

ACADEMIC BOARD

CONFIRMED

Minutes of the Academic Board meeting held on Wednesday 10 October, 2018.

Present: Steve West (Chair), Martin Boddy, Elizabeth Cleaver, Peter Clegg, Maria Foster, Marc Griffiths (for S Neill), Jane Harrington, Catherine Hobbs, James Lee, Fidel Alejandro Meraz, Jo Midgley, Christopher Moore, James Murphy, Giang Nguyen, Paul Olomolaiye, Ayrden Pocock, Gerry Rice (for L Harrison) Sarah Green, James Lee, Jane Roscoe, Sarah Todd, Patricia Voaden, Donna Whitehead, Neil Willey, Aylwin Yafele.

In attendance: Jodie Anstee, Jason Briddon, Rachel Cowie, Christine Gledhill, Katie Jenkins, Heather Moyes (Clerk), Derek Norris (for T Willis), Amanda Oliver (Deputy Clerk),

Observers: James Longhurst.

Apologies: Lucy Dumbell, Lisa Harrison, Catherine Hobbs, Elena Marco, Steven Neill, Rosie Scott-Ward, Donna Whitehead and Tracy Willis.

AB 18.10.1 Membership

AB.18.10.1.1 The Chair welcomed everyone to the first Academic Board meeting for the 2018/19 Academic Year. He announced the new members of the Board as:

Elizabeth Cleaver; Peter Clegg; Elena Marco; Neil Willey; James Murphy; Fidel Alejandro Meraz; Christopher Moore; Paul Olomolaiye; Aylwin Yafele; Sarah Todd and Maria Foster.

AB 18.10.2 MINUTES AND MATTERS ARISING

Paper AB18/10/01 was received.

AB 18.10.2.1 The minutes of the meeting held on Wednesday 4 July 2018 were **approved**.

AB 18.10.2.2 *AB18.07.3.1 refers:* Members noted that a confirmed schedule for the Business Technology Change Programme was presented to the Strategy 2020 Portfolio Board meeting on 9 July 2018.

AB18.10.2.3 *AB18.07.13.3 refers:* Members noted that, in light of concern from Academic Board about the exclusion of academic judgement from the grounds for appeal against an ethics committee decision, URKEC had been asked to revisit the terms of the proposed Appeals Procedure and report back to Academic Board in due course.

ACTION: Deputy Clerk/ Richard Bond

AB18.10.2.4 *AB18.07 refers:* Members noted that the actions for the Academic Regulations and Policy Manager have been completed.

ITEMS FOR DISCUSSION

AB 18.10.3

Response to the Review of Academic Governance

Paper AB18/10/02 was received

AB 18.10.3.1 Members received an update on the University's response to the recommendations generated through the review of Academic Governance and additional actions the University is taking to further enhance its academic governance arrangements.

AB 18.10.3.2 In particular, members were asked to note:

- I. there will be a new governance structure in place for 2019/2020 which reflects concerns around the existing structure having too many layers;
- II. this work started prior to the creation of OfS, however, much of the work supports the requirement that Academic Board provides Board of Governors with assurance;
- III. the diverse governance arrangements in each Faculty and the complexity of the relationship with Academic Board;
- IV. consideration will be given to the role of Faculty Boards and how these feed into a new governance structure;
- V. the importance of the review in ensuring governance arrangements are efficient, effective and promote informed decision making;
- VI. a group is being established to consider the role of equality, diversity and wellbeing in the University's governance arrangements.

AB 18.10.3.3 Reassurance was provided that Academic Board will be fully engaged in the review process and will receive regular updates on progress made.

ACTION: Director of Student and Academic Services

AB 18.10.4

Revised Terms of Reference for Academic Board

Paper AB18/10/03 was received.

AB 18.10.4.1 Members discussed revised Terms of Reference for Academic Board and associated changes in Membership. Members noted that six vacancies were filled through elections for Academic Board held in October 2018 and that by-elections will be held to fill the remaining 7 vacancies.

AB 18.10.4.2 Academic Board approved the changes made and were content for the revised Terms of Reference to be presented to the Board of Governors for approval.

ACTION: Clerk to the Board of Governors

AB 10.10.5

Annual Schedule of Business Academic Board 2018-2019

Paper AB18/10/04 was received.

AB 18.10.5.1 Members reviewed an indicative schedule of business for Academic Board meetings in 2018-2019. Members were advised that the meeting dates were fixed but there was flexibility about moving the proposed agenda items.

AB 18.10.5.2 Members were invited to send any proposals for further agenda items and comments on the business schedule to the Deputy Clerk for Academic Board.

ACTION: All members

AB 18.10.6**Vice Chancellor's Report**

Paper AB18/10/05 was received.

AB 18.10.6.1 Members received an update from the Vice-Chancellor on Office for Students Registration, Recruitment Status, Strategy 2030 and Awards Short-listings.

AB 18.10.6.2 Members were asked to:

- i. note that the University would be subject to a UKVI audit at the end of October. A mock audit had been held, which had been positive. Some opportunities to strengthen administration processes had been identified.
- ii. congratulate Hartpury College on being awarded University status. It was noted that Hartpury would retain membership of Academic Board for 12 months as an associate faculty.
- iii. note that UWE's Knowledge Exchange for Sustainability Education (KESE) Team had received an Advance HE Collaborative Award for Teaching Excellence.
- iv. congratulate staff on the successful outcome of the University's application to join the OfS Register. Members were advised that the University did not receive any ongoing conditions of registration. It was reported this was an outstanding achievement and the result of a year long effort.
- v. note this year's strong recruitment performance, reflective of significant efforts by staff. Members noted the critical role Academic Staff play in engaging prospective students and the importance of ensuring we have the most engaging staff at open days to promote UWE. Recognition was also given to the importance of having Student Ambassadors and their advocacy role in attracting prospective students - in particular, their role around sharing information on social media which was identified as a platform that influences University choice.
- vi. note UWE had been shortlisted for several awards and the results would be announced on 8 November.

AB 18.10.7**Graduate Destinations and Employment Performance 2017**

Paper AB18/10/06 was received.

AB 18.10.7.1 Members of Academic Board were advised that the report was presented for information at this stage. It will be considered by LTSEC in November and will return to Academic Board in December for further review.

AB 18.10.7.2 Members discussed the nine recommendations and ten key indicators and targets for the new Graduate Outcomes Survey, noting that performance against the DHLE KPI was slightly lower than the previous year - despite having improved in the eight consecutive years. The Deputy Vice Chancellor reassured the Board that there is a DHLE taskforce in place which will explore the reasons for this and shape things moving forward. She reported that the group will focus on core actions and sharing good practice from other business programmes.

AB 18.10.7.3 During the discussions concern was also expressed about sandwich courses and how some students are unable to get a placement because of the highly competitive nature of the market place. It was recognised that some students are slow to engage with opportunities, whilst others were concerned about

returning to university and joining a different cohort after a year-long placement. LTSEC was asked to consider this as part of its wider review of the report.

ACTION: Deputy Vice Chancellor/Chair of LTSEC

- AB 18.10.7.4 The Chair summarised the discussion and noted the University needs to:
- i. explore opportunities to better support students to manage transitions to and from periods of placement activity;
 - ii. diversify the range of placement options beyond sandwich placements;
 - iii. capitalise on good relationships that faculties and staff have developed with external organisations with a view to developing new placement opportunities for UWE students, including potential to link the employer engagement strategy with the procurement process e.g. identifying “student benefits” in contracts entered.

- AB 18.10.7.5 Members **noted** the nine recommendations and ten key indicators and targets from the Survey and confirmed that after the report goes to LTSEC it should return to Academic Board for discussion. It was also **agreed** that Faculties need to feed into LTSEC discussions to influence the outcomes.

ACTION: Faculty representatives/Deputy Clerk Academic Board

AB 18.10.8

Summary of Quality Metrics

NSS, DLHE and PTES results and monitoring processes.

Paper AB18/10/07 was received.

- AB 18.10.8.1 Members noted that this was the fourth year there had been a University approach to NSS and that satisfaction levels for this year had risen to 89% placing the University seventh in the sector and first in the South West and across the Alliance Institutions.
- AB 18.10.8.2 Members were made aware that the approach to NSS had been refined over the last two years to allow for meetings with programme heads – meetings were held where programmes had achieved results of 92%, or above, to discuss good practice and where programme results were 80% or below.
- AB 18.10.8.3 Members recognised the hard work and achievement behind the results, however, emphasis was placed on the importance of avoiding complacency as some programmes were still subject to fluctuations.
- AB 18.10.8.4 Members were informed that the Postgraduate Taught Survey had also achieved a satisfaction score of 89% - placing the University eighth out of 109 institutions. Members were told that meetings took place at faculty level and there were high levels of engagement. However, it was recognised there were still areas where improvements were required.
- AB 18.10.8.5 During the discussions members were also informed that it will be the last year there will be a DHLE indicator and this will be replaced by the new Graduate Outcomes survey.
- AB.18.10.8.6 Members were reminded that 17/18 wasn't a PRES year and that 2018/19 will be.

AB 18.10.9

Future of Gloucester Campus

Paper AB18/10/08 was received.

- AB 18.10.9.1 Members were advised that following NHS funding changes there had been a substantial decrease in applications to the nursing programmes based at Gloucester campus and that the Nursing and Midwifery Department therefore proposed that the September 2018 adult nursing cohort be the last intake based at that campus.
- AB 18.10.9.2 Members were informed that the proposal had already been presented to Directorate and Board of Governors and that formal consultation, with recommendations, had taken place in August 2018.
- AB 18.10.9.3 Members were also advised:
- i. UWE would continue to make use of placement learning opportunities for its nursing students in the Gloucester region;
 - ii. the University is committed to maintaining the same student experience for the last cohort at the AW Gloucestershire Campus and that the Department has put in place arrangements to support this, in line with the University's Student Protection Plan;
 - iii. this meets the definition of a reportable event under the OfS's conditions of registration and is likely to trigger a visit for which preparatory work is underway;
 - iv. clinical partners were aware Academic Board is receiving a report on this issue for consideration;
- AB 18.10.9.4 Members **approved** the proposal and requested:
- i. thanks is given to the Head of Department for Nursing and Midwifery, her team and other professional services staff (involved in this work) for their efforts to sustain the service provision at the AW Campus.
ACTION: Deputy Dean of Health and Applied Sciences
 - ii. a letter is sent from the Chair of Academic Board to clinical partners on the outcome of the meeting.

ACTION: Chair

AB 18.10.10

To consider a "Mock Annual Calendar" with three Student intakes.

Paper AB18/10/09 was received.

- AB 18.10.10.1 Academic Board was invited to consider and discuss the impact of a model based on three student intakes a year.
- AB 18.10.10.2 Members were advised the market place is changing and the Minister for Higher Education is encouraging universities to be more innovative in their approach to attracting diverse groups of students. Members were also informed that it was common for international partners to have four or more intakes a year.
- AB 18.10.10.3 Members agreed that there is a need to better understand the implications of multiple intakes, including affordability, resourcing, infrastructure, management and market demand. Members also recognised the need to consider that future graduates will have a working life of 50 or 60 years and how can the University best support these individuals throughout the lifetime of their career.

- AB 18.10.10.4 Members agreed that a working group should be established to explore these issues in more detail, drawing on colleagues with relevant experience. The group was tasked with developing a model with four intakes a year to be brought to Academic Board for discussion.
- ACTION: Head of Student Administration and Advice**

ITEMS FOR APPROVAL

AB 18.10.11 Academic Board Annual Report to Board of Governors

Paper AB18/10/10 was received.

- AB 18.10.11.1 Members were asked to discuss and approve the annual report to the Board of Governors.
- AB 18.10.11.2 Members were advised that:
- i. the requirement for Board of Governors to sign a document to confirm they have received the annual report from Academic Board has been removed. This reinforces the importance of the relationship between Academic Board and the Board of Governors in ensuring appropriate levels of assurance are given and received.
 - ii. the reportable event (Gloucester campus closure) discussed earlier in the meeting would be added to the report. It was also reported that Board of Governors would be invited to discuss whether they would like to receive a supplement with future annual reports providing assurance on the quality of service provision.
- AB 18.10.11.3 Academic Board agreed that they were content for Board of Governors to receive the annual report.
- ACTION: Director of Student and Academic Services**

AB 18.10.12 Revised Terms of Reference for University Research Knowledge Exchange Committee (URKEC).

Paper AB18/10/11 was received.

- AB 18.10.12.1 Members were asked to approve changes to the URKEC terms of reference highlighted by the PVC Research and Enterprise. Academic Board **approved** the changes.

AB 18.10.13 Revised Terms of Reference for Faculty Research Degree Committees (FRDCs)

Paper AB18/10/12 was received.

A tabled paper "Explanatory note for FRDCs Terms of Reference" was also received.

- AB 18.10.13.1 The Director of the Graduate School advised that the changes to the Terms of Reference had been approved by the Graduate School and the Research and Knowledge Exchange Committee (RKEC). He noted the changes made followed a review last year and aimed to reflect the devolved responsibility FRDCs possess for overseeing recruitment and progression of postgraduate research students and the role of FRDCs in strategy and policy development.

- AB 18.10.13.2 Members approved the changes to Terms of Reference, subject to the inclusion of Directors of Research Centres in the Membership.
ACTION: Director of Graduate School

REPORTS AND UPDATES

AB 18.10.14 Graduate School Annual Report

Paper AB18/10/13 was received.

- AB 18.10.14.1 The Director of the Graduate School presented the highlights in the report to members.
- AB 18.10.14.2 Members were advised that :
- i. during 2017/18 UWE Postgraduate Researchers met the 80% key submission rate thresholds;
 - ii. the number of Postgraduate Students is increasing and,
 - iii. the profile of UWE Postgraduate students is: 21% part time students, 21% international fee paying students and 30% are non UK students and 12% are non-white British which is high compared to the sector as a whole.
 - iv. despite the successes of the Graduate school, the postgraduate to undergraduate research ratio is low for an institution with TEF gold and needs more attention.
- AB 18.10.14.3 Members congratulated the Director on the improvement in postgraduate provision and the success of the Graduate School in delivering “ready and able” graduates and supporting research with impact.
- AB 18.10.14.4 Members were informed that:
- a) doctoral loans offer potential for expansion of the numbers of PGR led and professional doctorates.
 - b) PGT to PGR conversion is very low and something the Graduate school acknowledges needs improvement.
- AB 18.10.14.5 Members requested that the Graduate School undertakes more work exploring these two areas listed above and provides an update to Academic Board.
ACTION: Director of Graduate School

AB 18.10.15 UWE Bristol Knowledge Exchange Plan 2018

Paper AB18/10/14 was received.

- AB 18.10.15.1 Members noted that the plan was submitted to Research England in July and that the University received confirmation it was accepted in August 2018.
- AB 18.10.15.2 Academic Board **endorsed** the Plan.

AB 18.10.16 Update from Student Representatives

The tabled paper AB18/10/15 was received.

- AB 18.10.16.1 Members were asked to note the key points in the report, in particular:
- i. that the Union is appointing a dedicated Peer Assisted Learning coordinator to liaise directly with the University's PAL team and help embed the programme across the University.

- ii. A review of SU governance has revealed a lack of engagement and a need to widen participation. Proposals for reforms are in place and work will be undertaken to support the implementation of these over the next year.
- iii. the Vice-President Education was consulting students on the Student Charter. It was noted that this feedback will be very useful as part of a wider piece of work to review the Charter, responsibility for which is shared by the Union and the University.
- iv. A proposal to survey postgraduate students regarding their satisfaction with extra-curricular academic provision.

AB 18.10.16.2 It was agreed that the Director of Student and Academic Services would work with the SU to ensure that students were aware of the key role that the Students' Union played in representing their interests and supporting wider student representation activity across the University.
ACTION: VP Education and Director of Student and Academic Services.

STANDING ITEMS

AB 18.10.17 Mental Wealth – Confidential Item

Paper AB18/10/16 was received.

AB 18.10.17.1 Academic Board was asked to review and comment on the progress the University is making against internal and external drivers.

AB 18.10.17.2 The Vice Chancellor advised members that:

- i. Jackie Doyle had been appointed as Minister for suicide prevention in England;
- ii. the University is engaging with a variety of stakeholders around mental health and wellbeing, with extensive work in progress;
- iii. the focus of the Mental Wealth Strategy will adjust over time as the University's local approach and engagement with national programmes develops and matures;
- iv. UWE is participating in the Step Change Framework and with OfS-led work around mental health and wellbeing;
- v. the University's Strategy is currently focused on students and doesn't capture all the work the University is undertaking on mental health particularly in relation to staff mental health issues and,
- vi. the Minister expects every University to: engage with the Suicide Prevention Plan, adopt the Student Minds Charter and develop a more collaborative approach to mental health - considering provision in schools, colleges, the NHS and other third party providers to identify gaps.

AB 18.10.17.3 Members agreed:

- a) the importance of the University working in partnership to improve mental health - in particular, to work with the University of Bristol to develop a city region approach to improving mental health.
- b) there needs to be more sharing of information so partners fully understand what services are available, uptake of these services, and where are the gaps in services provision.
- c) the University needs to capture work already happening around mental health and key flags and triggers for individuals with mental health concerns.

AB 18.10.17.4 The Chair requested that a “Peoples Committee” is established to look at development and support for staff throughout their careers.

ACTION: Chair

ITEMS TO NOTE

AB 18.10.18 Subcommittee Minutes

Members were asked to note the latest available minutes of subcommittees are available on the Sharepoint site.

AB 18.10.19 ANY OTHER BUSINESS

AB 18.10.19.1 The Chair reported that Adam Pinfold, who previously served on the Board as the elected member from Professional Services, had asked for his thanks to be given to fellow board members for their support during his term of office. The Chair also extended his thanks to the Faculty Board Chairs for their contributions and reiterated the commitment to full engagement with Faculty Boards to ensure Academic Governance arrangements are effective and support good governance.

AB 18.10.19.2 He also expressed his thanks to the Head of Department for Nursing and Midwifery, who was leaving UWE to take up a post in the NHS, for her contribution to Academic Board.

DATES OF FUTURE MEETINGS

All meetings scheduled will be held from 14:00 – 17:00

Wednesday 5 December 2018

Wednesday 27 February 2019

Wednesday 15 May 2019

Wednesday 3 July 2019