

Minutes of the Academic Board held on Wednesday 15 May, 2019.

Present: Martin Boddy, Sally Clark, Sanja Dogramadzi, Jane Harrington, Lisa Harrison Catherine Hobbs, Rachael Johnson, James Lee, Elena Marco, Fidel Meraz, Jo Midgley, Christopher Moore, , Paul Olomolaiye, Carinna Parraman, Gerry Rice (for Steven Neill), Jane Roscoe, Nicholas Ryder, Jeanette Sakel, Callum Tucker, Donna Whitehead, Neil Willey, Aylwin Yafele.

In attendance: Jodie Anstee, Rachel Cowie, Chris Gledhill, Katie Jenkins, Heather Moyes (Clerk), Derek Norris, Amanda Oliver (Deputy Clerk)

Apologies: Paul Bennett Jason Briddon, Elizabeth Cleaver, Peter Clegg, Sonja Dragojlovic – Oliveira , Lucy Dumbell, Candida McCabe, James Murphy, Steven Neill, Giang Nguyen, Rosie Scott Ward, Sarah Todd, Patricia Voaden, Steve West, Ralitsa Wilcox.

<p>AB 19.05.1</p> <p>AB 19.05.1.1</p> <p>AB 19.05.1.2</p>	<p>WELCOME and APOLOGIES</p> <p>The Deputy Chair advised she would Chair the meeting in the absence of the Vice Chancellor. She welcomed members to the meeting and announced the following apologies:</p> <p><i>Paul Bennett, Jason Briddon, Elizabeth Cleaver, Peter Clegg, Candida McCabe, Sonja Dragojlovic-Oliveira, James Murphy, Steven Neil, Giang Nguyen Sarah Todd, Patricia Voaden, Steve West, Ralitsa Wilcox</i></p> <p>She also welcomed Jocelyn McNulty, a member of the Board of Governors, as an observer.</p>
<p>AB 19.05.2</p> <p>AB 19.05.2.1</p>	<p>MEMBERSHIP</p> <p>The Chair announced that Sally Clark, Head of Central Examinations and Teaching Timetabling Services, had been elected to the Professional Services vacancy on Academic Board and congratulated Sally on her appointment.</p>

	<ul style="list-style-type: none"> • retention of more of the strategic narrative from Strategy 2020; • greater focus and more clarity on the people and digital agendas; • inclusion of enterprising (as opposed to entrepreneurial) as a core value, better reflecting what is important to the University • inclusion of bolder ambitions around creating a world-leading university enterprise campus • more focus on creating opportunities for staff and students to thrive and maximising the employability and enterprise of students • greater focus on the Frenchay Campus as a “smart city” district and the linkages across all campuses.
AB 19.05.4.2.3	<p>Academic Board confirmed the revisions had improved the Strategy which was felt to better reflect the University. Additional feedback provided included:</p> <ul style="list-style-type: none"> • the importance of using language that is inclusive and aimed at a wide range of audiences outside of the academic community • clarifying that campuses continue to be places of work for staff and students during the summer • ensuring the values are a strategic thread throughout the document.
AB 19.05.4.2.4	<p>Academic Board was also advised that:</p> <ul style="list-style-type: none"> • a draft communications plan had been prepared to support the Strategy launch; • work was underway to support the transition from Strategy 2020 to 2030, and Strategy 2030 would feed into the planning round commencing September 2019. • the Students’ Union was leading student engagement on the Strategy. ACTION: Vice Chancellor/ Head of Policy and Strategy
AB 19.05.4.3	<p>Flexible Thesis Format for MPhil/PhD <i>Paper AB 19/05/04 was received</i></p>
AB 19.05.4.3.1	<p>Academic Board members were invited to consider proposals for increased flexibility in the format of the thesis submitted for MPhil/PHD to facilitate a role for “research outputs” in thesis assessed at UWE.</p>
AB 19.05.4.3.2	<p>The main changes proposed were:</p> <ul style="list-style-type: none"> • an amended PGR13.10.1 to state ‘the body of work to be assessed’ and a new procedure for MPhil/PhD alongside those for other PGR awards; • PGR13.12 For MPhil and PhD ‘The body of work to be assessed’ will include: Introductory and contextual material; the body of work; material summarising the claim to meet the award criteria and establish ownership of the work submitted.
AB 19.05.4.3.3	<p>The Director of the Graduate School highlighted the rationale for the changes which included:</p>

<p>AB 19.05.4.3.4</p> <p>AB 19.05.4.3.5</p> <p>AB 19.05.4.3.6</p>	<ul style="list-style-type: none"> • enabling the University to strengthen the requirement to make a coherent claim to meet the award criteria by allowing candidates, if appropriate, to incorporate or draw upon research outputs; • providing the foundations for new PGR awards such as 'PhD by Portfolio' and Doctoral Apprenticeships, thereby giving UWE more flexibility to align its PGR portfolio with Strategy 2030. <p>Members were advised that the Graduate School Committee had scrutinised the proposals in detail and the proposals were supported by the Academic Quality and Regulations Steering Group (AQRSG), the Faculty Research Degree Committees, the Postgraduate Researchers and the Research Degrees Award Board (including the Chief External Examiner).</p> <p>The Director of the Graduate school confirmed that the changes might mean more guidance has to be given to examiners but reminded members it was not a new award. He also noted many theses already contain research outputs in practice. He emphasised the changes were simple but had far reaching implications in relation to the creation of opportunities.</p> <p>Academic Board approved the changes.</p>
<p>AB 19.05.5</p> <p>AB 19.05.5.1</p> <p>AB 19.05.5.1.1</p> <p>AB 19.05.5.1.2</p> <p>AB 19.05.5.1.3</p>	<p>ITEMS FOR APPROVAL</p> <p>UWE Code of Practice for REF2021 <i>Paper AB 19/05/05 was received</i></p> <p>The Assistant Director RBI presented the proposed institutional Code Of Practice for REF2021. Members heard that publication of a Code of Practice that sets out the policies and procedures through which their REF submission will be determined was a requirement of participation in the exercise. He reported that the deadline for submission of the Code to the appropriate Funding Bodies is 7 June.</p> <p>Academic Board members were advised that:</p> <ul style="list-style-type: none"> • there had been extensive consultation on the Code which included Academic Board and that the version presented to Academic Board was agreed by the REF Strategy Implementation Group; • the new Code was more inclusive, providing opportunities for staff with fewer outputs to be included; • a mock REF process would be undertaken over the summer. <p>In response to questions he emphasised that:</p> <ul style="list-style-type: none"> • the REF guidance was clear about expectations around which staff were eligible for inclusion, i.e. those with at least 20% of time (fte) allocated to research, whether internally or externally funded; • UWE had tried to ensure the Code was as flexible and inclusive as possible; • The REF submission is not the sole driver for allocating staff time for research.

AB 19.05.5.1.4	The Assistant Director RBI was thanked for his hard work in producing a very clear document.
AB 19.05.5.1.4	Academic Board approved the Code.
AB 19.05.5.2	Under 18s Policy <i>Paper AB 19/05/06 was received</i>
AB 19.05.5.2.1	The Safeguarding Manager presented the new Policy to Academic Board and advised that the Policy had been developed to clarify the University's approach to students who were under 18 years of age.
AB 19.05.5.2.2	She reported the Policy: <ul style="list-style-type: none"> • was only applicable to a small group of students and that the majority of students covered by the Policy turn 18 during the first term. • was endorsed by the Safeguarding Steering Group and LTSEC.
AB 19.05.5.2.3	She also confirmed that all communication is directly with the student and only the student has the ability to enter their emergency contact details onto the system. She advised that parent/guardians are required to identify themselves in the admissions process and document their consent for an under 18 student to enrol.
AB 19.05.5.2.4	Academic Board approved the Policy.
AB 19.05.5.3	Safeguarding Policy <i>Paper AB 19/05/07 was received</i>
AB 19.05.5.3.1	The Safeguarding Manager highlighted the changes made to the Safeguarding Policy and reported that the Policy had been divided into three sections: <ul style="list-style-type: none"> • safeguarding children and vulnerable adults; • safeguarding in relation to the Prevent duty; • and welfare concerns has been added as a third section.
AB 19.05.5.3.2	She confirmed that the Policy meets Ofsted requirements and LTSEC had agreed to endorse the revised policy to Academic Board for approval.
AB 19.05.5.3.3	Academic Board approved the changes to the Policy and agreed that it would go to the Board of Governors for awareness. ACTION: Deputy Clerk Academic Board
AB 19.05.5.4	Higher Doctorates <i>Paper AB 19/05/08 was received</i>
AB 19.05.5.4.1	Academic Board members were invited to consider recommendations and revised regulations in relation to the assessment and awarding of Higher Doctorates. They were informed the revisions aimed to clarify the distinction between the Higher Doctorate and the Honorary Doctorate awards and ensure a clear and transparent process is in place for applying for, assessing and awarding Higher Doctorates.

AB 19.05.5.4.2	The main changes highlighted were around eligibility criteria, a new fee structure, differentiating between higher doctorates, honorary doctorates, distinguishing Higher Doctorates by published research and the UWE DPhil (doctorate by published research), and clarifying roles in relation to the assessment process.
AB 19.05.5.4.3	The Director of the Graduate School reported that the paper had been endorsed by: by FRDCs, the Research Degrees Award Board and by the Academic Quality and Regulations Steering Group.
AB 19.05.5.4.4	<p>Academic Board approved:</p> <ul style="list-style-type: none"> • the proposal for a higher doctorate award that is solely based on research achievement as opposed to 'honoris causa'; • the current Higher Doctorate DSci is replaced by Higher Doctorate DSc to make a clearer distinction between higher and honorary awards in line with sector practice; • the nature and content for the required body of research to be submitted in support of an application; • the process of preliminary consideration proposed (RDAB panel); • the formal examination process; • the two part fee proposed for such an award; • the revised academic regulations and procedures for implementation from September 2019.
AB 19.05.6	REPORTS AND UPDATES
AB 19.05.6.1	Student Surveys Update
AB 19.05.6.1.1	Academic Board was informed that the NSS survey had closed and the response rate was 80.78%. The Deputy Director Policy and Student Experience reported that the results would be released on 3 July and shortly afterwards the University would confirm which programmes would be considered via Taskforce. Members were reminded that, as of last year, there is no embargo period with publication of NSS results.
AB 19.05.6.1.2	<p>It was also reported:</p> <ul style="list-style-type: none"> • the PTES deadline was one month away and the University was 4% away from the target of 50%, with 60 programmes out of 90 having met the threshold required; • the majority of Module Feedback Surveys had closed. The response rate across the institution was 15.2% and further work to improve this for future years was required; • a Module Feedback Surveys Reporting Tool had been created via PowerBI, which was updated weekly and included satisfaction scores, response rates and programme / faculty overviews; • a more detailed update would be provided to LTSEC in June.

AB 19.05.7	STANDING ITEMS
AB 19.05.7.1	<p>Update on Mental Wealth Strategy <i>Paper AB 19/05/09 was received</i></p>
AB 19.05.7.1.1	<p>The PVC Student Experience updated members on progress with implementing the Mental Wealth Strategy and highlighted improvements and recent achievements in service provision. She reported the University's planned to extend the themes highlighted via "Feel Good February" across the whole academic year.</p>
AB 19.02.7.1.2	<p>She also reported:</p> <ul style="list-style-type: none"> • Bristol had held its first wellbeing festival; • there were training sessions on mental health awareness running that week; • on the Charlie Waller memorial modules and recommended them to staff as a good foundation for mental health awareness and support; • new online Cognitive Behavioural Therapy (CBT) provision was now available. She acknowledged this involved self-referral but emphasised it was proven to be impactful; • a range of digital and face-to-face support was available across the University. She highlighted the University was trying to move away from the wellbeing service being seen as the only service supporting mental health and wellbeing and that alternative ways of accessing support were now available e.g. via the drop-in service in the Farmhouse.
AB 19.02.7.1.3	<p>She also mentioned that LTSEC had recently held its annual enhancement session on the theme of mental health in the curriculum, including exploring actions that avoid creating mental health triggers for students.</p>
AB 19.02.7.1.4	<p>She challenged members to consider how the University maximises social media to address student loneliness and encourage connections before students arrive.</p>
AB 19.05.7.2	<p>Update from UWE Student Representatives</p>
AB 19.05.7.2.1	<p>Members of Academic Board received an update relating to:</p> <ul style="list-style-type: none"> • Varsity: this year 12 events were held over one week with the highlight being Varsity Day where 1500 students took part in 25 sports events with 60 fixtures. The final event will be a boat race held on 8 June 2019 at Bristol Harbourside; • multicultural Week which was in March to celebrate cultural diversity and was attended by more than 1000 students; • the Student Experience Awards, with the Vice Chancellor's award for representation going to a student who was not a student department or lead department representative; • the Welfare Awards which recognised the hard work undertaken to support wellbeing. Amber Cowburn (Healthy University Co-Ordinator) was specifically mentioned and had received an award for her efforts in this area; • the development of metrics by the Students' Union to gauge the effectiveness of student representatives;

	<ul style="list-style-type: none"> the development of a training programme by the Students' Union to support student representatives on Academic Board; the election of the new sabbatical officer team and that Precious Onyenekwu Tatah (President elect) and Jane Ojiako (VP Education elect), who would be in office from 1 July and would replace the current post-holders on Academic Board.
AB 19.05.8	ITEMS TO NOTE
AB 19.05.8.1	Agreement Review Report for Bristol Zoo and Bridgwater and Taunton College <i>Paper 19/05/10 was received</i>
AB 19.05.8.1.1	Members noted the reports.
AB 19.05.8.2	Minutes of Sub-Committees.
AB 19.05.8.2.1	Members noted that the minutes from LTSEC and RKEC were available on the website.
AB 19.05.9	ANY OTHER BUSINESS
AB 19.02.9.1	Nominations for Emeritus Professor <i>Paper 19/05/11 was received</i>
AB 19.05.9.1.1	Members approved the nomination of Professor Steven Neill from the Faculty of Health and Applied Sciences for Emeritus Professor. ACTION: Deputy Clerk Academic Board
AB 19.05.9.2	Academic Board Nominee to the Board of Governors
AB 19.05.9.2.1	Academic Board agreed this would be delayed until the next meeting. ACTION: Deputy Clerk Academic Board
AB 19.05.9.3	Items of any other business None were raised.
	<p>DATES OF FUTURE MEETINGS All meetings scheduled will be held from 14:00 – 17:00 Wednesday 3 July 2019</p> <p>A joint meeting of Academic Board and Board of Governors will be held at 1pm on Thursday 4 July 2019.</p>