

Monday 10 March 2014
Roscoe Room, Egerton Court

Present:

Professor H Al Nageim	Ms J Murphy
Mr M Ashall	Dr R Murphy
Professor L Bishop	Mr C Reid
Professor P Byers	Professor H Sumnall
Dr V Canning	Ms P Uwamaliya
Ms J Craddock	Professor P Vickerman
Professor S Davies	Professor N Weatherill (Chair)
Ms S Davys	Professor R Webster
Mr R Dawson	Professor P Wheeler
Mr P Evans	Dr J Yates
Dr E Harcourt	Professor A Young
Ms J Martin	

In Attendance:

Ms J Gresham	Ms D Tipping (Committee Secretary)
Mr M Power	Ms H Thrift
Miss L Sutcliffe (Minute Secretary)	Mr W Turnbull (AB 14.12 only)
	Ms M Ward (AB 14.16 only)

Apologies:

Mr D Cole	Professor R Leatherbarrow
Mr P Killen	Professor M Riley

AB 14.09 **MINUTES** (AB 14/15)

The minutes of the meeting held on 27 January 2014 were approved as a correct record.

AB 14.10 **MATTERS ARISING NOT SHOWN ELSEWHERE ON THE AGENDA**

Retention Report (AB 13.56)

REPORTED That the retention report would be reported to the Education Committee before returning to the next meeting of Academic Board.

AB 14.11 **ACADEMIC CALENDAR 2015/16** (AB 14.16)

RECEIVED The report of the Registrar & Deputy Chief Executive.

PURPOSE To provide an update to Academic Board of discussions regarding the 2015/16 academic calendar.

RECOMMENDATION That Academic Board note the content of the report for information and comments on the issues therein.

REPORTED In January 2014 the Faculty Registrars conducted a consultation of students and staff to gather opinions on the future model of the academic calendar. In total over 850 students and 178 faculty staff participated in the consultation exercise, responses to which were considered by the Education Committee in February 2014.

The Education Committee discussed a number of potential academic calendar models, including maintaining the 'status quo', a 'later start and finish time' and a 'later start time with reduced weeks'. The Education Committee took the view that a wider discussion was needed on the future model of the academic year before a final decision could be made.

A working group convened by the Pro Vice Chancellor (Education) and the Registrar & Deputy Chief Executive would evaluate a range of options, with a view to recommending a future model of operation for implementation in 2015/16. Work would be undertaken to investigate different models of undergraduate and postgraduate delivery. The introduction of 'reading weeks' and different start times for undergraduate and postgraduate delivery would also be considered by the working group.

ACTION A single recommendation would be proposed to the next meeting of Academic Board at which point a final decision would be required for implementation in 2015/16, through to 2018/19.

COMMENTED It was critical to include induction at levels 5 and 6 in addition to just level 4 to maximise retention and progression.

The working group would consider if it was achievable to start later, and thus reduce the number of teaching weeks, by reviewing all the available evidence. The University would need to consider the logistical issues that would arise from fewer teaching weeks.

AB 14.12 **PROFILE OF LJMU INTERNATIONAL HONOURS DEGREE GRADUATES AND COLLABORATIVE AWARDS 2009/10-2012/13** (AB 14.17)

RECEIVED The report of the Head of Academic Policy Management.

PURPOSE To provide detailed analysis of the awards conferred upon international and collaborative students as an accessory to the '2012/13 graduate profile' presentation to the Academic Board in December 2013.

BACKGROUND That the data reported had been derived from four sequential HESA student record returns.

In the academic year 2012/13, the University changed the timing and delivery pattern of level 6 progression programmes mostly linked to TAR College. Therefore, there was no data return in respect of this activity in the HESA dataset for 2012/13.

REPORTED The University had achieved a steady increase in the number of international honours degree graduates year on year with the exception of 2012/13. This was because the 2012/13 return did not include 'summer school' activity but also because the number of international graduates following traditional programmes had fallen to below 200 from approximately 400 the previous year.

Data made available by HESA had shown that LJMU had performed well against the sector and also its peer group with the inclusion of summer school activity. However, removal of this activity revealed that traditional international graduates performed on a par when compared to the sector and the University's peer group.

The awards conferred upon collaborative partner students were not reported to HESA. Such data was derived from the LJMU student record system and had shown a year on year increase of students who had achieved a good honours degree.

Over the reporting period the University had relationships with over 50 different partners with the most notable being the Dublin Business School and Liverpool Institute for Performing Arts (LIPA), both accounting for approximately 30% of all collaborative awards.

COMMENTED Academic Board should note that the Dublin Business School partnership agreement would not be continued into the next academic year (2014/15).

International students attending via the 'summer school' appeared to perform better and it would be useful to explore if this was the result of the summer school or whether students who attended the summer school were of a higher standard. However, it was also noted that summer school students received more intensive teaching during summer school which could result in improved performance.

AB 14.13

PRO-VICE-CHANCELLORS' BRIEFINGS

Pro-Vice-Chancellor (Education) (AB 14/18)

RECEIVED

The report of the Pro-Vice-Chancellor (Education).

PURPOSE

To update Academic Board on recent activity within the portfolio of the PVC (Education).

REPORTED

An institutional seminar series titled '*Research & Practice in Higher Education*' had been launched, and would include lectures presented by external speakers every 4-6 weeks with differing styles of delivery. The lecture series was part of an initiative to discuss research-informed and pedagogic teaching with staff from across the University.

The first seminar was held on 26 February 2014 and was very well received by all in attendance. Academic Board were encouraged to attend the lectures.

COMMENTED

The University was exploring the possibility of making the lectures available online for staff who are not able to attend and it was hoped that technical issues would be addressed shortly.

Pro-Vice-Chancellor (External Engagement) (AB 14/19)

RECEIVED

The report of the Pro-Vice-Chancellor (External Engagement).

PURPOSE

To update Academic Board on recent activity within the portfolio of the PVC (External Engagement).

REPORTED

Public Engagement

LJMU welcomed 150 delegates to an Arts Council conference on Cultural Knowledge Ecology – Universities, Arts and Cultural Partnerships. The objective was to bring world class arts organisations on campus to benefit LJMU students. LJMU had established a number of partnerships with local arts organisations with more being explored.

City-Region Engagement

The International Festival for Business (2014) was in the final stages of organisation and was anticipated to be the largest gathering of business events during 2014. The festival would present LJMU with many opportunities to engage and grow partnership opportunities which were now proactively being explored. LJMU had secured 50 internally funded student internships for a period of 4 weeks across a broad range of programmes to assist with the organisation of the festival. The

internships would provide excellent work experience opportunities.

The Centre for Entrepreneurship had embarked upon a start up to enterprise exercise which would showcase the ideas of LJMU students during the 50 days of the festival.

The University planned to dress a number of its buildings for the duration of the festival, most notably Copperas Hill, to welcome delegates to the city and to showcase LJMU. In addition, an online business platform was being developed to showcase LJMU and how it engaged with business.

COMMENTED

That the organisation and hosting of internal conferences for partners was extremely important for external engagement and could prove very beneficial to the University. An annual University-wide conference was being planned and discussed at Social & Economic Engagement Committee to meet these objections.

The University had received many positive comments from local partnerships, with more organisations seeking new partnerships with LJMU. However, it was important to maintain that the student experience was the central objective of the University.

That LJMU was making considerable efforts to raise the profile of the University both nationally and internationally. In particular, the University's profile in London was being raised which would position the University to enable it to influence decision makers.

Pro-Vice-Chancellor (Scholarship, Research and Knowledge Transfer) (AB 14/20)

RECEIVED

The report of the Pro-Vice-Chancellor (Scholarship, Research and Knowledge Transfer).

PURPOSE

To provide the Academic Board with an update on recent activity within the area of the portfolio of the PVC (Scholarship, Research and Knowledge Transfer).

REPORTED

University Enterprise Zone Bid – Sensor City

That the Department of Business, Innovation and Skills had called for University Enterprise Zones (UEZ), which would involve the creation of university-led incubator development centres.

That eight city regions were eligible to bid, including Liverpool, with such bids needing the support of the Local Enterprise Partnership (LEP). Total government funding was set at £15 million which would support 3 to 4 such centres.

A 50:50 joint initiative between LJMU and the University of Liverpool had been selected which involved a “sensor city” bid to develop new sensors and associated technologies. The deadline for submission was the end of March 2014. The construction of the bid was progressing well.

Inspire 2 Recruitment

Following on from the successful pre-REF Inspire scheme a second phase of recruitment was to be implemented. Approximately 20 new posts would be created that would further address the University’s strategic aim of enhancing its scholarship and research standing. Deans were asked to prepare written business cases for the new appointments and the selection process was underway. The intention was to appoint suitable candidates for the new academic year (September 2014).

AB 14.14

CURRENT TOPICAL BRIEFINGS

The University’s Estate (AB 14/21)

RECEIVED

The report of the Chair of the Estate Committee.

PURPOSE

To provide the Academic Board with an update on the progress of the Estate Committee, specifically Master Planning, Carbon Management and the University’s Print Strategy.

REPORTED

Master Planning

The spatial Master Plan was progressing well and would be reported to the Board of Governors on 31 March 2014 for approval.

Carbon Management

In conjunction with the Master Plan, the University aimed to incorporate carbon management to establish LJMU as a beacon of sustainability and carbon management.

Print Strategy

The University continues to progress and enhance the overall provision around printing.

I.T.

RECEIVED

The oral report of the Registrar and Deputy Chief Executive.

**PURPOSE
REPORTED**

To provide the Academic Board with an update on IT projects. Many of the projects reported to the last meeting of Academic Board were ongoing but with the following highlights:

- That there had been considerable work undertaken on the CRM system relating to student recruitment and communications with applicants. This work had led to some significant process changes and the automation of key processes around the University's relationship with applicants.
- The University was now able to make "in country" offers for international applicants, speeding up the process considerably.
- Work had been undertaken to support admissions centrally and support the 48 hour turnaround time. All of the IT work had been completed.
- The online personalised prospectus was now available.
- There had been a substantial upgrade to the Student Information System with information about the work published on the website. All changes were successful.

The University's Website

RECEIVED

The report of the Director of Marketing and Corporate Communications.

PURPOSE

To provide the Academic Board with an update on the website redevelopment.

REPORTED

The University's approach to website development had changed slightly since the last meeting of Academic Board. The University would now upgrade the current student website in parallel to developing a brand new website. Work had been undertaken on the current website to fix or remove broken links and key areas of the website had been identified for immediate action. A new external homepage would be launched shortly.

A Content Governance Policy was being drafted to control the content of the website moving forward.

It was anticipated that the new website would be launched by January 2015 and would be a very positive step for the University.

AB 14.15

VICE CHANCELLOR & CHIEF EXECUTIVE'S REPORT

RECEIVED

The oral report of the Vice Chancellor & Chief Executive.

Staff Survey

REPORTED

Feedback, in the form of a bespoke report, from the recent staff survey would be presented to each Faculty/Division at the end of March 2014. Once complete the University would review each of the issues that required further action to agree how to proceed. As some comments were critical to the academic agenda of the University, a report on the outcomes of the survey would be reported to Academic Board. The number of respondents was in excess of 50% of the staff workforce.

Conferences

REPORTED

The Chairman of Academic Board encouraged members to participate in the LJMU Learning and Teaching Conference scheduled to be held on 16 and 17 June 2014.

Staff were encouraged to take part in conferences, both attendance and organisation of conferences, to raise the profile of the University.

REPORTED

Recruitment

Recruitment to undergraduate programmes from home students remained strong with many applications converted into offers.

A postgraduate open day was scheduled for 27 March 2014 to increase the number of applications across all postgraduate modes of delivery.

REPORTED

Re-location of the LiverpoolSU

The President of the LiverpoolSU was invited to update Academic Board on the planned re-location of the LiverpoolSU.

Work was underway to re-locate to the foyer area at Byrom Street and the John Foster Building. In addition to the student facing activities of the Union, the John Foster Building would house the main LiverpoolSU hub, such as the administrative functions. Work would also be undertaken to improve the glass pods situated across the University and a 'Better Place' campaign was underway to promote the re-location to current students.

AB 14.16

STUDENT GOVERNANCE ANNUAL REPORT (AB 14/22)

RECEIVED

The report of the Head of Student Governance.

PURPOSE

To provide Academic Board with a summary of Student Governance activity for the academic year 2012/13.

REPORTED

There were particular growth areas for the Student Governance team. The number of academic appeals had increased considerably during 2012/13 to 218 from 94 in 2011/12. Although, most academic appeals did not meet the grounds of appeal as defined by the Academic Framework, the increased number had consequences for University staff and the students concerned. Complaints which were referred to the Office of the Independent Adjudicator (OIA) in these instances were not upheld. The University believes that a change in the Academic Framework Regulations relating to exceptional second referrals had an impact on the number of academic appeals received.

The number of students with criminal convictions had also increased which was the result of increased numbers of students undertaking professional programmes that require formal disclosure of criminal convictions for placements. Some of this activity had been devolved to Faculty Criminal Convictions Panels with the main Criminal Convictions Panel administered by Student Governance and overseeing the convictions for non-professional programmes.

Student Governance manages a range of student disciplinary issues from anti-social behaviour, bullying and harassment, to very serious offences of violence and dangerous behaviour. A number of such issues were related to anti-social behaviour and although the University does not manage Halls of Residence it does work closely with Halls Managers to resolve any issues swiftly.

Only proven cases of academic misconduct were recorded on the Student Information System (SIS) and there is currently no record on SIS of the various types of academic misconduct. There would be some merit in reviewing cases of academic misconduct which were not proven.

Student Governance had developed a new system of training for responding to academic appeals, conducting academic misconduct panels and conducting investigations. There had been good attendance at the training sessions with demand increasing at a fast pace.

It was noted that students were now more likely to seek formal legal advice at an earlier stage before progressing through the first stage of procedures and that they were more willing to challenge academic decisions for a number of reasons.

COMMENTED

It was suggested that information relating to student policies should be included in student handbooks rather than just providing links. It was anticipated that there would be a more

formalised student contract outlining the rights of the student and the expectations of the University, which would assist communicating relevant policies to students.

There was a significant difference in the number of proven cases of academic misconduct between Schools. However, this could be the result of the increased number of students on some programmes. In addition, some programmes had introduced the use of software within assessment requirements, such as Turn It In. The former Learning and Teaching Assessment Panel (LTAP) had approved a more distinctive University approach to academic misconduct and to give students more information about academic misconduct but this was not taken forward due to funding constraints.

That there was a naivety about working with students amongst some staff and such issues discussed within the report should be included in the induction process for new staff. It would be useful to hold Faculty level workshops and presentations to address particular issues that arise with students.

AB 14.17 **AMENDED TERMS OF REFERENCE FOR QUALITY ASSURANCE & ENHANCEMENT COMMITTEE, FACULTY EDUCATION COMMITTEES AND ACADEMIC PLANNING PANEL** (AB 14/23)

RECEIVED The report of the Pro-Vice-Chancellor (Education).

NOTED Academic Board noted the amended terms of reference of the Quality Assurance & Enhancement Committee.

ACTION That the Faculty Education Committees and Academic Planning Panel amended terms of reference would be circulated following the meeting of Academic Board.

AB 14.18 **COMMITTEE REPORTS**
Quality Assurance and Enhancement Committee (AB 14/24)

RECEIVED Minutes of the meeting held on 12 February 2014.

NOTED Academic Board noted the contents of the minutes of the last meeting of QAEC.

University Research & Scholarship Committee (AB 14/25, AB 14/26)

RECEIVED Minutes of the meeting held on 14 January 2014 and 11 February 2014.

NOTED Academic Board noted the contents of the minutes of the last two meetings of URSC.

Research Degrees Committee (AB 14/27)

RECEIVED Minutes of the meeting held on 13 February 2014.

NOTED Academic Board noted the contents of the minutes of the last meeting of RDC.

Research Ethics Committee (AB 14/28)

RECEIVED Minutes of the meeting held on 16 January 2014.

NOTED Academic Board noted the contents of the minutes of the last meeting of REC.

Education Committee (AB 14/29)

RECEIVED Minutes of the meeting held on 12 February 2014.

NOTED Academic Board noted the contents of the minutes of the last meeting of EDC.

I.T. Committee (AB 14/30)

RECEIVED Minutes of the meeting held on 13 February 2014.

NOTED Academic Board noted the contents of the minutes of the last meeting of the IT Committee.

Social & Economic Engagement Committee (AB 14/31)

RECEIVED Minutes of the meeting held on 20 January 2014.

NOTED Academic Board noted the contents of the minutes of the last meeting of SEEC.

AB 14.19 **ANY OTHER BUSINESS**

There was no other business to report.

AB 14.20 **DATE OF NEXT MEETING**

Monday 23 June 2014, 9.30am

LIVERPOOL JOHN MOORES UNIVERSITY

ACADEMIC BOARD

Action Point Control Register – Status of Open Action Points as at 23 June 2014

Minute	Action	By Whom	By When	Status
AB 13.56	<u>Proposed Academic Calendar Model 2015/16 (AB 13/51)</u> That the Registrar & Deputy Chief Executive following the report to the meeting of Academic Board in March would report back to the Academic Board in 23 June 2014. See also AB 14.11.	Registrar & Deputy Chief Executive	23 June 2014	Active
AB 13.59	<u>Profile of Graduates</u> That there was concern over the lower likelihood of BME students to get a 'good honours' degree and it would be good to see the data benchmarked against competitors, and that it would be interesting to see data about performance of students from collaborative provision. A further analysis of data on collaborative provision and the classification of honours degrees delivered by partner institutions was requested.	Head of Academic Policy	10 March 2014	Discharged
AB 13.61	<u>Retention Report (AB 13/56)</u> That further work be undertaken to identify underlying causes for high/low and improving/worsening retention rates and seek to take remedial action. This should be reported back through the Education Committee.	Registrar & Deputy Chief Executive	10 March 2014 Deferred to 23 June 2014	Active
AB 13.66	<u>Postgraduate Research Experience Survey (PRES) 2013 (AB 13/61)</u> The issue of research students being involved in	Pro-Vice Chancellor (Education)		Active

	teaching and the formal training requirement is to be discussed with Pro-Vice Chancellor (Education) at a future Academic Board.			
AB 13.70	<u>University Framework for Quality and Standards</u> (AB 13/65) Academic Registrar, Student and Academic Services to bring a Paper back to the Academic Board in the summer demonstrating processes are in place and have been actioned.	Academic Registrar, Student and Academic Services	23 June 2014	Active
AB 14.03	<u>Pro-Vice-Chancellor (Scholarship, Research and Knowledge Transfer)</u> (AB 14/04) The PDPR form currently being trialled is to be circulated to the Academic Board by PVC (Research, Scholarship and Knowledge Transfer).	Pro-Vice Chancellor (Research, Scholarship and Knowledge Transfer)	27 January 2014	Discharged
AB 14.04	<u>The University's Website</u> (AB 14/07) Director of Marketing and Corporate Communications to bring a paper to the next Academic Board with more detail about the project and its requirements.	Director of Marketing and Corporate Communications	10 March 2014	Discharged
AB 14.11	<u>Academic Calendar 2015/16</u> (AB 14.16) A single recommendation would be proposed to the next meeting of Academic Board at which point a final decision would be required for implementation in 2015/16, through to 2018/19.	Registrar & Deputy Chief Executive	23 June 2014	Active
AB 14.17	<u>Amended Terms of Reference for Faculty Education Committees and Academic Planning Panel</u> (AB 14.23) The amended terms of reference for the Academic Planning Panel would be circulated to Academic Board members.	PVC (Education) and Secretariat	Immediately	Discharged