

Monday 22 September 2014  
Roscoe Room, Egerton Court

**Present:**

Professor H Al Nageim	Mr J McDowell
Mr M Ashall	Ms J Murphy
Professor P Byers	Dr R Murphy
Dr V Canning	Professor M Riley
Mr D Cole	Professor A Scott
Professor S Davies	Ms L Sebastian-Francois
Ms S Davys	Professor H Sumnall
Professor S Gonzalez	Professor N Weatherill (Chair)
Dr E Harcourt	Professor R Webster
Mr P Killen	Professor P Wheeler
Professor R Leatherbarrow	Dr J Yates
Ms J Martin	

**In Attendance:**

Mr T Dray (Item AB 14.48)	Miss L Sutcliffe (Committee Secretary)
Ms J Gresham	Ms H Thrift
Ms J Hargreaves	Ms C Williams (AB 14.47)
Ms M Phillips (AB 14.42)	
Mr M Power	

**Apologies:**

Ms J Craddock	Ms P Uwamaliya
Mr R Dawson	Professor P Vickerman
Mr P Evans	Professor A Young

#### SECRETARY'S NOTE

The Chair welcomed to Academic Board the Dean, Faculty of Education, Health & Community; the Dean, Faculty of Technology & Environment; the Vice President (Academic Quality); the Vice President (Activities); and the Professor, Faculty of Natural Sciences & Psychology, as new members of Academic Board.

AB 14.39 **MINUTES** (AB 14/56)

The minutes of the meeting held on 23 June 2014 were approved as a correct record.

AB 14.40

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

**Student Retention** (AB 14/34)

**REPORTED**

The 2014/15 Academic Board Programme of Business had been updated to include additional student retention and progression reports. The revised version had been circulated to Academic Board members.

AB 14.41

**PRO-VICE-CHANCELLORS' BRIEFINGS**

**Pro-Vice-Chancellor (Education)** (AB 14/57)

**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**

**Enhancement Activities**

Following allocation of additional funding to support Educational Enhancement projects, a call had been issued across the University for the submission of funding bids. The call was against two streams: (i) responsive mode, to apply to any enhancement project; and (ii) thematic mode, to focus on induction and transition. The funding was in addition to funding allocated for Educational Enhancement Internships.

The University was yet to receive notification of the next Quality Assurance Agency Higher Education (QAA HE) Review however preparations were underway and Faculties would be asked to complete appropriate activities.

**Review of Assessment Boards**

Following feedback from External Examiners, and issues identified by the Institution through QAA HE Review preparations, a review of Assessment Boards and how they are conducted had been initiated with any amendments to be implemented by May/June 2015.

**Academic Framework Project Board**

Preparations for QAA HE Review, as well as internal deliberations, have highlighted the need for consideration of a number of key aspects relating to the curriculum. To address the areas identified a number of working groups had been established which would report to an overarching Academic Framework Project Board. The working groups are 'task and

finish' in nature and membership would include both academic and professional services staff. Working groups had been established to consider:

1. **Undergraduate Credit Framework:** the proposal to change the undergraduate module credit base to 10 and how this would impact on matters such as validation and re-validation;
2. **Postgraduate Credit Framework:** the proposal to harmonise the credit framework adopted for postgraduate taught programmes;
3. **Assessment & Progression:** criteria for the award of credit, including such matters as, compensation; in-year referral; component marking; and assessment;
4. **Academic Calendar:** changes to the academic calendar and the wider impact that this may have on the curriculum; and
5. **Student Engagement:** Enhancing and promoting Student Engagement.

**COMMENTED**

Proposals to change the undergraduate module base to 10 was a complex area and required urgency for programmes due for re-validation. The working group would consider the complexities of re-validation and were aware that a clearly defined process was needed. Academic Board members were asked to gather comments and proposals from local areas.

The working groups, initiated by the Pro-Vice-Chancellor (Education) in consultation with key staff members, were a coherent set of groups with linked activities reporting to the Project Board.

**Pro-Vice-Chancellor (External Engagement) (AB 14/58)**

**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**

**City-Region Engagement**

That the Liverpool University Technical College (UTC) Engineering and Logistics project had ceased due to the challenge of finding a suitable location. The University continued to sponsor the UTC in Burnley.

Partnership agreements with local arts and cultural organisations continued to develop. The University had embarked upon a three year partnership with Tate Liverpool that would see the continuation of a joint academic appointment, an annual programme of events and talks for students and free admission to all TATE exhibitions (in Liverpool and London) for all staff and students. The University was keen to promote the partnerships

to all students and to broaden the opportunities out from the School of Art and Design. Colleagues from across the University were invited to join a workshop being led by the PVC (External Engagement) to discuss and explore arts and cultural partnerships.

### **International Activity**

It was encouraging that the University had experienced improved international recruitment rates at all levels. The International Policy Committee had set up regional working groups and would consider any forthcoming recommendations.

University representatives had recently returned from a visit to the Connecticut, USA to explore staff and student exchange, study abroad opportunities and research links. The response from the universities visited was pleasing with a very positive response from two of the universities. LJMU were committed to raising its brand profile within North America and anchoring in one or two parts would enable this. There were a number of synergies between LJMU and the universities visited, however, the US universities were not as advanced as LJMU with international engagement. The area visited was similar to Liverpool in profile and, as such, would partner it well. One US University had committed to extend a current planned visit to London by two days to visit LJMU with a number of students during January 2015.

### **COMMENTED**

With approximately 260,000 students, all of whom are expected to complete international study, South America could prove to be a very lucrative market. However, it was important that LJMU take sequential steps with promoting its brand overseas, with the USA being the priority at this stage.

### **Pro-Vice-Chancellor (Scholarship, Research and Knowledge Transfer) (AB 14/59)**

### **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**

### **Inspire 2 Recruitment**

Based on the experience of the Inspire 1 Scheme, Inspire 2 had a budget for 21 positions at Lecturer/Senior Lecturer level but advertised 24 vacancies (19 Lecturer/Senior Lecturer level and five at Professoriate level).

One Professor and 15 Lecturers/Senior Lecturers had been appointed. The majority of the new appointments would be in place for the start of the 2014/15 academic year.

Experience had shown that recruitment at Professoriate level was extremely difficult via the Inspire route and it was recommended that Professorial appointments involved a far more specific search to identify suitable staff.

The Inspire 2 budget would allow for four or five further positions at Lecturer/Senior Lecturer level and discussions to allocate these positions were underway. It was not intended to re-advertise the same positions.

**COMMENTED**

That the Inspire 2 Scheme funding was designated for specific posts and it was not the intention to re-advertise posts that were unfilled. However, other positions that needed to be filled could proceed through the standard recruitment process.

**Sensor City University Enterprise Zone**

LJMU was successful in a joint bid with the University of Liverpool for a University Enterprise Zone on sensor technology, which had a capital allocated by government of £15 million. Sensor City, to be built on the land at the northern edge of Copperas Hill, would develop sensor technology and engage business skills.

**Excellence Awards Update**

The Vice Chancellor's awards in Research and External Engagement were presented during the 2014 degree ceremonies and achievements were recognised at a reception in Egerton Court. The awards were well received by all. The University wished to thank and recognise staff from the School of Art and Design for the design and production of the awards.

AB 14.42

**CURRENT TOPICAL BRIEFINGS**

**The University's Estate** (AB 14/60)

**RECEIVED**

The report of the Chair of the Estate Committee presented by the Director of Estate Management.

**PURPOSE**

To provide the Academic Board with an update on the progress of the Estate Committee.

**REPORTED**

That the University's Master Plan would be reported to the Board of Governors on Monday 29 September 2014 for approval and, if

approved, Estates Committee would agree an appropriate communication strategy.

The Estate Committee had overseen a large number of projects during the summer period and reported that all had progressed well.

Following a robust tender process, the University had appointed Xerox for the delivery of both the University's fleet of copiers and also a central print room facility. The University had successfully delivered a seamless transition from the previous fleet, to the new and enhanced fleet of printers. Work was underway to commercialise the new central print room service.

**COMMENTED**

That subject to approval, the University would implement a five year investment plan for upgrading AV/IT equipment to ensure that the University could meet the objectives of the Strategic Framework. Planned work would be carried out during summer periods to ensure minimum disruption to students and staff, with immediate upgrades carried out where necessary.

The University was yet to implement shared services for students across faculties and schools, which was likely to take place for the start of the 2015/16 academic year.

That Academic Board should receive a comparison of the cost of a commercialised print room facility per print item against the cost of providing the same service in-house to ensure Value For Money.

The University was working towards linking the Sustainability and Environment Strategy with academic delivery. Proposals had been reported to the Vice Chancellor to embed sustainability within the curriculum and further work was underway to progress this area.

**ACTION**

That the Director of Estate Management would provide Academic Board with the print costs of the previous in-house print service against the cost of printing via a new commercialised print room.

**The University's Website** (AB14/61)

**RECEIVED**

The report of the Head of Corporate Business Change Initiatives.

**PURPOSE**

To provide the Academic Board with an update on the management of the University website.

**REPORTED**

The University's website project was underway with the first phase to be released in January 2015. A project team had been

established and a content management system had been identified to replace the current system.

The project team was working with external company, Blueleaf, on the design, structure and navigation of the website. Tenders were being considered for a further external partner responsible for implementation of the new content management system.

Arrangements for governance and the responsibilities for ownership of web content were being considered and further communications would be issued during the early part of the current semester.

**COMMENTED**

That the new website would be flexible to allow it to be built upon in-house and in addition, would remember users to ensure targeted messages. The arrangements for the governance of the website would include discussions around embedding website champions in each area.

At this technical stage, the project board did not include representation from academic staff, however, regular meetings were being held with the Vice Chancellor.

Following discussions by Academic Board, the website project moved to the Office of the Vice Chancellor for progressing. The project included input from the Pro-Vice-Chancellors; the University's Registrar & Deputy Chief Executive; and the Director of Marketing & Corporate Communications, and a decision was made to work with two external companies. The re-development of the website was an opportunity to morph the LJMU brand and image towards greater maturity. Discussions were underway that would see the Dean of each Faculty implement a review of current web content for the start of the next academic year. Consultation with students would take place at an appropriate time. The focus at this stage of the project was to focus on ensuring that the content management system was able to support LJMU's website requirements.

A number of focus groups had been conducted with postgraduate students and the feedback received would be considered.

AB 14.43

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

**RECEIVED**

The oral report of the Vice Chancellor & Chief Executive.

**REPORTED**

A welcome event for new students, held for the first time on 8 and 9 September 2014 in St George's Hall, was a huge success and very well received. Engagement from staff across the University presented the University very well to new students.

LiverpoolSU were in attendance, with the President delivering 14 welcome addresses. LJMU were delighted to see cultural partners represented and were also joined by Classic FM's Managing Director, Darren Henley. The event would be repeated for new students commencing in 2015/16 and also to host equivalent activities for returning students.

LiverpoolSU hosted a separate event on 15 and 16 September 2014, welcoming over 8,000 new and returning students, which was also very well received.

**REPORTED** That the Rt Hon Greg Clarke, successor to The Rt Hon David Willetts as Minister of State for Universities, Science and Cities, had an existing positive relationship with LJMU via previous engagements before taking up office. The appointment was positive news for LJMU.

**REPORTED** That a joint meeting of SMT and SDF was held over the course of one day to determine the agenda for the mid-term review of the strategic framework. In response to feedback that staff would like greater engagement and communication, the Vice Chancellor had set a year-long agenda of visits to local areas. The Vice Chancellor and members of the SMT were keen to engage with smaller teams locally. Academic Board members were asked to consider how they would like to interact more with staff across the University and provide any suggestions to the Chair.

**ACTION** Academic Board members to provide suggestions for engagement with local teams to the Chair.

AB 14.44 **GRADUANDS' REPORT - July 2014**

**RECEIVED** The oral report of the Vice Chancellor & Chief Executive.

**REPORTED** That the Vice-Chancellor & Chief Executive, in his capacity as the Chairman of the Academic Board, approved the Graduand Report for July 2014.

AB 14.45 **NSS 2014 OUTCOMES** (AB 14/62)

**RECEIVED** The report of the Registrar & Deputy Chief Executive.

**PURPOSE** To provide Academic Board with a summary of the NSS 2014 outcomes.

**REPORTED** That the purpose of the National Student Survey (NSS) was to provide final year students with an opportunity to make their observations and opinions known at national level.



LJMU's overall satisfaction rate had increased by 1% from 2013 to 85%, and was now just 1% lower than the sector rate 86%. LJMU was ranked 51<sup>st</sup> in the UK for overall satisfaction.

The greatest satisfaction was with *Learning Resources*, which continued to improve. *Assessment and Feedback* continued to have the lowest satisfaction levels, but remained at 3% above the national average.

The University had improved its position within the Times Higher League Table by twelve places, jumping to 71<sup>st</sup> place from 83<sup>rd</sup>.

**COMMENTED**

That the findings of the NSS 2014 would be presented to the Strategy Delivery Forum (SDF) and discussions were underway to improve on the results for NSS 2015. All members of staff were expected to take responsibility and contribute to improving the results.

The response for *teaching on my course* was of concern and detailed work to address the issues impacting on this category would be undertaken. There was a strong correlation between *teaching on my course* and *overall satisfaction* and, as such, required engagement to improve on the response for the following year.

The Centre for Public Health, with a new programme, experienced a dramatic positive response as a result of the hard work of staff in this area.

AB 14.46

**IT STRATEGY** (AB 14/63)

**RECEIVED**

The report of the Registrar & Deputy Chief Executive.

**PURPOSE**

To present the IT Strategy to Academic Board.

**REPORTED**

The IT Strategy, aligned to the Strategic Framework, had been approved by the Strategic Management Team (SMT) in July 2014. It was anticipated that the approved IT Strategy would meet the expectation of staff and students to deliver an appropriate strategy in a competitive market. A series of roadshows were planned to communicate the strategy across the University.

**COMMENTED**

A business case was being prepared for the replacement of the CRM system and consideration of a combined system for the University and collaborative partners would be included.

Effective change management processes would determine the success of implementing IT projects and would need consideration during project management stages.

There would be student involvement within IT projects when appropriate, such as, the inclusion of student representatives when considering software for student use.

AB 14.47

### **RECRUITMENT FIGURES – 2014 ENTRY**

**RECEIVED**

The report of the Registrar & Deputy Chief Executive.

**PURPOSE**

To provide Academic Board with an update on anticipated 2014 recruitment figures based on the final recruitment reports before enrolment.

**REPORTED**

The recruitment figures contained information for home full-time undergraduate students, home postgraduate full-time students and international students as at 5 September 2014, however, not all students had completed the enrolment process.

The Student Number Control (SNC) for home undergraduate HEFCE-funded students had no minimum threshold to meet but the highest flexibility range did apply and, therefore, was closely monitored.

A Confirmation Policy was agreed by the SMT who met regularly to secure the SNC was achieved and SMT took the decision to reduce the entry requirements for a small number of programmes during clearing.

#### **HEFCE student numbers**

A total of 6,081 students were confirmed representing 103% of the institutional target of 5,875 students. Three Faculties exceeded their target and 11 of the 15 Schools exceeded targets. 18.9% of HEFCE students achieved ABB+ or equivalent and, therefore, remained outside of the Student Number Control. A total of 13.1% of the HEFCE target was met during clearing.

#### **National College for Teaching & Leadership (NCTL) student numbers**

55 students were confirmed for the one undergraduate NCTL funded programme, representing 92% of the target. A number of students are still required to complete the skills test before confirming. The programme is expected to recruit to target.

## **Strategic Health Authority student numbers**

The University has confirmed 90% of the target and it is expected that the University will achieve its target during the March 2015 intake.

## **Home full-time postgraduate recruitment**

In comparison to the undergraduate market, LJMU's postgraduate portfolio was small and targets considerably less. The University achieved 88% of its target, which was 39% above the same time last year and 15% above 2012.

## **NCTL postgraduate numbers**

The teacher training market remained challenging. As at 4 September 2014, 112 secondary students were confirmed, representing 62% of the original target and 56% of the current allocation. 87 students were confirmed for primary programmes, representing 60% of the original allocation and 79% of the current allocation.

There are a number of students required to complete the skills test before fully confirming. A shortfall in the postgraduate NCTL student numbers is expected.

## **International recruitment**

There had been an 18% increase in the number of undergraduate applications. Indicative figures show that the University had achieved 83% of the August to December target. All Faculties had seen an improved position for undergraduate international recruitment.

There had been a 72.8% increase in postgraduate taught applications from 2013 and now reflect the position experienced in 2012. Indicative figures show that the University had achieved 62% of the August to December target and based on the number of Certificate of Acceptance for Studies (CAS) issued, 49% of the August to December target had been achieved to date.

There had been a 17.5% increase in international postgraduate applications, with 24 confirmed acceptances for September to December. 21 CAS have been issued against these acceptances.

## **Student Accommodation**

In total, 3,702 new students had been placed into student accommodation, which was an increase of 7.3% from 2013 and 17.5% from 2012.

**COMMENTED**

As at 22 September 2014, the University had achieved 98.1% of its undergraduate HEFCE funded student target, with a further 162 students partially engaged but not yet fully enrolled. Work was underway to enrol those students.

That the number of postgraduate taught home students was increasing in number.

LJMU expected to exceed the 2013 international recruitment figures.

That exceeding the recruitment figures would not impact negatively on the student experience.

AB 14.48

**REPORT OF LJMU GRADUATE DESTINATIONS 2014 – ACADEMIC YEAR 2012-13 (AB 14/65)****RECEIVED**

The report of the Academic Registrar.

**PURPOSE**

To provide Academic Board with a summary report of the 2012 and 2013 Destinations of Leavers from Higher Education (DHLE) Surveys.

**REPORTED**

LJMU Graduate Prospects had increased by 6.9%, with 61.1% of graduates entering graduate level employment or graduate level further study. The School of Pharmacy and Bio-molecular Sciences saw the largest improvement with 80.8%, an increase of 2.9%.

Although, 60% of the LJMU graduates entered Professional and Managerial positions, this was below the sector average by 5.4%.

The University reported positive outcomes of 92.3% for its graduates, and was ranked 6<sup>th</sup> out of 14 North West universities.

The University remained concerned about the low numbers progressing to postgraduate study and the negative impact this had on progression to professional and managerial positions.

Action plans had been drafted for implementation within some schools to address low numbers of graduates entering graduate level jobs or further education. It should be noted, however, that some students did not progress to professional or managerial jobs as classified within the survey, such as Drug Support Workers, Youth Offending Support Workers, and as a result were labelled less successful than others.

The relevance of quality year-long work placements should be noted as a contributing factor influencing career destinations. There was also evidence to suggest that an increased focus on supporting work placements outside of the Merseyside area had seen an increase in graduates finding work outside of Merseyside.

**COMMENTED**

That the Graduate Prospects figures impacted upon the University's positioning within the league tables.

LJMU's survey results were positive and the University would continue to look to continue to improve in all areas, with the viewpoint to exceed the sector average. Particular focus would be given to improving the University's postgraduate portfolio to attract more graduates to progress to postgraduate level further education.

Academic Board members were informed that anecdotal evidence from staff regarding the destination of graduates could be used as evidence within the survey. Therefore, it was important that staff maintained contact with students after graduation and reported any evidence to the World of Work Careers Centre for inclusion in survey responses.

The University now had sufficient numbers that had progressed through the World of Work programme to review its impact upon the employability of its graduates. Work was underway to review this area. It was important to conduct a longitudinal study to assess graduates from some subjects that historically take longer to progress to more successful positions. However, the study sample would need to be sufficient to be meaningful.

The University needed to remain innovative in the area of graduate destination and had made a positive step by opening two World of Work Careers Centres, which would be more visible to students. At the latest CBI meeting, all sectors were reporting that skills and graduate recruitment remained problematic. It was important that LJMU gave its graduates the skills to articulate their skills and abilities effectively.

AB 14.49

**COMMITTEE REPORTS**

**Education Committee** (AB 14/66)

**RECEIVED**

Minutes of the meeting held on 25 June 2014.

**NOTED**

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

**I.T. Committee** (AB 14/67)

**RECEIVED**

Minutes of the meeting held on 19 June 2014.

**NOTED**

Academic Board noted the contents of the minutes of the last meeting of the I.T. Committee.

**Quality Assurance and Enhancement Committee** (AB 14/68)

**RECEIVED**

Minutes of the meeting held on 25 June 2014.

**NOTED**

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

**University Research & Scholarship Committee** (AB 14/69)

**RECEIVED**

Minutes of the meeting held on 18 June 2014.

**NOTED**

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

**Social & Economic Engagement Committee** (AB 14/70)

**RECEIVED**

Minutes of the meeting held on 19 May 2014.

**NOTED**

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

AB 14.50

**ANY OTHER BUSINESS**

The LiverpoolSU sabbaticals thanked Academic Board for their welcome and reported that the top ten priorities of the LiverpoolSU would be reported to Academic Board shortly.

AB 14.51

**DATE OF NEXT MEETING**

Monday 8 December 2014, 9.30am

**LIVERPOOL JOHN MOORES UNIVERSITY**

**ACADEMIC BOARD**

**Action Point Control Register – Status of Open Action Points as at 8 December 2014**

<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>	<b>Status</b>
<b>AB 14.34</b>	<u>Student Retention (AB 14/45)</u> To include the additional student retention/withdrawal reports on the 2014/15 Academic Board Programme of Business.	<b>Secretariat</b>	<b>Immediate</b>	<b>Discharged</b>
<b>AB 14.42</b>	<u>The University's Estate (AB 14/60)</u> Academic Board to receive the print costs of the previous in-house print service against the cost of printing via a new commercialised print room.	<b>Director of Estate Management</b>	<b>8 December 2014</b>	<b>Active</b>
<b>AB 14.43</b>	<u>Vice Chancellor &amp; Chief Executive Report</u> Academic Board members to consider how they would like to interact more with staff across the University and provide any suggestions to the Chair.	<b>Academic Board members</b>	<b>8 December 2014</b>	<b>Active</b>