introduction of a University SMS service to notify changes of rooms or lectures to students.
- AB09.3.8             **REPORTS FROM FACULTY BOARD**
- AB09.3.8.1           The Board noted that the February 2009 meetings of Faculty Boards had discussed issues relating to:
- a. faculty planning papers
  - b. the review of the RAE outcomes
  - c. Knowledge Exchange reports and activities
  - d. Psychology, Nursing and Midwifery reviews
  - e. the lab refurbishments at Glenside campus
  - f. the Employability Strategy

- g. KPIs
- h. the R Block extension
- i. HP developments
- j. Federation issues
- k. lighting on the St Matthias campus
- l. students' understanding of plagiarism
- m. food prices on campus
- n. QAA Institutional Audit
- o. recruitment and the importance of early data on student numbers.

AB09.3.8.1.1 The Chair thanked the Executive Deans.

AB09.3.9 **ITEMS TO NOTE.**  
The Board received the following for information:

AB09.3.9.1 The Board noted the nomination of Paul Gough by the Board to the Board of Governors.

**ACTION: CLERK**

AB09.3.9.2 **PROFESSORIAL APPOINTMENTS AND AWARDS OF HONORARY DEGREES**

AB09.3.9.2.1 **HONORARY DEGREES CONFERRED BY THE UNIVERSITY DURING 2008.**

Paper AB09/3/19 was noted.

AB09.3.9.2.2 **APPOINTMENTS OF EMERITUS PROFESSORS**

The Board noted the following Faculty Board appointments of Emeritus Professor:

- Professor Marilyn Taylor (FET)
- Professor Alan Jocelyn (FET)
- Professor Philip Lawrence (FET)
- Professor Colwyn Jones (BBS)

**ACTION: CLERK**

AB09.3.9.3 **UWE/AUA ADMINISTRATOR OF THE YEAR AWARD 2008**

The Board noted and congratulated Dr Sarah Gutteridge (Academic Registry) on the award of Administrator of the Year 2009.

AB09.3.9.4 **MEETINGS OF SUB COMMITTEES AND JOINT COMMITTEES**

Paper AB09/3/20 was received. The Board received the following minutes for information:

- Board of Governors – 24 November 2008
- Bristol Business School Faculty Board – 15 November 2008
- Environment and Technology Faculty Board – 19 November 2008
- Health and Life Sciences Faculty Board – 26 November 2008
- Social Science and Humanities Faculty Board – 19 November 2008
- Internationalisation Strategy Group – 11 November 2008
- UWE Federation Group – 13 November 2008
- UWE Federation Group – 11 December 2008

AB09.3.10 **ANY OTHER BUSINESS**

AB09.3.10.1 An Incubator Suite with 65 seats opened in Bush House at the site of the Bristol Arnolfini.

AB09.3.10.2 Oscar-winning Director of Animation feature films, Richard Williams,

had opened the new Creative Arts School of Animation studios and CGI workshops in February.

AB09.3.10.3      UWE had awarded an Honorary Degree to the Chancellor of Bristol University.

AB09.3.10.4      Congratulations were given to UWE Students' Union who won Students' Union of the Year at the NUS Disabled Students Conference 2009. Lily Priggs also won the award for her work as the Sports Sabbatical Officer at UWESU.

AB09.3.11            **SUPPLEMENTARY AGENDA**

AB09.3.11.1        **ANNUAL REPORT OF COMPLAINTS**  
Paper S1 was received and the action plan noted.

AB09.3.12            **DATES OF FUTURE MEETINGS**  
10<sup>th</sup> June 2009 – 2pm-5pm in Room 3D33

BOARD OF GOVERNORS

**ACADEMIC BOARD - ACTION SHEET FROM THE MEETING HELD 4 MARCH 2009**

<b>Minute</b>	<b>Substance</b>	<b>Actioning Officer</b>	<b>Reporting /other deadline</b>
AB09.3.3.2	Production of an annual report giving institutional oversight of academic standards and quality	<b>ACADEMIC REGISTRAR</b>	<i>Annually in December</i>
AB09.3.4.2	To ensure the management of a new Academic Agreement with Hartpury College	<b>ACADEMIC REGISTRAR</b>	
AB09.3.4.7	Feedback was to be considered at the June meeting of Academic Board before being presented to UMG.	<b>CHAIR OF ACADEMIC CALENDAR WORKING GROUP</b>	<i>10 June 2009</i>
AB09.3.4.8	A full report of the Extenuating Circumstances/Late Work Group	<b>CHAIR OF THE EXTENUATING CIRCUMSTANCES/ LATE WORK GROUP</b>	<i>10 June 2009</i>
AB09.3.5.1	PG Diploma Legal Practice - Revise the assessment regulations of the University.	<b>ACADEMIC REGISTRAR</b>	<i>ASAP</i>
AB09.3.5.2	BSc (Hons) Midwifery – Revise the assessment regulations of the University.	<b>ACADEMIC REGISTRAR</b>	<i>ASAP</i>
AB09.3.5.3	Regulation F12 – Formation of a working group under the chairmanship of Professor Channon	<b>ACADEMIC REGISTRAR</b>	<i>ASAP</i>
AB09.3.5.4	Masters by Research – Revise the Academic Regulations of the University.	<b>ACADEMIC REGISTRAR</b>	<i>ASAP</i>
AB09.3.5.5.1	Doctor of Spatial Planning – Revise the Academic Regulations of the University.	<b>ACADEMIC REGISTRAR</b>	<i>ASAP</i>
AB09.3.5.6.1	School of Education Titles – Revise the Academic Regulations of the University	<b>ACADEMIC REGISTRAR</b>	<i>ASAP</i>
AB09.3.5.7.1	Delegation of authority to change the Academic Regulations of the University – Revise the Academic Regulations if the University.	<b>ACADEMIC REGISTRAR</b>	<i>ASAP</i>
AB09.3.6.2.2	An annual report on Knowledge Exchange made to Academic Board.	<b>DIRECTOR OF RBI</b>	<i>Annually in October or December</i>
AB09.3.9.1	Nomination of Paul Gough to the	<b>CLERK</b>	<b>IMMEDIATELY</b>



	Board of Governors – to notify the Clerk to Board of Governors.		
AB09.3.9.2.2	Emeritus Professors – to notify Human Resources of appointments.	<b>CLERK</b>	<b>IMMEDIATELY</b>