



ACADEMIC BOARD

Minutes of the meeting of Academic Board held on Wednesday 23 April 2008

Present: Acting Vice Chancellor Professor S West (Chair), Professor C Aitchison, Professor J Arthurs, J Askew, G Attwood (representing J Thomas), P Blatchford, 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, Professor C Fudge, Professor I Gow, R Griffiths, Professor S Hagen, Professor P Hampson, Dr J Harrington, T Harrison, W Jones, Professor J Longhurst, T McGoldrick, R Miles, A Olagunju, D Passfield, C Rex, Professor R Ritchie, J Rushforth, Dr S Watson

Apologies: M Bishop, Professor P Gough, S Grive, A Hart, G House, G Sandford, J Thomas, G Wilson.

In attendance: K Hicks, H Jackson, H Millican (for minute AB08.04.6.3), K Owen-Jones.

AB08.04.1 **MINUTES OF THE MEETING OF 27 FEBRUARY 2008**

The Board approved the minutes of the meeting of 27 February 2008.

AB08.04.2 **MATTERS ARISING**

AB08.04.2.1 Social Network Site and the University E-Learning Policy
(Minute AB08.02.3.4)

The Board noted that LTAC had commissioned a time limited working party to consider policy changes and to determine guidance for staff and students on the effective, appropriate use of social networking sites to support learning and teaching

AB08.04.3 **ACADEMIC BOARD GOVERNANCE**

AB08.04.3.1 The Board noted that a draft paper would be circulated by the Academic Registrar. This followed discussions with the Acting Vice Chancellor about the relationship between Academic Board and its sub committees and the Board of Governors. The final draft would be presented to the meeting of Academic Board on 11th June 2008.

Action: Academic Registrar

AB08.04.4 **ACTING VICE CHANCELLOR'S REPORT**

Paper AB/08/04/3 was received.

AB08.04.4.1 The Board was reminded of the importance of the Records Management Project and the University's commitment to an EDM system. The University would work towards a single approach to information management across all faculties and services.

AB08.04.4.2 The Acting Vice Chancellor reported that negotiations with Swindon would continue following the council elections on 22nd May 2008. All

investments would be on a full cost recovery basis.

AB08.04.4.3 The Board noted that the planning round was in progress. A 7% reduction in costs in 2008/09 was imperative. An overview of the corporate issues arising out of the planning round would be presented at the June meeting of Academic Board.

AB08.04.4.4 The Acting Vice Chancellor would hold open meetings in Faculties and Services during the forthcoming months to set out the priorities and focus for the University over the next 12 months.

AB08.04.5 **STUDENT EXPERIENCE**

AB08.04.5.1 **STUDENT EXPERIENCE PROGRAMME**
Paper AB08/04/4 was received.

AB08.04.5.1.1 The Board noted the response rate to the National Student Survey for UWE was 65%, 3.5% higher than the national average of 61.5%. Consideration would be given to methods of engaging placement students with the Student Survey for future years.

AB08.04.5.1.2 The Board thanked all academic and professional administrative staff for achieving the response rates.

AB08.04.5.2 **STUDENT MATTERS**
Paper AB08/04/5 was received.

AB08.04.5.2.1 The Board noted the outcome of the Students' Union elections and congratulated the appointed officers.

AB08.04.5.2.2 The Board also congratulated the Students' Union representatives on supporting the student population to be more interactive with the Union.

AB08.04.5.3 **ACADEMIC CALENDAR**

AB08.04.5.3.1 The Board noted the Students' Union's request for consideration of the timing of multiple coursework deadlines immediately after the Christmas vacation.

AB08.04.5.3.2 The Board noted the ongoing negotiations with trade union representatives about the Academic Calendar for 08/09. Consideration had been given to issues raised by the Students' Union. The 08/09 Academic Calendar would be circulated at the end of April 2008.

AB08.04.5.3.3 Further consultations would take place about the 2009/10 calendar and beyond.

AB08.04.5.3.4 Members were invited to submit issues for consideration to Deputy Vice Chancellor Cuthbert as a matter of urgency.

Action: All Members

AB08.04.6 **LEARNING AND TEACHING**

AB08.04.6.1 **QAA INSTITUTIONAL AUDIT 2009**

AB08.04.6.1.1 Assistant Vice Chancellor Channon reported that an Executive Audit Group had been established and would meet weekly until the Audit. The Group comprised: Assistant Vice-Chancellor G Channon and Academic Registrar T Harrison (Joint Leads), Dr Jane Harrington,

Alison Hoddell, Pauline Hume, Maureen McLaughlin, Dr Stephen Rynie

- AB08.04.6.1.2 A Steering Group would also be formed, with wider members from across the University.
- AB08.04.6.1.3 The overarching emphasis of the Audit would be on strategic quality management and enhancement, including collaborative provision, (international and the UWE Federation. Wider issues to be considered would include:
- Employer engagement
 - Student voice
 - Use of management information by the University, particularly retention/progression data.
- AB08.04.6.1.4 The QAA Audit would be a good opportunity to highlight good practice across the University.
- AB08.04.6.1.5 The QAA Assistant Director designated to the University for the Audit would be Professor Paul Luker.
- AB08.04.6.1.6 The Executive Audit Group had adopted the six key audit questions for the University to consider in its preparation for the audit:
- What are we trying to do?
 - Why are we doing it?
 - How are we doing it?
 - Is this the best way to do it?
 - How do we know it works?
 - How can we improve it?
- AB08.04.6.2 **UNIVERSITY ACTION PLAN FOR TAUGHT PROVISION 2007-2008**
Paper 08/04/6 was noted.
- AB08.04.6.3 **HERDA SHELL FRAMEWORK**
Paper 08/04/7 was received.
- AB08.04.6.3.1 The Chair welcomed Helen Millican, Development Officer for the Shell Award Framework, to the meeting.
- AB08.04.6.3.2 The Board welcomed the paper as a very exciting opportunity whilst noting concerns about the need to ensure the University provided high quality higher education throughout the framework.
- The Framework offered a fundamental change for the University from a supply led model to a demand led model. The Framework was crucial for the development of the UWE Federation and the development of an employer led CPD framework.
- AB08.04.6.3.3 Following an extensive discussion about the benefits to the University of the framework proposal, and a consideration of the important quality assurance issues involved, the Board strongly supported the proposals submitted for approving the Shell Award Framework.
- AB08.04.6.3.4 The Framework would be presented to the Programme and Approval Committee, Learning, Teaching and Assessment Committee and other appropriate committees before being resubmitted to Academic Board in October 2008 for final approval.
- AB08.04.6.4 **HEA STRATEGY**

AB08.04.6.4.1 The Board noted that the University's response to the HEA Strategy was available from Deputy Vice Chancellor Cuthbert.

AB08.04.7 **UWE FEDERATION**

AB08.04.7.1 **UWE FEDERATION**

AB08.04.7.1.1 Assistant Vice-Chancellor Channon confirmed that Cirencester College had become a member of the UWE Federation following the signing of contracts.

AB08.04.7.1.2 The Board noted that Yeovil College and the City Academy, Bristol were in the process of becoming members of the UWE Federation.

AB08.04.7.1.3 The first Federation Conference would be held on 1st and 2nd May 2008 at Frenchay Campus. The focus would be around the student journey.

AB08.04.7.1.4 The Board noted that robust incentivised models with a transparent financial model were required when developing UWE Federation links. The aim would be to develop a collegial model, with members being geographically close to the University.

AB08.04.7.2 **HARTPURY REVIEW**
Paper 08/04/8 was received.

AB08.04.7.2.1 The Board endorsed the proposals for a review of the Hartpury College – UWE academic relationship.

AB08.04.7.2.2 The Board noted that the University and Hartpury College had been partners for the past 10 years. Due to recent changes in the University's academic organisation and mission and strategy, the review would focus on whether there was still a convergence between the two mission and strategies and on the impact of Hartpury's existing academic status following the recent organisational changes at the University and the development of the UWE Federation.

AB08.04.8 **INTERNATIONAL COLLABORATION**

AB08.04.8.1 **SINGAPORE INSTITUTE OF COMMERCE (SIC)**

AB08.04.8.1.1 The Board noted that Chair's Action had been taken to designate Singapore Institute of Commerce as an affiliated institution of UWE for a period of five years from September 2008, subject to SIC addressing the panel's recommendations.

AB08.04.8.2 **VIRGINIA COMMONWEALTH UNIVERSITY**

AB08.04.8.2.1 The Board noted that the revised paper was approved by Chair's action.

AB08.04.8.3 **MANAGEMENT DEVELOPMENT INSTITUTE OF SINGAPORE (MDIS)**
Paper 08/04/9 was tabled.

Assistant Vice Chancellor Channon reported that a UWE Panel had conducted an Institutional Meeting at the Management Development Institute of Singapore (MDIS) and had considered its suitability to deliver years two and three of the University's BSc(Hons) Digital Media. Entry to the programme would be on the basis of recognition by UWE that

successful completion of the MDIS Advanced Diploma Information Technology (Digital Media), or equivalent, was equivalent to the first year of the BSc(Hons) Digital Media (120 credits at level 1).

- AB08.04.8.3.1 The Board agreed to approve the Management Development Institute of Singapore as an Affiliated Institution for a period of five years, with effect from September 2008, subject to eight conditions.

Action: Academic Registrar

- AB08.04.8.4 **MALAYSIAN ALLIED HEALTH SCIENCE ACADEMY**
Paper 08/04/10 was tabled.

- AB08.04.8.4.1 Assistant Vice Chancellor Channon reported that a UWE Panel and Mr Tony Lewis from the Chartered Institute of Environmental Health, had conducted an Institutional Meeting at the Malaysian Allied Health Science Academy and had considered its suitability to deliver the University's BSc(Hons) Environmental Health as a four year programme.

- AB08.04.8.4.2 The external Panel member had been particularly interested to progress discussion with the Malaysian Allied Health Science Academy with a possibility of seeking CIEH accreditation. The Board was reminded that although both degrees carried the same title, the UWE degree was CIEH accredited, whilst, the Malaysian Allied Health Science Academy degree was not.

- AB08.04.8.4.3 The Board agreed to approve the Malaysian Allied Health Science Academy as an Affiliated Institution for a period of five years, with effect from September 2008, subject to a development review after one year and to six conditions.

Action: Academic Registrar

- AB08.04.8.5 **NEW ERA COLLEGE, MALAYSIA**
Paper 08/04/11 was tabled.

- AB08.04.8.5.1 Assistant Vice Chancellor Channon reported that a UWE Panel had conducted an Institutional Meeting at the New Era College, Malaysia and had considered its suitability to deliver all three years of UWE's BA(Hons) Graphic Design.

- AB08.04.8.5.2 The Board agreed to approve the designation of the New Era College, Malaysia as an Affiliated Institution for a period of five years, with effect from September 2008, subject to a developmental review after one year and seven conditions.

Action: Academic Registrar

- AB08.04.9 **SUSTAINABILITY STRATEGY**
Paper 08/04/12 was received.

- AB08.04.9.1 The paper contained revised targets for the internal targets for the Sustainability Strategy. The targets reflected the success of the Strategy in reaching the original targets earlier than anticipated.

- AB08.04.9.2 The Board welcomed the revised targets and agreed to approve the proposals in the paper. The Board congratulated Mark Webster on the 2008 Sustainability Week. The Board congratulated Pro Vice-Chancellor Professor Fudge on his leadership of the Sustainability Strategy.

- AB08.04.10 **REPORTS FROM FACULTY BOARD**
 AB08.04.10.1 The Board noted that the April 2008 meetings of Faculty Boards had discussed issues relating to faculty restructuring, the planning round, the QAA Institutional Audit 2009 and the HR Strategy. The Creative Arts Faculty Board had been cancelled.
- AB08.04.10.2 The Board noted the issue raised by faculties about the Workload Model. Acting Vice Chancellor reported that work on the Model was ongoing and would be shaped by the Faculty restructuring discussions. The paper would be presented to Academic Board for comment and approval in due course.
Action: Acting Vice Chancellor
- AB08.04.11 **ITEMS TO NOTE.**
 The Board received the following for information:
- AB08.04.11.1 **PROFESSORIAL APPOINTMENTS**
 Paper AB08/04/13 was received.
- AB08.04.11.2 **MEETINGS OF SUB COMMITTEES AND JOINT COMMITTEES**
 Paper AB08/04/14 was received.
- AB08.04.11.3 **MEETINGS OF SUB COMMITTEES AND JOINT COMMITTEES**
 The Board received the following minutes for information:
- AB08.04.11.3.1 Board of Governors – 26th November 2007
 AB08.04.11.3.2 Learning, Teaching and Assessment Committee – 15th February 2008
 AB08.04.11.3.3 Research, Knowledge and Exchange Committee – 8th February 2008
 AB08.04.11.3.4 Joint Student Affairs – 14th January 2008
 AB08.04.11.3.5 Joint Diversity – 14th January 2008
 AB08.04.11.3.6 Environment and Technology Faculty Board - 13th February 2008
 AB08.04.11.3.7 Creative Arts Faculty Board – 21 November 2007
 AB08.04.11.3.8 Bristol Business School Faculty Board – 13th February 2008
 AB08.04.11.3.9 Social Science and Humanities Faculty Board – 20th February 2008
 AB08.04.11.3.10 Health and Life Sciences Faculty Board – 20th February 2008
- AB08.04.12 **DATE OF FUTURE MEETING**
 Wednesday 11th June 2008, 2.00 pm,
- AB08.04.13 **BUSINESS OF THE MEETING OF 11 JUNE 2008**
 The Board noted that the business of the meeting would include:
 VC's report
 Academic Governance
 Overview of Planning Rounds
 UWE Charter
 Calendar 2008/2009
 Joint Honours
 Regulatory Framework Review
 Timetabling
 Equalities and Diversity