



**ACADEMIC BOARD**

Minutes of the meeting of Academic Board held on Wednesday 22 October 2008

Present: Professor S West (Chair), D Allen, Professor M Boddy, J Bradley, P Catley, Professor G Channon, A Cheshire, Professor R Cuthbert, P Dowdall, Professor J Duffield, M Frutos-Perez, Dr M Grey, S Grive, Professor S Hagen, Dr J Harrington, T Harrison, W Jones, P Nolan, D Passfield, K Phillips, J Rushforth, J Thomas

Apologies: Professor P Gough, Professor J Arthurs, T McGoldrick, M Partington, Professor R Ritchie

In attendance: H Jackson (Clerk), P Blatchford

AB08.10.1 **MINUTES OF THE MEETING OF 11 JUNE 2008**

Paper AB08/10/1 was received.

The Board approved the minutes of the meeting of 11 June 2008.

AB08.10.2 **ACADEMIC CALENDAR 2009/2010**

Paper AB08/10/2 was received.

AB08.10.2.1 The Board received the draft academic calendar for 2009/2010 and noted that a review of the academic calendar would be undertaken during the course of 2008/2009 to consider 2010/2011 and beyond.

AB08.10.3 **ACADEMIC BOARD GOVERNANCE**

Paper AB08/10/3 was received.

AB08.10.3.1 The Academic Registrar introduced the paper summarising the arrangements for Academic Board and its committees during 2008/2009 including terms of reference, an update of membership and the outline plan.

AB08.10.3.2 During the discussion the following points were noted:

- (a) the relationship between Executive Groups and Committees should be made more explicit
- (b) further thought would be given by UMG to the Board's position in the forthcoming opportunities for development of the HP land
- (c) reporting from the Research Degrees Examining Board to be made explicit in the Business Plan
- (d) postgraduate research review would be considered at the meeting of the 3<sup>rd</sup> December 2008
- (e) RAE Outcome would be considered at the meeting of the 4<sup>th</sup> March 2009

AB08.10.3.3 The Board considered producing an Annual Report at the end of each academic year and **AGREED** that a draft outline would be prepared for the Board to consider.

**Action: Vice Chancellor/Academic Registrar**

- AB08.10.4           **VICE CHANCELLOR'S REPORT**  
Paper AB/08/10/4 was received.
- AB08.10.4.1        The Vice Chancellor thanked staff and students involved in the success of the 2008 Welcome Weekend and the Open Weekend. Both events had received very positive feedback.
- AB08.10.4.2        The Vice Chancellor reported on the successful purchase of Hewlett Packard land by UWE. The purchase gave UWE an exciting opportunity to explore new ways of working that would impact on the whole University. A project team would be set up to work on the master plan.
- AB08.10.4.3        The Chancellor, Baroness Butler-Sloss, had indicated she would retire in 2009. The criteria for a new Chancellor would be published and members were encouraged to send suggestions for names to the Vice Chancellor.
- AB08.10.4.4        The Vice Chancellor updated the Board on:
- a. HEFCE consultation paper "University Challenge"
  - b. forthcoming review of tuition fees
  - c. academic exchange
  - d. planning rounds
  - e. QAA Institutional Audit
  - f. senior structures
  - g. Virginia Commonwealth University
  - h. UWE Charter
  - i. Successes.
- AB08.10.5           **KEY PERFORMANCE INDICATORS AND RISK MANAGEMENT**  
Paper AB08/10/S1 was received.
- AB08.10.5.1        The Vice Chancellor introduced the paper summarising the University's arrangements for monitoring the Institutional Risk Register. The Board was invited to comment on its role in monitoring the Institutional Risk Register and on performance indicators that would inform the Board's ability to undertake its role in respect of institutional oversight. The University's approach to managing risk was being reviewed by the UMG and the Board of Governors.
- AB08.10.5.2        During the discussion the following points were raised:
- a. feedback on the contents of the risk register would enable faculties and services identified risks to be shared.
  - b. the Board needed to consider how to report and manage risks associated with its terms of reference.
- AB08.10.5.3        The Board **AGREED** that the Risk Register should be analysed by a specialist group, involving Deputy Vice Chancellor Rushforth and others.
- Action: Vice Chancellor and Deputy Vice Chancellor Rushforth**
- AB08.10.6           **STUDENT EXPERIENCE**
- AB08.10.6.1        **STUDENT EXPERIENCE PROGRAMME**  
Paper AB08/10/5 was received.
- The Dean of Students introduced the paper explaining that the paper

- AB08.10.6.1.1 had been updated since its inclusion in the agenda papers and a revised paper would be circulated. The following points were noted:
- a. the survey demonstrated the active relationship between the Students' Union and the student body
  - b. NSS results were to be cross referenced to further material before fundamental changes were made
  - c. assessment feedback had improved but there was still room for further improvement
  - d. 'organisation and management' appeared to be an area for further consideration although it was noted that there were discrepancies between the NSS results and the internal Student Satisfaction Survey results
  - e. the NSS results need to be integrated with planning and quality enhancement processes
  - f. concerns were raised about the students' understanding of some of the questions.

- AB08.10.6.1.2 During the discussion the following issues were raised:
- a. engagement needed to be at the right level within the University to enhance the programmes and areas that were being delivered
  - b. the internal student satisfaction survey required development to delve deeper into the issues raised by the NSS
  - c. the communication of lecture cancellations continued to be an issue
  - d. Faculty Boards would be required to ensure that all issues were addressed as part of annual monitoring and enhancement.

**ACTION: DEAN OF STUDENTS/ACADEMIC REGISTRY**

- AB08.10.6.1.3 The Chair thanked Jonathan Bradley for presenting the paper.
- AB08.10.6.1.4 The Dean of Students congratulated Bonaventure Feka Ngode in being judged Humanities Student of the Year in the 2008 Xcel awards.
- AB08.10.6.1.5 The Dean of Students reported that a Student Experience Programme Workshop would be held on 26<sup>th</sup> November 2008 to review events that had already taken place. A report would be made to the Board.
- AB08.10.6.1.6 The Board noted that the report of the evaluation of GDP would be discussed at LTAC before being submitted to Academic Board.

AB08.10.6.2 **STUDENT MATTERS**

- AB08.10.6.2.1 The SRC President and SRC Vice-President gave a verbal report which included:
- a. the SRC Union council would hold its first meeting of the new session on 13 November 2008
  - b. the students union continued to work on the QAA Audit in preparation for the November council meeting
  - c. a request was made for Executive Deans to remind staff to encourage students to become SU Representatives
  - d. the 'National Union of Students Conference: student representation in higher education institutions' would be held at UWE on the 12<sup>th</sup> November 2008

- AB08.10.6.2.2 The Board thanked the SRC President and Vice-President for their verbal report.

AB08.10.6.3 **UWE CHARTER**

Paper AB08/10/06 was received. Unstarred item.

AB08.10.6.3.1 The Board noted the Students' Union preferred Option 1 rather than the Option 2 which had been chosen.

AB08.10.6.3.2

*Option 1: to insert a preamble that made clear that the UWE Charter was not a legal document.*

*Option 2: to insert a preamble and rewrite the draft removing all clear commitments.*

AB08.10.6.3.3 The SU President agreed that the UWE Charter should be a document which encouraged enhancement across the University but also noted that the current audience was for students on the Frenchay campus and looked forward to the annual review of the document and the broadening of its scope to include more explicitly all UWE students.

AB08.10.7 **LEARNING, TEACHING AND ASSESSMENT**

AB08.10.7.1 **QAA INSTITUTIONAL AUDIT 2009**

AB08.10.7.1.1 Assistant Vice Chancellor Channon reported that progress with the preparations for the QAA Institutional Audit were well underway and the final draft of the briefing paper would be submitted to the December 2008 meeting of the Academic Board.

AB08.10.7.1.2 The Preliminary meeting had taken place with Professor Paul Luker (the QAA Assistant Director assigned to the UWE audit). The Briefing Visit would be held between 17<sup>th</sup> and 19<sup>th</sup> February 2009 with the Audit itself taking place between the 23<sup>rd</sup> and 27<sup>th</sup> March 2009.

**ACTION: AVC CHANNON/ ACADEMIC REGISTRAR**

AB08.10.8 **COLLABORATIVE PROVISION**

AB08.10.8.1 **INTERNATIONAL PARTNERSHIPS**

Paper AB/08/10/7 was noted.

AB08.10.8.2 To note Chair's Action to approve the following as Affiliated Institutions of the University:

- Ho Chi Minh City University of Law, Vietnam
- Hanoi Law University, Vietnam

AB08.10.9 **POLICIES AND PROCEDURES (Not covered elsewhere)**

AB08.10.9.1 **HEALTHY UNIVERSITY**

Paper AB/08/10/08 was received.

AB08.10.9.1.1 The Board welcomed Judy Orme to introduce the paper. The paper considered the concept of the 'The Healthy University' and set out the recommendations of the University's Healthy Universities Group, endorsed by the Sustainability Board.

AB08.10.9.1.2

During the discussion the following points were raised:

- a. the University's strategic direction would need to be determined
- b. mapping of health and wellbeing activities would be undertaken
- c. external funding from HEFCE would be explored along with five other universities. A potential funding area would be the Primary Care Trust

- d. a bid to the Region would be made to drive forward a regional strategy
- e. Judy Orme had been invited to speak at the HERDA-SW Annual Conference on creating a healthy student experience
- f. public recognition should be sought as soon as possible.

AB08.10.9.1.3 The Board **AGREED** the recommendations and welcomed the indicative report back to the Board during 2009.

AB08.10.9.1.4 The Board thanked Judy Orme for the presentation of the paper.

AB08.10.9.2 **ETHICS POLICY**  
Paper AB/08/10/S3 was received.

AB08.10.9.2.1 Professor Rob Cuthbert introduced the paper which had been submitted to the Board of Governors in July 2008 and would be resubmitted in due course along with an implementation plan.

AB08.10.9.2.2 The Board **AGREED** to endorse the policy noting that the document was a 'live' document requiring updating regularly.

**ACTION:**

AB08.10.10 **REGULATORY FRAMEWORK**

AB08.10.10.1 **PSRB REQUEST FOR VARIATION TO ASSESSMENT REGULATIONS F10.1**  
Paper AB/08/10/9 was noted.

AB08.10.10.1.1 The Board noted Chair's Action to approve variations to Assessment Regulation F10.1.

AB08.10.10.2 **PGCE PROGRAMME REGULATIONS**  
Paper AB/08/10/10 was noted.

AB08.10.10.2.1 The Board noted Chairs Action to approve amendments to the PGCE programme.

AB08.10.10.3 **ACADEMIC REGULATIONS FOR AEGROTAT AND POSTHUMOUS AWARDS**  
Paper AB/08/10/S2 was received.

AB08.10.10.3.1 The Academic Registrar introduced the paper proposing an amendment to the University's Academic Regulations for Aegrotat and Posthumous Awards for implementation from September 2008.

AB08.10.10.3.2 The proposal to change the Academic Regulations had been made to support a more permissive approach to the award of Posthumous and Aegrotat awards and that this would be comparable to other HEIs as demonstrated in the survey that had been undertaken.

AB08.10.10.3.3 The Board suggested a lower limit being the 2/3 rule and **AGREED** that recommendations for Aegrotat and Posthumous Awards would be submitted to the Chair of Academic Board for approval. The Board **AGREED** to apply the change to Regulations retrospectively from September 2008.

**ACTION: ACADEMIC REGISTRAR**

AB08.10.11 **REPORTS FROM FACULTY BOARD**

- AB08.10.11.1 The Board noted that the October 2008 meetings of Faculty Boards had discussed issues relating to:
- a. restructuring
  - b. NSS outcomes
  - c. the student experience with particular attention on the St Matthias Campus
  - d. completion of Phase 1 of Bower Ashton
  - e. Nursing and Midwifery Council Review.
- AB08.10.12 **ITEMS TO NOTE.**  
The Board received the following for information:
- AB08.10.12.1 **PROFESSORIAL APPOINTMENTS AND AWARDS OF HONORARY DEGREES**  
Paper AB08/10/11 was noted.
- AB08.10.12.2 **MEETINGS OF SUB COMMITTEES AND JOINT COMMITTEES**  
Paper AB08/10/12 was received. The Board received the following minutes for information:
- AB08.10.12.2.1 Board of Governors – 7<sup>th</sup> July 2008
- AB08.10.12.2.2 Learning, Teaching and Assessment Committee – 30<sup>th</sup> May 2008
- AB08.10.12.2.3 Research and Knowledge Exchange – 23<sup>rd</sup> May 2008
- AB08.10.12.2.4 Health and Life Sciences Faculty Board – 4<sup>th</sup> June 2008
- AB08.10.12.2.5 Social Science and Humanities Faculty Board – 4<sup>th</sup> June 2008
- AB08.10.12.2.6 Environment and Technology Faculty Board – 28<sup>th</sup> May 2008
- AB08.10.13 **DATES OF FUTURE MEETINGS**  
3<sup>rd</sup> December 2008 - 2pm-5pm in Room 3D33  
4<sup>th</sup> March 2009 – 2pm-5pm in Room 3D33  
10<sup>th</sup> June 2009 – 2pm-5pm in Room 3D33