

CONFIRMED

ACADEMIC BOARD

Minutes of the meeting of the Academic Board held on Wednesday 4 July 2018.

- Present:** Steve West (Chair), Lucy Dumbell (until 18.07.18.2), Manuel Frutos-Perez, Nadine Fry, Sarah Green, Jane Harrington, Lynne Lawrance, James Lee, Mandy Lee, Stuart McClean, Steven Neill, Giang Nguyen, Glenn Parry, Adam Pinfold, Ayden Pocock, Darren Reynolds, Gerry Rice, Jeanette Sakel, Rachel Sales, Donna Whitehead.
- In attendance:** Richard Bond (for 18.07.12/18.07.13), Ellie Clark-Webster (for 18.07.19) Elizabeth Cleaver, Rachel Cowie, Dominic Foster (for 18.07.19), Christine Gledhill (clerk), Tracey Horton (for 18.07.7), Fiona Jordan (for 18.07.10), Tracy Willis, Sue Yilmaz (for 18.07.8).
- Observers:** Jodie Anstee, James Longhurst, Amanda Oliver.
- Apologies:** Sarah Bennett, Martin Boddy, Alex Franklin, Georgina Gough, Catherine Hobbs, Fiona Lawrence, Lamine Mahdjoubi, Jo Midgley, Paul Olomolaiye, Nicholas O'Regan, Jane Roscoe, Rosie Scott-Ward, Aylwin Yafele.

AB18.07.1 Membership

AB18.07.1.1 Student Union President and VP, Education

The Chair welcomed the Student Union President and the Vice President, Education to the meeting.

AB18.07.1.2 Academic Board Nominee

Members noted that Professor Steven Neill's membership of the Board of Governors as Academic Board nominee would end on 31 July 2018.

The Chair proposed that Jane Roscoe be nominated to replace Professor Neill.

The Academic Board **endorsed** the nomination.

ACTION: Clerk

AB18.07.2 Minutes and Matters Arising

Paper AB18/07/01 was received

AB18.07.2.1 The minutes of the meeting held Wednesday 16 May 2018 were **approved**.

AB18.07.2.2 *AB18.05.2.3 refers:* Members noted that the guidance on handling a student death was currently being revised and would be circulated before the next academic session.

*AB18.07.2.3 *AB18.05.11.2 refers:* Members also noted that the Alcohol Impact Audit Results presentation was shared via email on 17 May 2018.

ITEMS FOR DISCUSSION

AB18.07.3 Vice-Chancellor's Update

Paper AB18/07/02 was received

AB18.07.3.1 Members received an update from the Chair and noted the following:

Academic Governance

- i. Since 2016 the Board of Governors had been required to provide assurances to HEFCE (now Office for Students [OfS]) on the suitability of institutional processes for improving student outcomes;

- ii. The OfS new regulatory framework also now required the Board to ensure that robust governance and management arrangements were in place to:
 - a. Operate in accordance with its governing documents.
 - b. Deliver, in practice, the public interest governance principles that are applicable to it.
 - c. Provide and fully deliver the higher education courses advertised.
 - d. Continue to comply with all conditions of its registration;
- iii. To support this assurance, the University was formalising its approach to the review of governance and management;
- iv. Initial work had already been undertaken with an external consultancy to provide an element of this review and the recommendations arising from that there were being taken forward;
- v. Revised terms of reference would be revised for consideration by Academic Board in October; consideration of membership would take place over the summer.

Business-Technology Change Programme

- i. Work was progressing by the Directorate to finalise the prioritisation and scheduling of several important business-technology change projects, e.g. Student Journey Programme, PIMS and Learning Analytics;
- ii. A confirmed schedule would be presented to the Strategy 2020 Portfolio Board meeting on 9 July 2018 and subsequently published more widely.

AB18.07.3.2 *TEF Gold and Guardian League Table Success*

The Chair expressed his thanks to all members of the UWE community for the teamwork, dedication and engagement demonstrated in securing these achievements.

AB18.07.4 Strategy 2030 (S2030) Development

Members received a presentation from the Vice-Chancellor on the development plan for Strategy 2030 that was currently underway. Members noted in particular:

- AB18.07.4.1
 - i. The plan was based on three main phases:
 - a. Exploration of major external developments that could be used to shape the strategy (Jan 2017-June 2018)
 - b. Testing of 'big ideas' that would form the basis of the new strategy (June-Dec 2018)
 - c. Consultation on the final document and development of implementation plans leading to a July 2019 launch;
 - ii. A review of progress against Strategy 2020 (S2020) would also be captured (June-Dec 2018);
 - iii. Areas covered in Phase 1 included the market (local, national, internal), FE landscape, technologies, future-proofing the estate, the future of industries, personalising the whole student experience;
 - iv. Strong feedback to Phase 1 –
 - a. strategy should be in plain English and outward-looking, one that spoke of purpose and values, telling the story of UWE in a modern world, the value of universities and a university education
 - b. UWE was an inclusive university, one of openness, engagement and responsiveness
 - c. The need to be agile in order to provide a seamless and impermeable student journey, through culture and behaviours, as well as systems
 - d. Be a market 'disrupter' not a 'me too' institution;

- v. Phase 2 would inform further work by the Board of Governors, and would include roadshows, VC annual address in autumn 2018 (interview/Q&A format) and engagement with both students and staff;
- vi. Key themes/priorities to consider:
 - a. positioning our priorities so that they have more public relevance
 - b. better support cross-University/collaborative working through how we position those priorities
 - c. position them in a way that is much clearer in how they align to our core purpose and values?

AB18.05.2.11 The Chair invited Members to consider in groups the following questions:

1. *What are your initial thoughts on the proposed framework for Strategy 2030?*
2. *What are the implications of this positioning across the University?*
3. *What could we achieve through our core purpose and values and how could we bring these more to life across the University?*
4. *What could we prioritise in Strategy 2030 to realise the key themes?*

Feedback

Members were invited to share highlights of their discussions. Feedback included:

- i. The meaning of the word “transforms” may not be clear elsewhere and also did not convey a sense of relationships/‘being with’ – could be reworded, for example: “Together we create the future” to demonstrate the relational process, with the University as coach and enabler;
- ii. Collective values as they currently stood were good but could be more explicit, particularly in terms of graduate outcomes: emotional intelligence, compassion, etc.;
- iii. Question as to how much of a ‘disrupter’ UWE could be if S2030 was born of S2020 – there was a need to have clear recognition of UWE’s culture and values, and explicitly articulate in those values how UWE was different to other institutions; the future would provide numerous opportunities for contacts that could not yet be envisaged;
- iv. UWE’s core purpose was easy to communicate and was true to the University’s central nature;
- v. The five values: Ambitious, Innovative, Connected, Enabling, Inclusive, were good in themselves as words but were difficult to explain to others;
- vi. Difficult to see where the ‘change-making’ element was within the values;
- vii. The idea of solving future challenges could be turned into something more positive, for example “we are creating the future, turning challenges into opportunities”;
- viii. “Region” – feels too insular, could be expanded upon to demonstrate how UWE helps the region to be propelled globally;
- ix. Understanding what UWE was about – known for its students’ application of their degree into real-world experience, its programme provision is inclusive and diverse and enhanced the student experience;
- x. Focus on how the world was changing and how a UWE degree would help adapt to that, how the degree was relevant to the world of tomorrow; look at the world through different lenses;
- xi. The culture had to change for UWE to be unique, there was currently some conflict between culture and brand;
- xii. Use the words ‘inclusive’ and ‘diverse’ more effectively to reflect the different types of student at UWE;
- xiii. Language needs to speak of actions rather than definitions – “transforming people” by more professional training, engagement with industry and links to global experience;
- xiv. Establish a Student Jury to help articulate directions;

- xv. Research and knowledge exchange – explore what was needed for the next 12 years, share common goals with the EU, learn from other universities;
- xvi. The focus is upon change rather than transformation – we can be disruptive, in terms of ways of learning;
- xvii. We need to be better at saying what we are good at;
- xviii. “Better together. Start here. Go anywhere”.

AB18.07.5 Enhancement Framework Evaluation

Paper AB18/07/03 was received

AB18.07.5.1 Members received an update from the Director of Student and Academic Services on a summary of processes and their implementation.

AB18.07.5.2 Members noted the following:

- i. University Curriculum Panel (UCP) – it was anticipated that the UCP would become the panel at which programme closure decisions were made;
- ii. Positive feedback had been received from a strategic planning event the previous week and suggestions from the event would be taken forward;
- iii. The University Validation Panel (UVP) held recently had worked very well;
- iv. Continuous Improvement (CI) tool – annual review element would go live shortly (e.g. NSS and DLHE data); programme teams were already logging reflections and actions to capture their discussions;
- v. Programme Enhancement Review (PER) was also working well, with many using the CI tool to inform the enhancement review process;
- vi. The process would evolve alongside Strategy 2030; feedback would continue to be sought and progress reported to Academic Board.

AB18.07.5.3 Members noted that the DVC and Provost would visit each department on a biannual basis to discuss the process and forthcoming changes, such as the recently developed programmatic Blackboard and event capture. The Pro Vice-Chancellor, Research & Enterprise would also attend with regard to research activity.

AB18.07.6 Inclusivity for Learning Update

Paper AB18/07/04 was received

AB18.07.6.1 Members received an update from the Director of Learning and Teaching on progress to date with the Disabled Students' Allowance (DSA) modernisation project and current work underway to align this to other strategic projects under the banner of Inclusivity for Learning.

AB18.07.6.2 Members noted that a project group, chaired by the Director of Learning and Teaching was in place to plan for and oversee broader University-wide responses and changes.

AB18.07.6.3 Members also noted that the anticipated cuts were not as swift as expected and this had allowed time to look at broader activities such as the Mental Wealth agenda and inclusive campus.

AB18.07.6.4 Members further noted that the project would be reconsidered over the coming weeks and resumed in September 2018, with work streams, clearly defined boundaries and milestones.

AB18.07.6.5 Members commented favourably on the value of peer note banks.

ITEMS FOR APPROVAL

AB18.07.7 Academic Regulations and Procedures

Paper AB18/07/05 was received

- AB18.07.7.1 The Academic Regulations & Policy Manager led Members through the proposed changes to the regulations for 2018/2019.
- AB18.07.7.2 Members' attention was drawn in particular to the following:
- i. Revised format of the 2018/2019 regulations with the main document separated into two parts:
 - a. Undergraduate (UG) and Postgraduate Taught (PGT) regulations
 - b. Postgraduate Research (PGR) regulations;
 - ii. Processes and policies linked to the UG and PGT regulations were now separated out and will be signposted as links from the main document;
 - iii. the main changes to the regulations for 2018/2019 related to:
 - a. new calculation of Masters Awards changed to weighted average of best 120 credits; work was underway with ITS and SAT teams to ensure current students were not disadvantaged
 - b. students on Masters dissertation type modules to have the right to two attempts (one sit and one resit)
 - c. personal circumstances 'exceptional removal of a mark' – required evidence had been relaxed to provide students with more flexibility
 - d. posthumous awards – the highest level of award would be awarded, regardless of the level at which the deceased student was, and honours without classification could be awarded. The same principle would apply to PhD students.
- AB18.07.7.3 Members commended this approach which recognised the potential of students and would mean a great deal to their families.
- AB18.07.7.4 e. robes – Higher Doctorate would no longer be awarded and academic dress information was incorrect – to be removed.
- AB18.07.7.5 Members noted the value of the award of Higher Doctorate as a recognition of outstanding academic achievement in terms of publications and standing, and questioned the removal of this award.
- AB18.07.7.6 Members also noted that Honorary Doctorates of Science and Literature were awarded from time to time by the Honorary Degrees Committee.
- AB18.07.7.7 Members **agreed** that the details of the academic dress for this award be corrected and retained.
- ACTION: Academic Regulations and Policy Manager**
- AB18.07.7.8
- f. updated suspension of studies deadlines
 - g. minor amendments to PGR regulations
 - h. the consultation plan for the longer term regulatory review.
- AB18.07.7.9 Following due and careful consideration and subject to the above amendment, Members **approved** the revised Academic Regulations and Procedures to take effect from September 2018.
- ACTION: Academic Regulations and Policy Manager**

AB18.07.8 Extension of Existing Regulation Variant for all BOVTS Awards

Paper AB18/07/06 was received

AB18.07.8.1 Members noted that under an existing regulation variant, for all of the undergraduate programmes delivered by Bristol Old Vic Theatre School (BOVTS) that lead to a UWE award, the level of the award was limited to a pass.

AB18.07.8.2 Members noted the proposal to extend the existing variation to all postgraduate programmes delivered by BOVTS that lead to a UWE award, including existing programmes and future programmes as they were approved.

AB18.07.8.3 Members **approved** the extension of the existing regulation variant.

AB18.07.9 Academic Appeals Policy

Paper AB18/07/07 was received

AB18.07.9.1 Members noted that the Academic Appeals Policy was a product of the project to redesign the Academic Regulations and Procedures for 2018/2019.

AB18.07.9.2 Members also noted that there were no changes to the existing appeals processes for 2018/2019.

AB18.07.9.3 Members **approved** the Academic Appeals Policy.

AB18.07.10 Internationalisation Strategy

Paper AB18/07/08 was received

AB18.07.10.1 Members **agreed** that the document should be retitled 'Internationalisation Plan'.
ACTION: Associate Dean, Strategic Partnerships

AB18.07.10.2 Members noted that previously there had been a focus on international student recruitment rather than the development of a more holistic approach and that the intention now was to create a diverse and inclusive learning community such that allowed all within it to feel connected.

AB18.07.10.3 Members also noted the four objectives of the plan:

- i. further development of international collaborations and partnerships that provided staff and students the opportunity to work and learn together;
- ii. strategic targeting of recruitment and effective conversion activities, including the enhancement of summer school provision and pre-sessional programmes that help to prepare students for study in the UK;
- iii. creation of an international community of learning within UWE, where different requirements were understood, explored and celebrated and international students were supported to achieve;
- iv. production of UWE students that were global in outlook by actively encouraging study visits and joint project working with UWE's global partners.

AB18.07.10.4 Members **approved** the Internationalisation Plan.

AB18.07.11 Annual Report of the Learning, Teaching and Student Experience Committee 2017-2018

Paper AB18/07/09 was received

AB18.07.11.1 The DVC and Provost led Members through the highlights of the report.

AB18.07.11.2 Members noted the activities undertaken by LTSEC during the year and in particular:

- i. Learning 2020 discussions and progress towards the strategic aims in all of its meetings;

- ii. Enhancement Framework – a key project, supported by LTSEC as part of the L2020 strategy throughout the year;
- iii. Continued oversight and approval of policies, both new and revised;
- iv. Detailed consideration of a number of internal and external measures of academic performance, including:
 - a. National Student Survey (NSS)
 - b. Destinations of Leavers from Higher Education (DLHE) survey
 - c. Postgraduate Taught Student Experience Survey (PTES)
 - d. Postgraduate Research Experience Survey (PRES)
 - e. Complaints and appeals;
- v. Annual reports were now received from LTSEC sub-committees.

AB18.07.11.3 Academic Board **confirmed** that LTSEC had appropriately discharged its duties for the 2017/2018 academic year.

AB18.07.12 University Research and Knowledge Exchange Committee Annual Report 2017/2018

Paper AB18/07/10 was received

AB18.07.12.1 Members noted that the report provided details for the period August 2017 to May 2018 in order to meet the reporting schedule and would be adjusted in future years; there was no Research England requirement to report on an academic year basis.

AB18.07.12.2 Members also noted that the report included as appendices the annual reports for the University Research Ethics Committee (UREC) and the Human Tissue Subcommittee. The Graduate School annual report would be prepared at its meeting in September 2018 and presented to Academic Board in October.

ACTION: Pro Vice-Chancellor, Research & Enterprise

AB18.07.12.3 Members further noted the activity that had taken place during the year, including:

- i. Proposal for the Bristol Centre of Public Health and Wellbeing was approved by Academic Board on 6 December 2017;
- ii. Revised criteria and monitoring arrangements for Research Centres/ Institutes; reviews would be rolled out over the coming months and reports anticipated to be ready for consideration by Academic Board by December 2018;
- iii. Research Excellence Framework (REF) 2021 –
 - a. oversight of preparations, including a major ‘state of play’ review in April 2018
 - b. a timetable was in place to November 2020 when it was anticipated the submission would be made;
- iv. the publication of the Industrial Strategy in November 2017 and URKEC’s consideration of the potential opportunities this brought in terms of funding and collaboration;
- v. establishment of the Enterprise Zone.

AB18.07.13 UREC Appeals Procedure

Paper AB18/07/11 was received

AB18.07.13.1 Members noted that a new procedure had been agreed by UREC to address the question of how researchers could appeal against an ethics committee decision.

AB18.07.13.2 Members also noted that appeals against final decisions of any of the University’s ethics committees (UREC and Faculty Research Ethics Committees [FREC]) would be permitted only on procedural grounds.

AB18.07.13.3 During discussions Members expressed discomfort that academic judgement had been excluded from the grounds for appeal, given that ethics committee membership may not include an individual with the specialist knowledge required to consider an application fairly.

AB18.07.13.3 Academic Board requested that its comments be relayed to UREC.

ACTION: Head of Research Administration

Members noted the intent to resolve cases informally in the first instance.

AB18.07.14 Nominations for Emeritus/a Professorship

Paper AB18/07/12 was received

AB18.07.14.1 Academic Board **approved** the following nominations for Emeritus/a Professorship:

Faculty of Arts, Creative Industries and Education

- Professor Robin Jarvis, Professor of English Literature
- Professor Peter Fleming, Professor of History.

Faculty of Business and Law

- Professor Stephanie Tailby, Professor of Employment Relations
- Professor Harriet Bradley, Professor of Women's Employment.

AB18.07.15 Posthumous Awards

Paper AB18/07/13 was received

AB18.07.15.1 Members were reminded that all students, irrespective of where they were in their levels of study or credit achieved, now received a Pass with Honours but did not receive a classification.

AB18.07.15.2 Academic Board **approved** the following Award Board recommendations for a posthumous award:

Humanities, Languages and Social Award Board

Dominic Wallace – English (PH)

Peter Rogers - Literature and Film Studies (PH)

Creative Industries Award Board

Esmira Fiutek – Drawing and Print (PH)

Drew Llewelyn – Drama and Acting (PH)

Education Award Board

Laura Suzanne Lewis – Early Childhood

Bristol Business School Award Board

Samuel Wickham - Business and Events Management (PH)

Law Award Board

Samuel Symons - Commercial Law (PH)

Computer Science & Creative Technology Award Board

Syed Hassan – BSc (Hons) Computer Science

Applied Sciences Award Board

Joshua Calvert – BSc (Hons) Biomedical Sciences

Health and Social Sciences Award Board

Jake Willey – BA (Hons) Criminology

Lucy White – BA (Hons) Criminology

Alexander Bruton – BSc (Hons) Sociology with Psychology

REPORTS AND UPDATES

AB18.07.16 Curriculum Approvals Panels Annual Report 2016-2017

Paper AB18/07/14 was received and noted.

AB18.07.17 Update from Student Representatives

AB18.07.17.1 Members noted that the SU President and Vice-President, Education had taken up their posts at the start of the week and had attended a NUS conference the previous day.

AB18.07.17.2 Members also noted that the SU was currently considering options regarding appointments to support women and transgender and LGBT members of the student community.

AB18.07.18 Updates from Faculty Boards

Members noted the details of the most recently-held Faculty Board meetings:

AB18.07.18.1 *Faculty of Health and Applied Sciences (HAS)*

- i. Staff workshops had been held to enable staff feedback into Faculty Board discussions. Topics included:
 - a. Clarity on how faculty boards operated in terms of communications and actions – this would be facilitated through the Faculty newsletter.
 - b. Recognition and reward – formal University processes did not always fit with acknowledging ‘above and beyond’ performance; the Board explored other ways to recognise this.
 - c. Best practice – a sharing of one thing each department and the Library were proud of;
- ii. Activities that could inform the inclusivity curriculum, e.g. all departments in the Faculty now held an Athena Swan award and the Faculty Board discussed how to co-ordinate workshops, etc. to share the Faculty’s learning into other departments at the University. ;

AB18.07.18.2 *Faculty of Business and Law (FBL)*

Discussions had focused on:

- i. The professional standards of students;
- ii. TEF Gold and ways in which this achievement could be recognised.

Ms L. Dumbell left the meeting.

AB18.07.18.3 *Faculty of Environment and Technology (FET)*

In the absence of the PVC, Executive Dean and the Vice-Chair of the Faculty Board, the update provided by the Vice-Chair via email was relayed to Members. Discussions at the June Faculty Board meeting had included:

- i. The professional expectations statement was approved and would be launched for the 2018/19 academic year; implementation would be monitored over the year;
- ii. New portfolio review process – reflections on how to ensure positive and supportive relationships between the Faculty and Professional Services, particularly Strategic Communications and Engagement, and on

identifying ways in which the Faculty Board could support research ambitions.

AB18.07.18.4 *Faculty of Arts & Creative Industries and Education (ACE)*

In the absence of the PVC, Executive Dean and the Vice-Chair of the Faculty Board, the update provided by the Vice-Chair via email was relayed to Members. The Faculty Board met on 6 June 2018 and discussions had included:

- i. Dean's Report highlights:
 - a. Celebration of the achievement of TEF Gold
 - b. Differences in faculty board practices across UWE and the lack of clarity around the impact of their feedback to Academic Board
 - c. Role of elected Faculty Board membership, members' consultation with colleagues and how matters of concern thus raised could be logged;
- ii. Draft ACE Curriculum Review 'Strategic Priorities: Drivers, Concept and Principles' was the main focus of the meeting which prompted discussion on:
 - a. The operational schedule
 - b. The inclusion of Library Services in the stakeholders group
 - c. The benefits of seeking feedback from both students and alumni on proposed plan
 - d. Concern about the need to identify the student experience and education as drivers; Faculty Board had felt that both needed to be recognised as important
 - e. Some of the document's language could be adapted to cover 'ethos' and 'values'.

ITEMS TO NOTE

AB18.07.19 **Dean's List**

Paper AB18/07/15 was received

AB18.07.19.1 Members noted that the core premise behind the Dean's List was to celebrate the achievement of continuing students, thereby encouraging progression and retention.

AB18.07.19.2 Members also noted that in previous years three of the four Faculties had used the Dean's List in this manner, but with varying criteria. Faculties and Professional Services were consulted to identify the following:

- i. The range of criteria students upon which students could be selected.
- ii. The most appropriate data source.
- iii. The process by which students would be notified of their achievement.

AB18.07.19.3 Members further noted that in terms of GDPR compliance, student permission would be covered through the Student Privacy Notice and 'legitimate interests'.

AB18.07.19.4 Members **approved** the Dean's List criteria, process and implementation.

AB18.07.20 **Minutes of Sub-Committees**

Members noted that the latest available minutes of sub-committees were available from the SharePoint Site.

AB18.07.21 **Any Other Business**

AB18.07.21.1 Hartpury College

Members endorsed the Vice-Chancellor's congratulations to Hartpury College on having achieved Teaching Degree Awarding Powers (TDAP)

AB18.07.21.2 Clerk to Academic Board

Members noted that the clerk Chris Gledhill would no longer support Academic Board from September 2018 but would be in attendance at future meetings in her capacity as Head of Governance and Deputy Clerk to the Board of Governors. Members thanked Mrs Gledhill for her support.

AB18.07.21.3 Manuel Frutos-Perez

Members noted that this was Mr Frutos-Perez's last meeting as he was leaving the University the following week.

AB18.07.21.4 Members endorsed the Vice-Chancellor's thanks for the contribution Mr Frutos-Perez had made at the University and wished him well for the future.

Dates of next meetings

Wednesday	10 October 2018
Wednesday	5 December 2018
Wednesday	27 February 2019
Wednesday	15 May 2019
Wednesday	3 July 2019