

Monday 2 December 2013
Roscoe Room, Egerton Court

Present:

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

Apologies were received from Mr C Reid for his early departure from the meeting.

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	Mr W Turnbull

Apologies:

Mr Dan Cole	Professor S Davies
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AB 13.55 **MINUTES** (AB 13/50)

The minutes of the meeting held on 23 September 2013 were approved as a correct record.

AB 13.35 **Academic Framework Review**

An overview of the calculation of marks was to be developed and circulated amongst staff and students to ensure clarity and transparency.

This overview is currently being written.

AB 13.56

MATTERS ARISING NOT SHOWN ELSEWHERE ON THE AGENDA

Proposed Academic Calendar Model for 2015/16 (AB 13/51)

- RECEIVED** The report of the Registrar & Deputy Chief Executive/Head of Academic Policy.
- PURPOSE** The paper positions the LJMU academic year against those of other universities and considers the implications for changing to a later start for the academic year for 2015/16.
- REPORTED** That the earlier start date had caused issues in relation to recruitment.
- COMMENTED** That students, in particular Level 6 students in HSS, felt strongly that reading weeks should be re-established.
That an early start to the academic calendar conflicted with research deadlines and conferences.
That a shorter compressed calendar has an impact on contact hours and thus implications for staff resources.
- AGREED** That the Academic Board support the proposal for an in depth consultation as described in the paper.
- ACTION** That the Registrar & Deputy Chief Executive would report back to the Academic Board in March.

AB 13.57

COMMITTEE BRIEFINGS

Estates Committee (AB 13/152)

- RECEIVED** The report of the Chair of the Estates Committee
- PURPOSE** To provide the Academic Board with an update on the progress of the Estates Committee.
- REPORTED** That the architects, BDP, are mid consultation with their master planning and that there would be an update this evening at the Board of Governors workshop.

I.T. Committee (AB 13/153)

- RECEIVED** The report of the Registrar & Deputy Chief Executive.
- PURPOSE** To provide the Academic Board with an update on IT projects.
- REPORTED** That the paper includes projects that are in process as well as those being discussed by the I.T. Committee. The key

successful project in the paper is the stabilisation of the Student Information System.

AGREED

That this should become a regular report to the Academic Board. Academic Board should have an oversight of IT projects as IT is increasingly on the agenda.

AB 13.58

VICE CHANCELLOR & CHIEF EXECUTIVE REPORT

RECEIVED

The oral report of the Vice Chancellor & Chief Executive.

Graduation

REPORTED

That three graduation ceremonies were held over two very positive days. There were two honorary fellows. That the inaugural honorary fellows' dinner took place attracting approximately 130 honorary fellows and guests. Thanks were expressed to everyone involved in the graduation and associated activities.

Positive news stories

REPORTED

That congratulations were extended to Dr David Lowe who was appointed as an Academic Fellow of the Honourable Society of the Inner Temple.

That there was a successful visit to LJMU by the Secretary of State, Vince Cable. He saw activities in the School of Sport and Exercise Sciences, including work with local children and hospitals.

That there was a visit from the Emeritus Chancellor, Cherie Booth, who was interviewed by journalism students.

That there was very positive media coverage as patent number 2,500,000 was submitted by LJMU after work by Professor Ahmed Al-Shamma on sensors that can be woven into garments to monitor a patient's vital signs.

AB 13.59

PROFILE OF GRADUATES (presentation only)

RECEIVED

The presentation of the Registrar & Chief Executive.

REPORTED

A presentation was given by Head of Academic Policy describing data from the graduate profile from 2012/13. This information is from the HESA data set which is available on WebHUB. The presentation included a demographic profile, faculty summary, trends in classification and benchmark data.

COMMENTED That female graduates had a greater likelihood to gain a 'good honours' degree than male graduates.
That data in the presentation would need checking against that held by the Graduate School. This is done as part of the annual HESA checking process.
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.
That it would be interesting to see data about performance of students from collaborative provision.

ACTION Head of Academic Policy to conduct analysis of data from collaborative provision to provide a report into the classifications of honours degrees delivered by partner institutions to the next Academic Board.

AB 13.60

SURVEYS OF STUDENT OPINIONS

Annual Student Opinion Survey (AB 13/54)

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

PURPOSE To inform the Academic Board of the actions being taken in relation to NSS 2014.

REPORTED That Directors of Schools had nominated NSS champions to be on a working group. The working group will meet regularly in preparation for NSS 2014. They are working to shift the focus to School and programme level with the 'totalizer' for 2014 showing responses by school rather than faculty. The NSS champions had their first meeting on 26th November and discussed sharing of best practice and barriers to improving performance in the NSS. The group will also be used to fine tune and hone preparations for the survey. The Associate Deans would also play a key role in the NSS preparations and had helped develop the institutional questions around personal tutoring.

The start date for NSS 2014 would be in week 19, 20th January. This was so that there would be breathing space between the NSS and the LiverpoolSU 'Big Convo' Survey, and also so that publicity for the NSS could be circulated in early January.

For 2014 the prize draws would be done at School level rather than institutionally. They would happen during weeks 1, 2, 4, 6, 8 and 11. This would encourage students to respond earlier during the survey window.

Incentives would not be offered this year as the £3 credit in 2013 had been difficult to implement and it was felt to have little impact on response rates.

COMMENTED That visibility of the NSS is variable across the various sites and can be lacking at the Byrom Street campus.

ACTION Pro-Vice Chancellor (Education) to circulate the communications plan for the NSS 2014.

National Student Survey (Actions) (AB 13/55)

RECEIVED The report of the Registrar & Deputy Chief Executive.

PURPOSE To provide the Academic Board with an update on the action plans arising from the analysis of the outcomes of the 2013 National Student Survey.

REPORTED That the paper contains the action plans from NSS 2013 by faculties and institutionally.

AB 13.61 **RETENTION REPORT** (AB 13/56)

RECEIVED The report of the Registrar & Deputy Chief Executive.

PURPOSE To provide the Academic Board with the initial outcomes of the analysis of the HESA student record 2013.

REPORTED That retention rates for LJMU had improved and stand at 92.8%. However, this cohort is under the previous fee regime and may therefore have greater incentive to complete their degrees at the lower fee level.

ACTION That, as recommended in the paper, 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.

AB 13.62 **LEARNING, TEACHING & ASSESSMENT STRATEGY: PROGRESS AND PLANS** (AB 13/57)

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

PURPOSE To provide the Academic Board with information relating to the progress made in 2012-13 against the objectives of the Learning, Teaching and Assessment Strategy and the plans for implementation during 2013-14.

REPORTED That the Learning, Teaching and Assessment Strategy has been renewed and aligned to the objectives and performance indicators in the strategic framework.

Feedback from the NSS has improved. LJMU aims to be above the sector in relation to satisfaction. In terms of teaching satisfaction LJMU is 1% below the sector, but in other areas is well above the national average. In particular the area of assessment and feedback has been turned around and is well above the sector, bucking the national trend.

Priorities for this year are teaching excellence and personal development. There will also be work to do in relation to the new QAA code on collaborative provision and ensuring LJMU is compliant with that.

COMMENTED That the new personal tutoring policy can put pressure on staffing resources, particularly in areas that have over recruited.

AB 13.63 **POSTGRADUATE RESEARCH STUDENT COMPLETION RATES** (AB 13/58)

RECEIVED The report of the Chair of the Research Degrees Committee.

PURPOSE To provide the Academic Board with information relating to the PGR student completion rates between 2002 and 2009.

REPORTED That the paper supplements HEFCE data regarding predicted completion rates. It provides internal analysis of full-time home/EU and overseas PGR student qualification rates from 2002/03 – 2008/09 and part-time qualification rates for students commencing their studies between 2002/03 and 2006/07. Qualification rates have been calculated in line with the University's Research Degree Regulations with an expectation with full-time students complete within a maximum period of 4 years and part-time students within a maximum period of 7 years.

AB 13.64 **RESEARCH ETHICS COMMITTEE ANNUAL REPORT 2012/13** (AB13/59)

RECEIVED The report of the Chair of the Research Ethics Committee.

PURPOSE To present to the Academic Board the Annual Report of the Research Ethics Committee.

REPORTED The lay representation on the committees is good. There is good feedback on the research ethics training provided. There have been presentations from researchers prior to the meetings which have been well received as they give a researchers perspective on issues.

The Faculty RECs generally work well but issues have been raised in relation to consistency of practice with regard to ethical review across the undergraduate student body and clarification from within faculties on hours allowed/allocated to staff who sit on Faculty based and/or the University REC. These issues are being discussed and addressed.

AB 13.65

**RESEARCH DEGREES COMMITTEE ANNUAL REPORT
2012/13** (AB 13/60)

RECEIVED

The report of the Chair of the Research Degrees Committee.

PURPOSE

To present to the Academic Board the Annual Report of the Research Degrees Committee.

REPORTED

The Research Degrees Committee minutes are now seen regularly by the Academic Board.

There has been a rise in the number of examinations and completions which was to be expected as it coincides with the REF submission.

There has been good engagement with the Skills Development and training workshops provided by the Research Support Office.

AB 13.66

**POSTGRADUATE RESEARCH EXPERIENCE SURVEY
(PRES) 2013** (AB 13/61)

RECEIVED

The report of the Chair of the Research Degrees Committee.

PURPOSE

To present to the Academic Board the findings from the Postgraduate Research Experience Survey (PRES) 2013.

REPORTED

The PRES is run by the Higher Education Academy biannually. It explores aspects of the PGR environment and support provided for PGR students. In 2013 122 HEIs took part in the survey, with 63 being post-92 institutions.

Results were in the upper or second quartile across all the summary scales. LJMU results were broadly in line with the benchmarking group. There are more positive responses than the benchmarking group for 'access to library resources and induction' and more negative responses than the benchmarking group for 'student feedback and opportunities for skills development'.

Recommendations from the report are:

Disseminate upwards through URSC and AB and out to the faculties through RDC and Faculty RDCs.

Investigate mechanisms to provide a means for students to develop a training plan.
Continue to improve opportunities for generic skills development.
Reinforce requirements and opportunities for training around teaching-related activities.
Explore mechanisms to improve support for part-time students.

AGREED To endorse the recommendations from the report.

COMMENTED Research students teaching must have training. A series of mandatory training opportunities are available to these students.

ACTION 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 future Academic Board.

AB 13.67 **EVALUATION OF THE USE OF INDEPENDENT CHAIRS DURING PGR ORAL EXAMINATIONS** (AB 13/62)

RECEIVED The report of the Head of Research & Programme Development.

PURPOSE To provide the Academic Board with a report on a pilot study undertaken during 2011/12 looking at the acceptability and feasibility of incorporating independent chairs into PGR student oral examinations.

REPORTED That the pilot study was evaluated and a recommendation was agreed by the Research Degrees Committee and the University Research and Scholarship Committee for approval by the Academic Board.

AGREED That independent chairs be introduced but only where it is requested by the candidate.

AB13.68 **AMENDMENTS TO THE RESEARCH DEGREE REGULATIONS – RESPONSIBILITIES OF EXTERNAL SUPERVISORS** (AB 13/63)

RECEIVED The report of the Head of Research & Programme Development

PURPOSE To amend the existing Research Degree Regulations to clarify the responsibilities of external academic and non-academic staff when appointed as a member of a PGR student's supervisory team.

AGREED That the regulations be amended as recommended.

AB13.69	<u>INSTITUTIONAL SUBMISSION TO REF 2014</u> (AB 13/64)
RECEIVED	The report of the Director of Research and Innovation Services.
PURPOSE	To provide the Academic Board with a summary of the institutional submission to REF 2014.
REPORTED	<p>That submissions were made in 17 of the Units of Assessment (UoA). Two UoAs previously submitted to RAE2008 were not returned to REF2014: Biosciences and Accounting & Finance. Three UoAs were amalgamated into other UoAs as a result of HEFCE's re-organisation of the assessment process (Nursing & Midwifery – now part of UoA3; Library and Information Management – now part of UoA36; Town and Country Planning now part of UoA16).</p> <p>Five UoAs were submitted for the first time from LJMU (Psychology, Psychiatry and Neuroscience; Aeronautical, Mechanical, Chemical and Manufacturing Engineering; Law; Social Work and Social Policy; Communication, Cultural and Media Studies, Library and Information Management).</p> <p>REF2014 saw the introduction by HEFCE of new equal opportunity measures. These allowed the consideration of both Early Career Researchers (ECRs) and staff with individual circumstances (e.g. PT working, maternity leave but also more complex circumstances) under a clearly defined framework.</p> <p>In total 256 staff were returned which is more than in 2008. There is a very mixed profile.</p> <p>Staff involved with the submission were thanked for their hard work and contributions.</p>
AB13.70	<u>UNIVERSITY FRAMEWORK FOR QUALITY AND STANDARDS</u> (AB 13/65)
RECEIVED	The report of the Head of Academic Quality.
PURPOSE	To approve the framework for publication on the University web site, to ensure compliance with Part C of the UK Quality Code, Indicator 7.
REPORTED	That in preparation for the QAA Institutional Review during 2015/16 mapping was underway to highlight gaps where LJMU does not meet the Quality Code. This framework document gives an overview of how academic standards and quality assurance and enhancement are managed at LJMU.
COMMENTED	That this is also a very useful internal document. However, the Institution needs to ensure that it is confident everything is in

place as it says it is and is monitored to ensure a consistent approach across the Institution.

ACTION 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.

AGREED The framework document is approved, subject to monitoring.

AB13.71 **ANNUAL VALIDATION AND REVIEW ACTIVITY DURING 2012-13** (AB 13/66)

RECEIVED The report of the Head of Academic Quality.

PURPOSE To inform the Academic Board of the activity in relation to the validation and programme review processes that took place during 2012-13.

REPORTED That the report summarises the validation and programme review activity of both collaborative and faculty programmes. A large amount of good practice has been noted and improvements noted relate to the paperwork received by panels.

AGREED That the Academic Board endorse the recommendations on page 27 for action by the Academic Enhancement Unit.

AB 13.72 **COMMITTEE REPORTS**
Quality Assurance and Enhancement Committee (AB 13/67, AB 13/68)

RECEIVED Minutes of the meetings held on 11 September 2013 and 9 October 2013.

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

REPORTED That QAEC had discussed and amended the membership and Terms of Reference for the committee with the Pro-Vice Chancellor (Education) becoming Chair.

University Research & Scholarship Committee (AB 13/69, AB 13/70)

RECEIVED Minutes of the meetings held on 2 July 2013 and 23 October 2013.

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

REPORTED That URSC had discussed membership of the committee and that the Pro-Vice Chancellor (Scholarship, Research and Knowledge Transfer) had become Chair.

Research Degrees Committee (AB 13/71)

RECEIVED Minutes of the meeting held on 17 October 2013.

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

Research Ethics Committee (AB 13/72, AB 13/73)

RECEIVED Minutes of the meetings held on 19 September 2013 and 31 October 2013.

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

Education Committee (AB 13/74, AB 13/75)

RECEIVED Minutes of the meetings held on 11 September 2013 and 9 October 2013.

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

REPORTED That Professor Steve Kenny would be standing down as Chair to be replaced by the Pro-Vice Chancellor (Education).

I.T. Committee (AB 13/76, AB 13/77)

RECEIVED Minutes of the meetings held on 22 August 2013 and 24 October 2013.

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

REPORTED That the IT strategy is under review.

Social & Economic Engagement Committee (AB 13/78, AB 13/79)

RECEIVED Minutes of the meetings held on 10 June 2013 and 23 September 2013.

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

REPORTED That the Chair had changed from Dean for Education, Health and Community to the Pro-Vice Chancellor (External Engagement).

AB 13.73 **ANY OTHER BUSINESS**

NOTED That this is the last meeting of the Academic Board for Professor Steve Kenny and Ms Kate Johnston, the Dean of Education, Health and Community. They were thanked for their hard work on behalf of the Academic Board.

AB 13.74 **DATE OF NEXT MEETING**

Monday 27 January 2014, 9.30am

LIVERPOOL JOHN MOORES UNIVERSITY

ACADEMIC BOARD

Action Point Control Register – Status of Open Action Points as at 27 January 2014

Minute	Action	By Whom	By When	Status
AB 13.56	<u>Proposed Academic Calendar Model 2015/16</u> (AB 13/51) That the Registrar & Deputy Chief Executive would report back to the Academic Board in March.	Registrar & Deputy Chief Executive	10 March 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	Active
AB 13.60	<u>Surveys of Student Opinions</u> (AB 13/54) Pro-Vice Chancellor (Education) to circulate the communications plan for the NSS 2014.	Pro-Vice Chancellor (Education)	27 January 2014	Active
AB 13.61	<u>Retention Report</u> (AB 13/56) 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	12 February 2014	Active

AB 13.66	<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 future Academic Board.	Pro-Vice Chancellor (Education)		Active
AB 13.70	<u>University Framework for Quality and Standards (AB 13/65)</u> Academic Registrar, Student and Academic Services tto 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