

Minutes of the Academic Board held on Wednesday 27 February, 2019.

Present: Steve West (Chair), Paul Bennett, Martin Boddy, Peter Clegg, Sanja Dogramadzi, Sonja Dragojlovic – Oliveira, Jane Harrington, Lisa Harrison, Catherine Hobbs, Rachael Johnson, James Lee, Candida McCabe, James Murphy, Giang Nguyen, Paul Olomolaiye, Carinna Parraman, Jane Roscoe, Nicholas Ryder, Jeanette Sakel, Debbie Sturge, Callum Tucker, Ralitsa Wilcox, Neil Willey.

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

Apologies: Jodie Anstee, Jason Briddon, Lucy Dumbell, Jo Midgley, Heather Moyes (Clerk), Rosie Scott Ward, Patricia Voaden, Donna Whitehead, Aylwin Yafele.

AB 19.02.1 WELCOME and APOLOGIES

AB 19.02.1.1 The Deputy Chair advised she would Chair the meeting until the Chair arrived. She welcomed members to the first Academic Board meeting of 2019 and announced the following apologies:

- Elizabeth Cleaver
- Fidel Meraz
- Christopher Moore
- Heather Moyes
- Sarah Todd
- Donna Whitehead
- Patricia Voaden (Debbie Sturge is attending to represent the Faculty)
- Aylwin Yafele

AB 19.02.1.2 It was clarified that:

- minutes of the meeting are not verbatim records and are designed to provide key points of substance and record decisions/actions.
- Academic Board proceedings are not recorded and no one has permission to record the meetings or any part of them for whatever purpose.
- attendance and apologies are recorded in the minutes at the beginning and not within the body of the notes of the meeting.

She also noted that if anyone wanted further clarity on any of the issues raised they can approach the Chair outside of the meeting.

AB 19.02.2 MEMBERSHIP

- AB 19.02.2.1 The Chair highlighted the vacancy on Academic Board due to Maria Foster resigning her post “as the representative from professional services”. She wished to record the Board’s thanks to Maria for her service and wish her luck in her new role at the OfS. She announced a by-election would be held, in March, to fill the vacancy and encouraged members to raise awareness with staff who may be interested in filling the post.

AB 19.02.3 MINUTES AND MATTERS ARISING NOT ELSEWHERE ON THE AGENDA *Steve West resumed the Chair. Papers AB19/02/01 and Papers AB/02/02 were received.*

- AB 19.02.3.1 The minutes of the meeting held on Wednesday 5 December, 2018 were **approved** as a true and accurate record.
- AB 19.02.3.2 Matters Arising were discussed under the list of action points. The Director of Student and Academic Services reported that we had received the report from the UKVI audit held in October and that an action plan had been put in place. The report contained 2 main recommendations, one of which had already been resolved, and the other related to attendance monitoring which was currently subject to a sector-wide consultation.

AB 19.02.4 ITEMS FOR DISCUSSION

AB 19.02.4.1 Vice Chancellor’s Update. *Members received the tabled paper AB19/02/12*

- AB 19.02.4.1.1 The Vice Chancellor referred members to his February all staff update. Academic Board members were asked to note:
- the importance of understanding UWE’s operating context and its impact on Strategy 2030, and the ability of staff to grow and strengthen the Institution over the next 10 years;
 - the Augar Post-18 Education Funding Review and its focus on the relationship between Higher and Further Education. The Vice Chancellor hoped that publication of the report would be soon and would be followed by public consultation during the summer. He drew attention to media speculation on a reduction in tuition fees and the availability of top-up grant for some subject areas. He reflected that this links with the view from Government that in future Universities would need to be more responsive to innovation;
 - the challenging demographic environment and how UWE needs to work harder at recruiting students and transitioning them through University into employment or further study;
 - the need to control costs carefully;
 - anticipated cost increases in pensions and pay, and
 - the need to review the University’s investment plans to ensure investment is directed at programmes that offer best value.
- AB 19.02.4.1.2 Members were reassured that any changes to investment plans would not affect the quality of provision for students progressing their degree.

AB 19.02.4.2 Strategy 2030

Paper AB 19/02/03 was received

AB 19.02.4.2.1 The Chair highlighted:

- the anticipated timeline for the publication and launch of the Strategy. He highlighted that the planned launch is summer 2019 but this may be delayed until 2020 pending policy changes stemming from the Augar Review
- the wide-ranging audiences where the Strategy will be presented
- the possibility of using animation as one vehicle for communicating the Strategy.
- feedback on the Strategy will be sought from local and national stakeholders as well as international partners.
- the flow from, and links with, Strategy 2020. He emphasised the new Strategy is more explicit about offering all students substantial work experience. He reported Strategy 2030 is clear that UWE is a University which is locally embedded, regionally rooted and globally connected and makes links with the civic agenda.

AB 19.02.4.2.2 Members questioned whether the priorities identified would be relevant for another 10 years. Reassurance was provided that the priorities reflect the Industrial Strategy which had been informed by leading academic and industry figures.

AB 19.02.4.2.3 It was suggested and agreed:

- that references to sustainability and climate change should be stronger to address current practice and UWE's role in addressing these problems.
- more focus would be given to the importance of staff talent management
- the language would be reviewed to ensure it is accessible to all and is readily understood by external audiences.

ACTION: Vice Chancellor

AB 19.02.4.2.4 The Chair encouraged members to share the draft Strategy with colleagues in faculties and services and asked for comments to be sent to Jodie Anstee.

AB 19.02.4.3 Review of Academic Governance Update

Paper AB 19/02/04 was received

AB 19.02.4.3.1 The Director of Student and Academic Services reported that a small group had been working on accountabilities and reporting lines for the top tier of Committees in the Academic Governance Structure. She notified members that the working group had met the Chairs of the main Committees and further engagement would be happening over the coming months.

AB 19.02.4.3.2 Reassurance was provided on Faculties engagement and she reported that there would be an opportunity to discuss this in more detail at the next PVC meeting which she is attending.

AB 19.02.4.3.4 It was also reported that a “Community of Practice” had been established and the first meeting, in April, would be used to establish “task groups” to deliver projects aimed at governance improvement.

AB 19.02.4.4 Industrial Strategy Update

AB 19.02.4.4.1 The PVC Research and Business Engagement gave a presentation on the Industrial Strategy. He reported that the Strategy is part of the Government’s drive for economic growth, and productivity expansion, and has had a significant impact on UWE. He noted the resources available, through the Challenge Fund, to deliver the Strategy including the money ring-fenced for research. He emphasised that the delivery of the Strategy and access to funding is dependent on collaboration between industry, academia and other bodies.

AB 19.02.4.4.2 He identified 4 UWE Research clusters: Digital Futures, Health and Wellbeing, Creative Industries and Sustainability by Design, and reported these would be subject to further consultation. He highlighted areas where UWE has been successful:

- Bristol and Bath Creative Industries Cluster: UWE, AHRC
- Transforming Construction: Research Leadership, UWE, EPSRC,
- Knowledge Transfer Partnerships x4
 - Craven Dunnill Jackfield Ltd, £185k
 - Flexys Solutions Ltd, £172k
 - Aber Instruments Lt, £176k
 - Powerline Technologies Ltd, £165k

AB 19.02.4.4.3 He also reported that UWE had been shortlisted and was awaiting the outcomes of a bid for “Expanding Excellence in England” worth £7.4m

AB 19.02.4.4.3 It was agreed that relevant updates would be provided to Academic Board.

ACTION: PVC Research and Business Engagement

AB 19.02.4.5 TEF Update (presentation)

AB 19.02.4.5.1 The Head of Business Intelligence and the Director of Student and Academic Services provided members with:

- an update on the consultation on subject-level TEF.
- an overview of the results from the analysis of UWE TEF Provider Year Four data
- the Subject-Level Pilot for Year Two
- preparation plans for full Subject Level TEF

Consultation response

AB 19.02.4.5.2 The Head of Business Intelligence reported that the consultation response reflects the University’s view that, while there is a need for a more objective and robust mechanism for comparing the performance of Higher Education

Institutions, than commercial league tables, TEF(i.e. provider or subject-level) in its current form does not assess the quality of *teaching* effectively. It also fails to reflect disparities in the experience and outcomes of particular groups of students. Similarly he reported that the current focus on economic/income-based measures of student success fails to capture the wider individual and societal benefits of participation in higher education. He also noted that subject-level TEF places significant demands on staff (including academic staff) across the institution in the preparation of subject narratives.

AB 19.02.4.5.3 He indicated that while the consultation on subject-level TEF had not concluded there wasn't any indication of any changes to TEF based on the feedback received.

AB 19.02.4.5.4 The Chair noted a draft of the University's response to the TEF consultation had been circulated to Academic Board and the feedback received informed the final response. It was reported that the University's consultation response would be approved by the Chair of the Board of Governors and following this the Director of Student and Academic Services would circulate the final version to Academic Board members.

ACTION: Director of Student and Academic Services

AB 19.02.4.5.5 UWE TEF Provider Year Four data

Members were informed that the analysis of UWE Year 4 data for provider level TEF revealed high performance in three NSS metrics but further study metrics weren't good enough for "gold" but the performance gap was small. It was also noted comparator Institutions were doing less well.

AB 19.02.4.5.6 Subject-Level Pilot for Year Two

Members were told UWE decided not to participate in the Year two subject pilot and there had been several changes, namely:

- OfS require all English HEIs with less than 500 students to participate in TEF from now on;
- In subject TEF HEIs are expected to submit 5 pages (per) subject submission, 15 pages provider submission and 2 page institutional summary
- 34 subjects in total are assessed, 25 of these across UWE
- the number of metrics have increased from 6 to 9.
- the DLHE KPI is higher (not further) study
- borderline metrics have been included i.e. Gold/Silver, Silver/Bronze reflecting feedback that the classifications did not reflect the range of performance in each category.

AB 19.02.4.5.7 Preparation for Subject TEF

The Director of Student and Academic Services highlighted the University's plans for subject TEF. She reported the key duties for subject leads were to provide academic leadership of the preparation of the submission for the relevant CAH2 subject, including through:

- Development of detailed knowledge and understanding of the subject-level TEF process
- Creation and management of a local action plan to ensure timely achievement of project milestones as set by the Steering Group
- Analysis of subject-level metrics data, supported by the Business Intelligence Team

- Identification, evaluation and prioritisation of robust subject-specific evidence of excellent practice, liaising with relevant programme teams, student representatives and professional services
- Coordination, preparation and review of drafts of the subject submission under the guidance of the Steering Group
- Participation in briefings, peer review workshops and other meetings/ activities to support the development of UWE's final submission

AB 19.02.4.5.8 Members were informed a Steering Group, chaired by the Deputy Vice Chancellor, had been established and there would be engagement with Faculties over the coming weeks. They were told that during 2019 evidence would be collected to support UWE's submissions and new data would be available in early 2020 - the Director of Student and Academic Services stated as much work as possible should be undertaken prior to this date.

AB 19.02.5 ITEMS FOR APPROVAL

AB 19.02.5.1 Suicide Prevention Plan (Confidential)

Paper AB 19/02/05 was received

AB 19.02.5.1.1 The Safeguarding Manager informed members that the Strategy was developed in response to the recent suicide cluster at the University of Bristol and both universities were working with Public Health England to create a city-wide approach to suicide prevention. She emphasised the Strategy commitments were common to both universities but the action plans were institution specific. She reported that following the December 2018 Academic Board meeting all actions in the action plan have a named "owner" and a timescale for completion.

AB 19.02.5.1.2 The Executive Dean Faculty of Health and Applied Sciences) highlighted his concerns about the impact of negative reporting by the media on students. Concerns were also raised about media harassment of families affected by student suicide. The Dean also reported he was undertaking research, with the Director of Communications to assess the impact of Student suicide on other students.

AB 19.02.5.1.3 Questions were raised about:

- Faculty engagement with the action plan
- the importance of a university wide approach to avoid silos
- mandatory staff training.

AB 19.02.5.1.4 In response:

- The Director of Student and Academic Services reported that faculties would be engaged at every point in the action plan although the identified leads were from professional services.
- The Safeguarding Manager highlighted leadership training was taking place at the end of the week and the Chair reported everyone was being encouraged to do the Charlie Waller series.

AB 19.02.5.1.5 Members agreed that the Plan should be kept under review and asked to see progress reports and assessments on whether actions taken are having the

desired impact. The Action Plan was approved and it was agreed it would be shared with Bristol University.

ACTION: Deputy Director Student and Academic Services (Student Support and Wellbeing), Safeguarding Manager.

ADDENDUM: Please note that following the meeting it was agreed that the Action Plan would be published on the University's Website.

AB 19.02.6 REPORTS AND UPDATES

AB 19.02.6.1 University Validation Panels Summary Report

Paper AB 19/02/06 was received

AB 19.02.6.1.1 Members of Academic Board noted the summary of UVP activity in the 2017/18 academic year.

AB 19.02.6.2 Research Excellence Framework (REF) and Knowledge Exchange Framework (KEF) Update

AB 19.02.6.2.1 The PVC Research and Business Engagement provided members with an overview of KEF and REF.

AB 19.02.6.2.2 Members were informed that:

- the main purpose of KEF is to increase performance, transparency and policy alignment with resources allocation.
- KEF has two parts: a Concordat: Principles and Good Practice and Metrics (16) which determine access to funding.
 - KEF is Annual and Institution-level only
 - KEF pilots are ongoing, UWE has opted in and plans to introduce it in the next academic year.
 - KEF divides Higher Education Institutions into Clusters for fair comparison and UWE are in Cluster E.
 - the PVC Research and Business Engagement's overall assessment was its not too onerous.

AB 19.02.6.2.2 It was reported that REF guidelines had been published by Research England and there were no surprises:

- the Code of Practice to be submitted July 2019 – significant responsibility for research, equality and individual circumstances
- initial consultation on CoP completed with consultation and agreement to follow
- internal unit of assessment reviews completed January 2019 – outputs, impact case-studies, research income, PGR completions, initial Environment Statements
- a change in the rules which is more inclusive and enables UWE to submit outputs from more staff.

AB 19.02.6.2.3 Members emphasised it was important to capture UWE's work around social enterprise and communities. Concerns were raised about workload and

members were informed that more guidance about support would be available later in the academic year.

AB 19.02.6.2.4 It agreed a report would be brought to Academic Board following the July mock exercise.

ACTION: PVC Research and Business Engagement

AB 19.02.6.3 Annual Research Governance Report

Paper 19/02/07 was received

AB 19.02.6.3.1 Academic Board approved the report for onward submission to the Board of Governors.

ACTION: PVC Research and Business Engagement

AB 19.02.6.3.2 The Executive Dean (Faculty of Health and Applied Sciences) highlighted that research integrity is difficult to get right and asked for RBI's work to be commended.

AB 19.02.6.4 UWE Apprenticeships Framework Update

Paper AB 19/02/08 was received.

AB 19.02.6.4.1 The Deputy Vice Chancellor introduced the report and asked members to note changes to the paper. Members were informed that changes made reflected comments from LTSEC and comments at Academic Board in December.

AB 19.02.6.4.2 The changes were noted.

AB 19.02.6.4.3 Members were also told a New Director of Apprenticeships would be joining the University.

AB 19.02.6.5 UWE Response to Consultation on "Transparency in Degree Classifications."

Paper AB 19/02/08 was received.

AB 19.02.6.5.1 The Director of Student and Academic Services reported that the response was led by Academic Board and copies were circulated to members prior to the response being submitted.

AB 19.02.6.5.2 Members noted the final response.

AB 19.02.7 STANDING ITEMS

AB 19.02.7.1 Update on Mental Wealth Strategy

AB 19.02.7.1.1 The Vice Chancellor updated members on progress with implementing the Mental Wealth Strategy and highlighted recent achievements, namely:

- contract & systems agreement for the CBT student training,
- availability of the triage tool on the website from March,
- poster role out mapping UWE mental health provision,
- "Feel Good February" and,
- development of the exercise referral pilot

AB 19.02.7.1.2 He noted the importance of these achievements but challenged members to consider how we ensure:

- “Feel Good February” happens throughout the year.
- school records are shared across institutions.
- there is more engagement with the risks of drug and alcohol misuse
- staff are better supported
- more innovation

AB 19.02.7.1.3 Members suggested they would find more data and statistics helpful and it was reported a working group had been established to explore this.

AB 19.02.7.2 Update from UWE Student Representatives

AB 19.02.7.2.1 The President of The Students’ Union reported that The Students’ Union in partnership with UWE Bristol had been working on:

- Module feedback, building in training for representatives so they fully understand the process.
- Strategy 2030
- Regulation – it was noted that The Students’ Union had contributed to the development of the new regulations
- Learner analytics and attendance monitoring.

AB 19.02.7.2.2 She also reported The Students’ Union were holding events to support engagement in the NSS survey and that voting in the Leadership Race would be open from Monday 4 March until Thursday 7 March. Members were advised 26 students were standing for the five President roles and the elections results would be streamed live, on Facebook, on 8 March.

AB 19.02.8 ITEMS TO NOTE

AB 19.02.8.1 Agreement Review Report for Gloucestershire College *Paper 19/02/10 was received*

AB 19.02.8.1.1 Members noted the report.

AB 19.02.8.2 Minutes of Sub-Committees.

AB 19.02.8.2.1 Members noted that the minutes from LTSEC and RKEC were available on the website.

AB 19.02.8.3 Academic Board Chair’s Actions undertaken since the last meeting

AB 19.02.8.3.1 Members noted that a new field of study and an extension of a variant regulation, to support the newly approved Post Graduate Certificate in Academic Professional Practice was approved.

AB 19.02.9 ANY OTHER BUSINESS

AB 19.02.9.1 Nominations for Emeritus Professor *Paper 19/02/11 was received*

AB 19.02.9.1.1 Members approved the nomination of Professor Judy Orme from the Faculty of Health and Applied Sciences and Professor Elizabeth Falconer from the Academic Practice Directorate for Emerita Professor.

ACTION: Deputy Clerk Academic Board

AB 19.02.9.2 Items of any other business

AB 19.02.9.1.1 **Under any other business it was requested and agreed that:**

- Academic Board papers would be provided electronically for future meetings.
- A note of the discussion and the reasons for the decision would be issued to all members. Individuals who still want printed copies should inform the Deputy Clerk of the Board.

ACTION: Deputy Clerk Academic Board

DATES OF FUTURE MEETINGS

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

Wednesday 15 May 2019

Wednesday 3 July 2019

A joint meeting of Academic Board and Board of Governors will be held at 1pm on Thursday 4 July 2019.