

**Monday 11 March 2013  
Roscoe Room, Egerton Court**

<b>Present:</b>	Mr P Abernethy Mr T Aldus Mr L Appleton Ms M Box Dr I Bradshaw Professor S Davies Mr R Dawson Mr P Evans Ms J Guthrie Ms K Johnston Mr S Kenny	Professor P Lisboa Professor D Meehan Ms J Murphy Professor P Vickerman Professor N Weatherill (Chair) Professor R Webster Professor P Wheeler Mrs C Williams Dr L Wright Dr J Yates Professor A Young
<b>In Attendance:</b>	Ms J Gresham Ms J Hargreaves Mr M Power	Ms S Spiers Miss L Sutcliffe (Minute Secretary) Mrs D Tipping (Committee Secretary)
<b>Apologies:</b>	Dr A Douglas Dr P Livsey Dr M Meadows	Mr C Reid Ms K Wilkinson

AB 13.17

**MINUTES**

The minutes of the meeting held on 28 January 2013 were approved as a correct record subject to the following amendment:

That the title of item AB 13.13 be amended to reflect the report topic.

AB 13.18

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

**AB 12.53 Academic Framework Review Group**

That the Academic Framework Review Group reported to Academic Standards and Enhancement Committee on Wednesday 13 February 2013.

**AB 13.04 Minimal Committee Structure**

That the Joint Consultative Committee (JCC) and the Student Voice Committee had been established as formal committees as part of the Minimal Committee Structure.

Both Committees would submit terms of reference and membership details in line with all other committees.

Inclusion of the Student Voice Committee was welcomed by University staff and the LiverpoolSU.

AB 13.19

**TERMS OF OFFICE – ACADEMIC BOARD MEMBERS**

**RECEIVED**

The report of the Vice Chancellor and Chief Executive.

**REPORTED**

That the Board of Governors Governance Effectiveness Review scheduled for February 2013 was postponed for future discussion. It was proposed that the term of office for all current elected members of Academic Board would be rolled forward to the end of the current academic year. Approval was sought from Academic Board members.

**AGREED**

That all elected members of Academic Board would have their term of office extended to the end of the academic year (31 August 2013).

**ACTION**

Secretariat to confirm extension of terms of office to the relevant members.

AB 13.20

**VICE CHANCELLOR AND CHIEF EXECUTIVE'S REPORT**

**RECEIVED**

The oral report of the Vice Chancellor and Chief Executive.

**REPORTED**

2013/14 Recruitment

Academic Board was asked to note that the following figures were fluid and subject to constant change.

The University had experienced an increase of 6.5% in applications compared with this time last year.

The number of applications converted to:

- Conditional firm applications – 1,537 (16.3% above those last year)
- Conditional insurance applications – 1,184 (7.7% more than those last year)
- Unconditional first choice – 272
- Unconditional insurance offers – 19

The results were positive but Academic Board must take into consideration that other HEIs are expected to make more offers, particularly around clearing.

An applicant day held in Northern Ireland, which was a proactive strategy to increase applications in this area, was well attended and received positive feedback.

That recruitment figures for academic year 2013/14 would become clearer in May 2013.

**REPORTED**

QAA Institutional Audit

That the next Quality Assurance Agency (QAA) Institutional Audit would take place during 2015/16.

**REPORTED**

Estate Strategy

That work with the Board of Governors on the Estate Strategy had continued and that the University had progressed a number of actions from the Board of Governors' Workshop held on Tuesday 26 February 2013. A full update would be reported to the Board of Governors at its meeting on Monday 25 March 2013.

An all staff communication was being prepared to ensure that staff were kept up to date and involved in the process. The communication would be brief but proactive.

The University considered the Estate Strategy as central to academic delivery.

**REPORTED**

Re-alignment of the University Structure

That an all staff communication would be circulated by the University's Human Resources Team and the timescale for the implementation of the re-alignment would be reported to the next meeting of Academic Board.

**ACTION**

That the Vice Chancellor would report an update to the next meeting of Academic Board.

AB 13.21

**REVIEWING GRADUATE SKILLS AND PERSONAL DEVELOPMENT**

**RECEIVED**

The report of the Pro Vice Chancellor (Education).

**RECOMMENDATION**

That Academic Board approve the nine key recommendations of the report and provide comments on the five points of interest.

## **BACKGROUND**

That a review of the institutional arrangements for Graduate Skills and Personal Development Planning (PDP) was undertaken to analyze whether they were still fit for purpose.

## **REPORTED**

The key findings of the group included:

- That the University should maintain the 8 Graduate Skills with the exception of some amendments to enhance the specific ICT skill to encompass Information/Digital Literacy
- That entrepreneurship support would continue via existing provision only
- The introduction of a modern foreign language required wider debate outside the remit of this review
- The use of the HEAR report to record Graduate Skills achieved should be adopted, and would require the Skill Support Officers to offer a different role
- That the University should incorporate consideration of processes for PDP and Personal Tutoring more explicitly into programme validation and review
- That PDP and Personal Tutoring varied across the University and should be addressed by a consistent framework, with clear training and guidance to be developed by the Academic Enhancement Unit
- That the expectation would be two Personal Tutoring sessions of 30 minutes per academic year. Personal Tutors would refer students on for specialist advice and guidance if needed

## **COMMENTED**

That Academic Board supported the introduction of a framework for Personal Tutoring with the caveat that further work be undertaken to ensure adequate resources were allocated to staff. Those students who missed timetabled appointments without notification or attempts being made to re-schedule would not automatically be allocated another meeting. Although the University would facilitate meetings with Personal Tutors, it was owned by the students and as such they should take responsibility for ensuring attendance.

That staff student ratios and the Workload Allocation Model should be considered as it was important to achieve a baseline standard across the University. However, local circumstances varied making it difficult to provide adequate calculations but not impossible.

That a statement outlining the purpose and role of the Personal Tutor would be useful to ensure that both staff and students' expectations were clear.

That Academic Board welcomed the focus on Personal Development Planning (PDP) as sector feedback suggested that

the lack of student understanding in this area was of concern. With adequate preparations, the institution should reap the benefits in relation to the 2015/16 QAA Institutional Audit.

The University states in its marketing materials that it provides tutor support and, as such, students come with pre-conceived expectations, which in turn could impact on National Student Survey (NSS) results if they are not delivered.

That LiverpoolSU fully supported the proposals and would assist the University with its communication strategy in this area. Students welcomed a friendly face and a framework for personal tutoring would support this.

**AGREED**

That Academic Board agreed the nine recommendations of the report with the caveat that:

- A clear statement outlining the purpose and role of personal tutors is included
- The Vice Chancellor would liaise with the Deans about providing adequate resources and the Workload Allocation Model
- That an update would be reported to the next meeting of Academic Board

**ACTION**

That the PVC (Education) would report an update to the next meeting of Academic Board.

AB 13.22

**ANNUAL ACADEMIC QUALITY REPORT**

**RECEIVED**

The report of the Director of the Academic Enhancement Unit on behalf of the Head of Quality, Academic Enhancement Unit.

**PURPOSE**

To inform Academic Board of quality management activity and outcomes for the academic year 2011/12.

**REPORTED**

That for all taught programmes leading to a University award, academic standards had been set, assured and maintained and that the quality of student learning opportunities had been evaluated and any appropriate steps had been taken to improve it.

After consideration in December 2012, the QAA approved the outcomes of the action plan and the audit was now classed as completed, with the University now able to use the QAA kite mark. An institutional Review Preparation Steering Group had been in operation throughout 2011/12, overseeing the preparations for the next QAA Institutional Review and work in

ensuring the University is in line with the indicators in the Chapters of the UK Quality Code.

Reports from External Examiners provided strong confirmation that the academic standards of LJMU provision met or exceeded national expectations. The only negative issues reported by External Examiners related to the Student Information System (SIS).

That the Student Survey Review Group would address the falling response rate to the Module Appraisal Review. It was identified that LJMU tended to 'over-survey' its students which was impacting negatively on response rates.

The overall result of the Summer Semester Survey 2012 found that 86.9% of students who completed the survey stated that they agreed (definitely or mostly agree) with being satisfied with the overall quality of the course.

**COMMENTED**

That the changes to the Student Information System (SIS), introduced in January 2013, had worked well and had received positive feedback from staff. The University would continue to monitor this area.

That the timing of Annual Monitoring Reports (AMRs) was being considered for those programmes that ran to an alternative cycle and would be included within the action plans.

**APPROVED**

That Academic Board approved the actions contained within the action plans.

AB 13.23

**ACADEMIC FRAMEWORK REVIEW**

**RECEIVED**

The oral report of the Director of the Academic Enhancement Unit.

**REPORTED**

That the Academic Framework Review Group had met four times and a questionnaire had been developed. The draft questionnaire would be shared with relevant staff within Faculty Management Teams to comment before being circulated for completion.

The questionnaire would review the changes to the Academic Framework and also cover any possible future updates, such as changes to the current credit system to a 20 or 30 credit system. However, it was recognised that further consultation was needed before making any significant changes.

The review found that separate undergraduate and postgraduate regulations were recommended by staff and would be explored further.

The review received input from the Academic Registrar of Swansea University, which was extremely helpful and welcomed.

**COMMENTED**

That the issues surrounding resit examinations would be discussed and recommendations would be presented to Academic Board.

The review would be considered by the Academic Standards Enhancement Committee (ASEC).

**ACTION**

The Director of the Academic Enhancement Unit (AEU) would present a full detailed report of the review to the next meeting of Academic Board.

AB 13.24

**COMMITTEE REPORTS**

**Academic Standards and Enhancement Committee (ASEC)**

**RECEIVED**

Minutes of the meeting held on 13 February 2013.

**REPORTED**

That following the re-alignment of the Committee Structure it was decided that ASEC would continue to operate until the appointment of relevant Faculty staff members. The temporary arrangements would continue until the end of the current academic year.

**REPORTED**

That Annual Monitoring Reports are under review following concerns of the management of the AMR process.

**University Research & Scholarship Committee (URSC)**

**RECEIVED**

Minutes of the meetings held on 16 January 2013 and 12 February 2013.

**REPORTED**

URSC would recommend the establishment of the Mechanical Engineering and Materials Research Centre and the Research Centre for Brain and Behaviour to the Strategic Management Team (SMT).

That the Committee reported a good response to the Early Career Research Fellowship Scheme and reported it as a success with 17 out of 22 applications being funded in whole or part.

That the University had completed the cycle of external reviews for the REF2014 and that each submission would now be looked at in detail.

### **Research Degrees Committee (RDC)**

**RECEIVED**

Minutes of the meeting held on 10 January 2013.

**REPORTED**

That the Committee had agreed to develop a policy for the use of video conferencing for postgraduate research examinations.

The Committee recommended that a policy for maternity, paternity or adoption leave be developed, and would be developed by the Research Support Office.

RDC members agreed to increase the number of meetings per year from 4 to 5 commencing from the start of the next academic year.

### **Research Ethics Committee (REC)**

**RECEIVED**

Minutes of the meeting held on 17 January 2013 and 21 February 2013.

**REPORTED**

That Ethical Guidance for Undergraduate Students Undertaking Invasive Research Projects Either As Part Of a Peer Group or Where The Student Is The Sole Participant would be developed as recommended by REC.

That the introduction of Proportionate Review had reduced the workload of the REC and had resulted in an increase in the number of applications seeking ethical approval.

AB 13.25

### **ANY OTHER BUSINESS**

**REPORTED**

#### **2012 Occupational Stress Survey**

That the UCU Occupational Stress Survey had recently been published, which listed LJMU within the bottom 20. The view was expressed that Staff health and wellbeing should be central to the objectives of a 'civic University'. As such it was proposed that it should be introduced as a Key Performance Indicator (KPI) and be discussed at SMT and Academic Board as a standing item. It was proposed that staff health and wellbeing should be central when considering academic standards.

It was requested that the results of the 2014 Staff Survey be reported to Academic Board and other relevant Committees within the minimal committee structure.



**COMMENTED**

That the SMT would be considering the results of the 2012 Occupational Stress Survey carefully. Further analysis of the survey was needed before coming to any conclusions.

**REPORTED****LiverpoolSU Elections**

That the LiverpoolSU elections, launched Thursday 7 March 2013, would close on Friday 15 March. Academic Board members were asked to encourage all students to take part in the elections. To date, a total of 2,000 votes had been cast but it was hoped that this would increase to at least 5,000.

AB 13.26

**DATE OF NEXT MEETING**

Monday 24 June 2013, 9.30am

**LIVERPOOL JOHN MOORES UNIVERSITY**

**ACADEMIC BOARD**

**Action Point Control Register – Status of Open Action Points as at 24 June 2013**

<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>	<b>Status</b>
<b>AB 13.19</b>	<u>Term of Office – Academic Board Members</u> Secretariat to complete all actions relating to the extension of the term of office for current elected members	<b>Secretariat</b>	<b>24 June 2013</b>	<b>Active</b>
<b>AB 13.20</b>	<u>Vice Chancellor &amp; Chief Executive Report – Re-alignment of the University Structure</u> Updated report on the re-alignment of the University Structure	<b>Vice Chancellor and Chief Executive</b>	<b>24 June 2013</b>	<b>Active</b>
<b>AB 13.21</b>	<u>Reviewing Graduate Skills and Personal Development</u> Recommendations of the report to be progressed in line with the noted caveats	<b>PVC (Education)</b>	<b>No specific deadline</b>	<b>Active</b>
<b>AB 13.21</b>	<u>Reviewing Graduate Skills and Personal Development</u> An update to be reported to the next meeting of Academic Board	<b>PVC (Education)</b>	<b>24 June 2013</b>	<b>Active</b>
<b>AB 13.23</b>	<u>Academic Framework Review</u> A detailed report of the Academic Framework Review to be delivered to Academic Board	<b>Director, Academic Enhancement Unit</b>	<b>24 June 2013</b>	<b>Active</b>