

Monday 27 January 2014  
Roscoe Room, Egerton Court

- Present:**
- |                           |                                |
|---------------------------|--------------------------------|
| Professor H Al Nageim     | Professor D Meehan             |
| Mr M Ashall               | Ms J Murphy                    |
| Professor L Bishop        | Dr R Murphy                    |
| Professor P Byers         | Mr C Reid                      |
| Mr D Cole                 | Professor M Riley              |
| Ms J Craddock             | Professor H Sumnall            |
| Professor S Davies        | Ms P Uwamaliya                 |
| Ms S Davys                | Professor P Vickerman          |
| Mr P Evans                | Professor N Weatherill (Chair) |
| Dr E Harcourt             | Professor R Webster            |
| Ms K Johnston             | Professor P Wheeler            |
| Mr P Killen               | Dr J Yates                     |
| Professor R Leatherbarrow | Professor A Young              |
| Ms J Martin               |                                |
- In Attendance:**
- |                                |  |
|--------------------------------|--|
| Ms J Gresham                   | Mrs Carol Swaisland (Minute Secretary) |
| Ms J Hargreaves                | Mrs D Tipping (Committee Secretary)    |
| Mr M Power                     | Ms H Thrift                            |
| Dr S Spiers (item 7 (iv) only) |  |
- Apologies:**
- |              |             |
|--------------|-------------|
| Dr V Canning | Mr R Dawson |
|--------------|-------------|
- AB 14.01      **MINUTES** (AB 14/01)
- The minutes of the meeting held on 2 December 2013 were approved as a correct record.
- AB 14.02      **MATTERS ARISING NOT SHOWN ELSEWHERE ON THE AGENDA**
- Proposed Academic Calendar Model for 2015/16** (AB 13.51, AB 13.56)
- REPORTED**
- That this was in progress and would report to the next Academic Board in March.
- Profile of Graduates** (AB 13.59)

**REPORTED** That this was in progress and would report to the next Academic Board in March. This would allow data from assessment boards in February to be incorporated.

**Surveys of Student Opinions** (AB 13.60)

**REPORTED** The communications plan for the NSS 2014 was circulated to Academic Board members in December. This item is closed.

**Retention Report** (AB 13.61)

**REPORTED** This work would be done for the Education Committee and then subsequently sent on to the Academic Board.

**Postgraduate Research Experience Survey (PRES) 2013**  
(AB 13.66)

**REPORTED** That this work is in progress and will be reported on later in the academic year. This will allow time for cross referencing payments and training delivered to post graduate students.

**University Framework for Quality and Standards** (AB 13.70)

**REPORTED** This is in progress and will report later in the year.

AB 14.03

**PRO-VICE-CHANCELLORS' BRIEFINGS**

**Pro-Vice-Chancellor (Education)** (AB 14/02)

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

**PURPOSE** To provide the Academic Board with an update on recent activity within the area of the portfolio of the PVC (Education).

**REPORTED** That NSS went live on 20<sup>th</sup> January. The initial response rates are good with the current response rate being 20%, up from 14% at the same time last year. There is research to show that respondents responding earlier in the survey tend to give more positive responses. Thanks were expressed to Directors of Schools and the School NSS champions for their work in publicising the survey.

The visits by the PVCs to the Schools have resulted in useful and interesting discussions.

The Learning and Teaching Excellence Awards will run parallel to the National Teaching Fellowships (NTFS) and use the same criteria. This will mean that successful staff in the internal awards could then go on to submit an application to the NTFS externally in the following year. The scheme has been approved by the Education Committee and the criteria for the awards will be

discussed at the next meeting of the Education Committee. A maximum of five awards will be awarded and one will be the recipient of the Vice Chancellor's medal in innovation in teaching and learning.

**Pro-Vice-Chancellor (External Engagement)** (AB 14/03)

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

**PURPOSE** To provide Academic Board with an update on recent activity within the area of the portfolio of the PVC (External Engagement).

**REPORTED** That there is a focus on international recruitment and rebuilding the business model to enable LJMU to recruit successfully overseas. LJMU is perhaps the only institution in the UK to have seen a halving of international numbers since 2009. LJMU also has more international PhD students than Postgraduate Taught students. (Restricted information: commercially sensitive).

By the end of the month admissions' decisions for international admissions, both undergraduate and postgraduate, will be centralised. Recruitment processing could then be turned around in 24/48 hours, where previously it had taken three to four weeks, which was uncompetitive. (Restricted information: commercially sensitive).

A £1000 tuition discount for international registrations has now been abolished and will be used for making international scholarships available on a merit based set of criteria. (Restricted information: commercially sensitive)

The product portfolio will continue to be developed to achieve the targets set. One of these targets is to achieve 15% of student intake from outside the EU by 2021. This figure was 4.3% this year demonstrating the work that needs to be done. It will take time to build momentum but there is a clear international strategy statement in the strategic framework. (Restricted information: commercially sensitive).

There is the International Festival for Businesses in Liverpool over 50 days in June/July. The information for that event is now coming together and a programme will be available soon.

There was a visit from Paul Manners, Director of National Co-ordinating Centre for Public Engagement. This marks the maturation of thinking from the Social and Economic Engagement Committee and importance of public engagement work.

Clarification was sought over the turnaround times for recruitment. Previously the clock had started ticking when a

student made an initial expression of interest and did not stop whilst full application information was sought from the potential student. This is why it has taken several weeks to complete the admissions' process. The 24/48 hour turnaround time is from complete application to decision. LJMU need to deal with applications as quickly and competitively as possible.

There will be regional working groups established to draw on the expertise and experience of members of staff who have the relevant expertise for dealing with students from various global regions. PVC (External Engagement) invited suggestions from Academic Board members for working group members.

There will be bursaries available for students who are just missing out on a place at LJMU because of their English language ability. They will be informed that they will need to work on their English and that opportunities at the International Study Centre will be provided. (Restricted business: commercially sensitive).

International recruitment is a very important initiative. There have been some very positive discussions about attracting more international students and developing partnerships with collaborators. This supports the strategic framework and the core values of the University. Academic Board members are encouraged to contribute where they can and send ideas and comments to PVC (External Engagement). (Restricted business: commercially sensitive).

**Pro-Vice-Chancellor (Scholarship, Research and Knowledge Transfer)** (AB 14/04)

**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**

That it had been interesting to see the working of the Schools during the School visits by the PVCs.

There has been a focus on the REF submission recently and over the coming months and years the focus would shift to the submission for REF 2020.

The Athena SWAN project aims to create gender equality in science, engineering and medicine. There are accreditations available for both institutions and subjects at bronze, silver and gold levels. LJMU does not currently carry any Athena SWAN accreditation and this affects some applications for funding

which require compliance. LJMU is therefore taking steps to apply for an institutional Athena SWAN bronze award by the deadline in April.

LJMU currently has awards for teaching and learning but not for research and scholarship. The research excellence awards will run parallel to the teaching and learning awards but will be in research and external engagement. There will be a Vice Chancellor's medal for exemplar activity in each of the four strategic framework areas, teaching and learning, student engagement, external engagement and research.

Revisions to the PDPR procedure are being piloted in a number of Schools which will highlight performance. It will encourage and develop research activities for staff. This process is welcomed, particularly for early career researchers. This will help the PDPR process become more reflective and to move away from being a tick box exercise.

It is intended that the new style PDPR be reviewed and extended to technical and support staff once it's trial has been reviewed.

There was discussion on where pedagogic research should sit within the amended PDPR form. This may require clarification within the form but there is opportunity for work to be entered twice.

**ACTION**

The PDPR form currently being piloted is to be circulated to the Academic Board by PVC (Research, Scholarship and Knowledge Transfer). This action has been completed.

AB 14.04

**CURRENT TOPICAL BRIEFINGS**

**The University's Estate** (AB 14/05)

**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, Environmental Management and the University's Print Strategy.

**REPORTED**

The University is continuing to work with BDP to gather requirements for the Copperas Hill development. BDP presented to the Board of Governors in December and was well received. There will be communication with Liverpool City Council to ensure there is not conflict with wider issues, such as traffic flow. BDP will report back with more detailed plans and various options in early March and then to the Board of Governors on 31 March 2014. Work is on schedule to incorporate the interesting and exciting ideas raised.

The Environmental Policy is also important in relation to the new build to ensure sustainable building methods are used.

The Print Strategy is moving forward.

**I.T.** (AB 14/06)

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

**PURPOSE** To provide the Academic Board with an update on IT projects.

**REPORTED** The projects listed in the report vary in scale and impact. Projects of particular note are:

Finance and Student System Integration which will result in the system being more robust.

The EBusiness System Upgrade is ongoing.

The Class Set Integration project will enable the provision of services such as personalised timetables and SMS messaging. This will happen over the next couple of months enabling moving on with other key initiatives.

The student attendance monitoring policy and technologies involved were discussed. It was felt that the policy worked on a deficit model and that there could be more engagement from students and they could be given more responsibility. Other systems are available which enable information to be made available on Blackboard allowing self-monitoring by students and text message alerts. The use of other technologies is being investigated as the current system has high administration costs in making data collected understandable. The original policy was not intended to be a deficit model but to be very supportive. In the implementation of the policy it has become more punitive and draconian and should therefore be revisited.

**The University's Website** (AB 14/07)

**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** 18 months ago RedDot was decided to be 'unfit for purpose' and Marketing and Corporate Communications were tasked to work on the website. There is currently no content management strategy. Mando were commissioned to complete a discovery report and provided recommendations for a new content management system.

An audit of current content is underway with over 100,000 pieces of content for consideration. Over 600 obsolete pages and broken links have been deleted, leaving less for migration to a new system. There are also 35 extra sites not currently linked to the current site which could be brought within the new site.

There will be a tender process for a new content management system and it will be six to nine months before a new system will be useable. A new content management system and an effective content strategy would result in the website having more consistency and looking more eye-catching. This would need to be in place by September to assist with the next year's recruitment cycle.

There will be change to the look and feel of the front page by February 2014.

The project has become more complicated as it has unfolded. The radical change it will produce is now resulting in the need for full time project management support and a clearer structure.

**ACTION**

A report by the Director of Marketing and Corporate Communications should come to the next Academic Board with more detail about the project and its requirements.

AB 14.05

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

**RECEIVED**

The oral report of the Vice Chancellor & Chief Executive.

**New Academic Posts**

**REPORTED**

New academic posts have been advertised and demonstrate a continuing investment in academic staff. This will enhance the student experience, support the institution's strategies and improve the staff student ratios. PVC (Scholarship, Research and Knowledge Transfer) is co-ordinating the forthcoming and present vacancies for academic staff.

**International**

**REPORTED**

During the first week of January the Vice Chancellor attended an event in India organised by the British Council. This was enjoyable and stimulating with Vice Chancellors and Presidents from the UK and South Asia talking about employability. There is a large and growing population in that region with a large demand for HE provision. This creates opportunities for partnership, recruitment of international students, and to support development of HE in that region. Further meetings with the British Council are planned.

AB 14.06

**COMMITTEE REPORTS**

**Quality Assurance and Enhancement Committee** (AB 14/08)

**RECEIVED**

Minutes of the meeting held on 11 December 2013.

**NOTED**

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

**University Research & Scholarship Committee** (AB 14/09)

**RECEIVED**

Minutes of the meeting held on 14 November 2013.

**NOTED**

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

**Research Degrees Committee** (AB 14/10)

**RECEIVED**

Minutes of the meeting held on 12 December 2013.

**NOTED**

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

**Research Ethics Committee** (AB 14/11)

**RECEIVED**

Minutes of the meeting held on 28 November 2013.

**NOTED**

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

**REPORTED**

The framework of policies and procedures for university research ethics committees was developed by the Association of Research Ethics Committees. It is still in its consultation stage and sets out the standards expected. It has been mapped against LJMU's REC which comes out very well with a couple of areas which now need to be addressed. The main area of concern is organisational recognition of the workload of ethics committee members.

**Education Committee** (AB 14/12)

**RECEIVED**

Minutes of the meeting held on 11 December 2013.

**NOTED**

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

**I.T. Committee** (AB 14/13)

**RECEIVED**

Minutes of the meeting held on 12 December 2013.



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

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

**RECEIVED** Minutes of the meeting held on 18 November 2013.

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

**REPORTED** The committee has commissioned a review of alumni engagement which will come to the Academic Board in due course.

The Director of Research and Innovation Services urged the chairs of URSC and SEEC to ensure that the commercial end of the research carried out is not lost and is properly reflected upon.

AB 14.07 **ANY OTHER BUSINESS**

**NOTED** That this is the last meeting of the Academic Board for Professor Diane Meehan, the Dean of Technology and Environment. She was thanked for her contributions to the Academic Board.

AB 14.08 **DATE OF NEXT MEETING**

Monday 10 March 2014, 9.30am

**LIVERPOOL JOHN MOORES UNIVERSITY**

**ACADEMIC BOARD**

**Action Point Control Register – Status of Open Action Points as at 10 March 2014**

<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>	<b>Status</b>
<b>AB 13.56</b>	<u>Proposed Academic Calendar Model 2015/16 (AB 13/51)</u> That the Registrar & Deputy Chief Executive would report back to the Academic Board in March.	<b>Registrar &amp; Deputy Chief Executive</b>	<b>10 March 2014</b>	<b>Active</b>
<b>AB 13.59</b>	<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.	<b>Head of Academic Policy</b>	<b>10 March 2014</b>	<b>Active</b>
<b>AB 13.61</b>	<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.	<b>Registrar &amp; Deputy Chief Executive</b>	<b>10 March 2014</b>	<b>Active</b>
<b>AB 13.66</b>	<u>Postgraduate Research Experience Survey (PRES) 2013 (AB 13/61)</u> The issue of research students being involved in teaching and the formal training requirement is to be discussed with Pro-Vice Chancellor (Education) at a	<b>Pro-Vice Chancellor (Education)</b>		<b>Active</b>

	future Academic Board.			
<b>AB 13.70</b>	<u>University Framework for Quality and Standards (AB 13/65)</u> 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.	<b>Academic Registrar, Student and Academic Services</b>	<b>23 June 2014</b>	<b>Active</b>
<b>AB 14.03</b>	<u>Pro-Vice-Chancellor (Scholarship, Research and Knowledge Transfer) (AB 14/04)</u> The PDPR form currently being trialled is to be circulated to the Academic Board by PVC (Research, Scholarship and Knowledge Transfer).	<b>Pro-Vice Chancellor (Research, Scholarship and Knowledge Transfer)</b>	<b>27 January 2014</b>	<b>Discharged</b>
<b>AB 14.04</b>	<u>The University's Website (AB 14/07)</u> Director of Marketing and Corporate Communications to bring a paper to the next Academic Board with more detail about the project and its requirements.	<b>Director of Marketing and Corporate Communications</b>	<b>10 March 2014</b>	<b>Active</b>