



MINUTES
ACADEMIC BOARD

Key abbreviations/acronyms used in these Minutes:

HEFCE	Higher Education Funding Council for England
SMT	Strategic Management Team
NSS	National Student Survey
LJMU	Liverpool John Moores University
SDF	Strategy Delivery Forum
PGR	Postgraduate Research
PGT	Postgraduate Taught
BIS	Department for Business, Innovation and Skills
ERDF	European Regional Development Fund
REF	Research Excellence Framework
HE	Higher Education
HEI	Higher Education Institution
QAA	Quality Assurance Agency
HEA	Higher Education Academy

Date: **Wednesday 3 February 2016**

Venue: **Roscoe Room, Egerton Court**

Present: Professor Nigel Weatherill (Vice Chancellor & Chief Executive) – Chair
Professor Ahmed Al-Shamma'a (Dean, Faculty of Engineering and Technology)
Mr Jamie Bennett (LiverpoolSU Vice President, Academic Quality)
Professor Laura Bishop (Professor in Hominid Palaeoecology)
Mr Raymond Burns (Library Assistant)
Professor Peter Byers (Pro-Vice-Chancellor, Education)
Mr Terry Dray (Director, Graduate Advancement & Employer Engagement)
Dr Edward Harcourt (Pro-Vice-Chancellor, External Engagement)
Dr Elaine Hemers (Programme Leader)
Dr Raphaela Kane (Director, School of Nursing and Allied Health)
Professor Robin Leatherbarrow (Pro-Vice-Chancellor, Research, Scholarship & Knowledge Transfer)
Professor Paulo Lisboa (Professor in Mathematics)
Ms Janet Martin (Director, Marketing & Corporate Communications)
Ms Liz McGough (Academic Registrar)
Mr Chris McMahan (Senior Lecturer)
Professor Joseph Moran (Professor in English & Cultural History)

Mr Mark Power (Registrar & Deputy Chief Executive)
Professor Anne Scott (Dean, Faculty of Education, Health and Community)
Professor Padam Simkhada (Professor of International Public Health)

Apologies:

Dr Pauline Brooks (Reader in Dance Performance and Pedagogy)
Mr Colin Davies (Director, Estate Management)
Ms Aisling Davis (LiverpoolSU Vice President, Community Engagement)
Ms Sarah Maclennan (Senior Lecturer)
Ms Lorraine Sebastian-Francois (LiverpoolSU President)
Dr Andrew Shaw (Reader)
Mr James Stephenson (LiverpoolSU Vice President, Activities)
Professor Peter Wheeler (Dean, Faculty of Science)
Professor Caroline Wilkinson (Director, Liverpool School of Art and Design)
Mr Mark Woods (Senior Lecturer)
Dr Joe Yates (Executive Dean, Faculty of Arts, Professional and Social Studies)

In attendance:

Ms Julie Bertolini (Finance Director & Deputy Chief Executive and University Secretary)
Ms Lynn Hill (Head, Strategic Business Initiatives (Item AB 16.010))
Dr Clare Milsom (Item AB 16.004)
Dr Caroline Robson (Director of Strategic Planning)
Miss Lynn Sutcliffe (Secretary)
Ms Heather Thrift (Director of Library Services)
Ms Marie Ward (Item AB 16.009)
Mr Alan Welby (Director Research and Innovation Services)

PRELIMINARY FORMAL BUSINESS

AB 16.001

Minutes of Previous Meeting

The minutes of the meeting held on the 2 December 2015 (AB 15/001) were agreed as an accurate record of the meeting.

AB 16.002

Matters Arising Not Covered on the Agenda

Action Point AB 15.055 Matters Arising

Action Point AB 15.055 was considered under item AB 16.013.

Action Point AB 15.070 (i) Pro-Vice-Chancellor Briefing (External Engagement)

That joint development meetings with Southern Connecticut State University (SCSU) had taken place since the last meeting of Academic Board. LJMU had now entered into the development year of its partnership whereby changes to the Academic Framework Regulations would be made to accommodate study abroad students from SCSU. The partnership had developed well with all faculties within the LJMU and SCSU engaged. There had been significant leadership changes at SCSU, however, LJMU were confident that the development of the partnership had progressed sufficiently so as not to cause concern.

COMMENTED

In addition to the opportunities afforded to staff for scholarship activity, the aim was to ensure that studying for a period of time in Connecticut was a distinctive part of LJMU's Undergraduate offer. It was hoped that such an offer would enhance the University's market share and secure fees and funding moving forward. There may be other possible opportunities that were being discussed also, such as joint awards at postgraduate level, which would be marketed to the international market.

So far there was no dedicated budget for developing the partnership with SCSU. The costs had been met by the modest budget of the Pro-Vice-Chancellor (External Engagement) and also the Faculties.

Action Point AB 15.070 (ii) Pro-Vice-Chancellor (External Engagement)

Action Point AB 15.070 (ii) was considered under item AB 16.013.

Action Point AB 15.079 Profile of Graduates

Action Point AB 15.079 was considered under item AB 16.003.

Action Point AB 15.088 Research Ethics Committee

The Chair of Research Ethics Committee confirmed that two staff members from the Faculty of Engineering and Technology had been appointed to the membership of Research Ethics Committee.

Action Point AB 15.092 LiverpoolSU Update Report

Academic Board had received a copy of the LiverpoolSU Strategic Plan via email.

Action Point AB 15.095 (i) Current Topical Briefing (Estate Update)

Action Point AB 15.095 (i) was considered under item AB 16.010.

Action Point AB 15.095 (ii) Current Topical Briefing (Estate Update)

Action Point AB 15.095 (ii) was considered under item AB 16.010.

ITEMS FOR REVIEW

AB 16.003 COMPOSITION OF STUDENT BODY

Received: A report from the Registrar & Deputy Chief Executive (AB 16/002).

Purpose: To advise Academic Board of the composition of the student body 2014/15 and to highlight significant changes and trends.

Recommended: That Academic Board note the content of the report.

Reported: The annual report provided a comparative analysis of the composition of the student body for 2013/14 and 2014/15. The total University student population had dropped by 673 Full Time Equivalent students, with a 3.3% decrease from 2013/14 for undergraduate students. The fall in undergraduate student numbers could be attributed to the large fall in students on Summer Semester type programmes, which was then compounded by decreases in DipHE and HND student numbers. Postgraduate student records had shown a drop of 3.2%. The University had seen a decrease in the number of mature students from 2013/14 and also a fall in the number of disabled students.

Commented: That the composition of the student body report was useful to help the School of Nursing and Allied Health focus on profiling health students in relation to the spending review of the health sector and that further analysis of student characteristics was available. The School of Nursing and Allied Health had a high number of mature students, a high proportion of women and a high proportion of students with more than one dependent.

That the information contained within the report could be broken down by demographics and was available for staff to access via the WebHUB.

AB 16.004 **LEARNING, TEACHING AND ASSESSMENT STRATEGY**

Received: A report from the Pro-Vice-Chancellor (Education) and the Director, Teaching & Learning Academy (AB 16/003).

Purpose: To present to Academic Board the Learning, Teaching and Assessment Strategy 2014/15 Progress Reports for information.

Recommended: That Academic Board note the Learning, Teaching and Assessment Strategy 2014/15 Progress Reports and the Faculty Action Plans.

Reported: That the Learning, Teaching and Assessment Strategy 2012/17 set out the enhancement approach to Learning, Teaching and Assessment. The Strategy was supported by Faculty Progress Reports and Action Plans. The Teaching and Learning Academy was established in 2014/15 to provide a focus for pedagogic practice across the institution.

That progress had been made against institutional level targets in comparison to 2013/14. The NSS score for 'Teaching on my course' had increased to 86%, just 1% below the sector average. The University maintained 100% of professional accreditation of eligible programmes from the previous year and the staff/student ratio had improved with the increase in staff numbers.

That the number of staff who had achieved a qualification or recognition had decreased slightly which could be attributed to the increase in staff numbers following significant investment across the Faculties. However, if the metric included the number of staff working towards a qualification the numbers would increase.

The number of good honours degrees achieved and student retention had decreased. Engagement of staff with best practice activity had increased significantly with in excess of 450 staff attending the Teaching and Learning Conference for 2015.

The Strategy was written in 2012 and there had been a significant change in direction for teaching and learning with the establishment of the Teaching and Learning Academy, which was not reflected within the high level targets. Since the establishment of the Academy there had been significant investment in the quality of the student learning experience through the curriculum-enhancement fund allocated to faculties.

Commented:

That technology was at the heart of the Strategy to enhance learning, teaching and assessment. However, there were examples of excellent teaching across the institution that did not rely on technology. The University must focus on ensuring that technology to support teaching and learning was in working order. Therefore, it was important to factor in the cost of high specification equipment with good technical support. The University needed to be assured that equipment was routinely maintained and tested to ensure that technical issues were addressed so as to not impact negatively on teaching. Further analysis was needed to ensure that the maintenance and functioning of technological equipment was adequate and would be reported back to Academic Board.

That the Higher Education Academy (HEA) had informed institutions that it would increase its subscription for institutional accreditation. An assessment of the Value For Money achieved was required in light of the increased costs. LJMU was in consultation with the HEA to determine what the University would gain to justify the costs and if agreement could be reached, it would cover the subscription costs for staff members as per the current arrangements. UUK had requested that institutions across the sector do not make any payment to the HEA until further negotiations were complete. LJMU would continue to pay the individual staff member subscriptions for HEA Fellowship if needed. It was reported in the national press that HEFCE had been asked to review the Value For Money achieved from various organisations such as the HEA and the Leadership Foundation for Higher Education to ensure appropriate use of funds. The lack of funding within the sector was highlighted by the fact that no call for National Teaching Fellowships, a scheme run through the HEA, had been announced.

That the decline in the number of students achieving a good honours degree would be likely to impact on graduate employability.

The method of measuring staff engagement with best practice required attention as there was a lot of best practice sharing taking place that was not reported. The development of the new Learning, Teaching and Assessment Strategy would afford an opportunity to discuss the metrics used. The Conference was used to provide longitudinal data but this was not helpful to provide an overall assessment of how the University was achieving its targets.

That NSS scores and retention rates would be reported more formally within PDPR's. One of the lowest responses within the School of Nursing and Allied Health within the Staff Survey was

the value of the PDPR system, therefore it should be looked at strategically moving forward. However, many across the University found the PDPR process very useful. Different formats of the PDPR had been looked at and the system currently in place would need continual review. The PDPR process was conducted within the spirit of improvement at Institutional, Faculty and Personal level.

ACTION: Deans of Faculties [AS, PW, AA, JY]

NOTED: That Academic Board noted the Learning, Teaching and Assessment Strategy 2014/15 Progress Reports and the Faculty Action Plans.

AB 16.005 **ACADEMIC BOARD ACTION PLAN: GOVERNANCE EFFECTIVENESS REVIEW**

Received: A report from the Committee Secretary (AB 15/004).

Purpose: To inform Academic Board of the work in progress in relation to the 'Governance Effectiveness Review 2015', including proposed recommendations and action plans for taking this work forward.

Recommended: That Academic Board note the Action Plan with a view to progressing any outstanding actions until such time as all actions have been duly discharged.

Reported: That Academic Board continued to progress the actions which emerged from the Academic Board Effectiveness Review, with the majority of items discharged. Work continued in relation to the remaining actions.

ITEMS FOR APPROVAL/ENDORSEMENT

AB 16.006 **GRADUANDS REPORT: DECEMBER 2015 - JANUARY 2016**

Received: An oral report from the Vice Chancellor & Chief Executive was received for information.

Approved: That the Vice Chancellor and Chief Executive, in his capacity as the Chairman of the Academic Board, approved the Graduan Reports for December 2015 to January 2016.

AB 16.007 **LIBRARY SERVICES CONTENT DELIVERY STRATEGY**

Received: A report from the Director of Library Services for approval.

Purpose: To seek approval from Academic Board for the Library Services Content Delivery Strategy 2015-2018.

Recommended: That Academic Board approve the Library Services Content Delivery Strategy 2015-2018.

Reported: That Library Services had been awarded Customer Services Accreditation, which was an excellent achievement. The Chair congratulated the team on this achievement and was encouraged by other teams across the institution seeking accreditation.

The current policy relating to Library Services, which was a mixture of policy and process, was due for review. The processes had been removed from the strategy to ensure a more easily understood document. It was recognised nationally that that libraries had experienced an increased emphasis on Digital Content, with around 80% of the LJMU Learning Materials Fund being spent on digital and electronic content. The Strategy was developed following a formal consultation process, which included consultation with students.

The Library Services Content Delivery Strategy would promote a 'digital' first approach to information provision. The Strategy replaced the current Collection Management Policy and used the phrase 'content delivery' instead of 'collection management' to reflect the fact that although Library Services would continue to add to its collections, it would also develop access to content not held in its collections. The Strategy does, however, support the continuing need for print resources and the importance of curation and management to ensure excellence of information provision in all subjects. Guidance would be developed to sit alongside the Strategy.

Commented: That the award of the Customer Services Accreditation to Library Services was very well deserved.

That to support retention it was important that students interact on a face-to-face level. As much of the University's interactions with students was virtual, the Library Services staff were commended for the interaction that they had with students.

That subscriptions to electronic resources were extremely useful but could be difficult to access. It was important to ensure ease of access to electronic resources. The University had upgraded its access to Athens, which should impact positively on overall access. In addition, online support and online tutorials were being developed to ensure that students could gain access to the electronic resources. Subject Librarians were available to talk to groups of students or hold one-to-one

support sessions to assist any students facing any access problems. That completing a review of the user navigation journey would be valuable as navigation was currently difficult. The Discovery system to connect to journals was not adequate and was being looked at through a project with the Liverpool Business School.

The University had recently received the full archive from Willie Russell and the management of the collection would be reviewed.

Approved: That the Library Services Content Delivery Strategy was approved.

ITEMS FOR INFORMATION

AB 16.008 **CHAIR'S ACTION**

Received: That Chair's Action had been taken on behalf of Academic Board to approve the Professional Doctorate Framework.

AB 16.009 **STUDENT GOVERNANCE ANNUAL REPORT**

Received: A report from the Head of Student Governance (AB 16/006).

Purpose: To present to Academic Board the Student Governance Annual Report 2014/15.

Reported: That there had been an overall reduction in the number of formal cases managed by Student Governance, which was the result of good case management and a willingness of staff to resolve issues before progressing to the formal stage.

The number of disciplinary cases reported to Student Governance in relation to issues within Halls of Residence had significantly reduced and could be largely attributed to the proactive work being conducted with the Hall Managers.

That the OIA considered a 'complaint' to be any final decision of the University with which a student was dissatisfied. The term included formal complaints against staff or University services, Academic and Academic Misconduct Appeals, Appeals against Disciplinary sanctions, Criminal Convictions Panel outcomes, Fitness to Practice decisions, Expulsion and any other final decision of the University.

Cases that had been 'settled' did not necessarily mean that a financial settlement was agreed. No financial settlements had been made during 2014/15.

The OIA operate on an allocated points system on top of the annual fee paid, however LJMU had not exceeded any of the points allocated for the last academic year.

Students now have up to one year to take any disputes to the OIA whereas previously this was just three months. In light of the change, the number of cases progressing to the OIA would be monitored to determine the impact on LJMU.

Looking forward in relation to the Green Paper, the Teaching Excellence Framework, it was anticipated that the number of complaints relating to teaching quality would increase.

Throughout 2014/15, the sector came under scrutiny from the Competition and Markets Authority (CMA) and Which? with both groups highlighting provider responsibilities in relation to the Consumer Protection Regulations (CPR). The main issue related to the Student Institutional Contract and a change in culture was required across the HE sector to ensure that the product delivered to students was fit-for-purpose. It was anticipated that there would be a requirement for a generic contract across the sector so that applicants could make comparisons across institutions. The time gap between marketing for new applicants and those applicants converting to students potentially took up to three years, and as such, LJMU must place importance marketing.

Presently the court or the OIA would not consider a challenge to academic judgement, however evidence had shown that challenges to academic judgement had occurred for other sectors, therefore, it was possible that this would be reflected within Higher Education.

Commented:

That a balance needed to be struck in relation to the introduction of a Student Contract. Intellectual work was a process and to maintain an exciting programme for students it was not always possible to predict exactly what the programme would include. At times, staff were concerned during open days in relation to what they could say to potential applicants. It was important that LJMU was confident with the quality of its teaching, however the University needed to deliver what it said it would. At the request of Recruitment Policy Panel, Student Recruitment and Admissions had provided guidance to support staff when producing marketing material for programmes. It was important that staff considered how they promoted the institution and talked about the quality of teaching rather than providing guarantees to students about what they “would” gain from studying at LJMU.

A broad understanding of the Student Contract was needed amongst staff. How the University works with partner services, such as the NHS, and how it monitors these relationships was needed.

Noted: That Academic Board noted the Student Governance Annual Report.

AB 16.010 **ESTATE UPDATE – REDMONDS BUILDING**

Received: A report from the Finance Director (University Secretary) and Deputy Chief Executive presented by the Head of Strategic Business Initiatives (AB 16/007).

Purpose: To respond to issues that were raised at the last meeting of Academic Board around the environment within the Redmonds Building.

Reported: That from analysis of the timetabling data it was apparent that just one class had been re-located from the Redmonds Building to the John Foster Building as a result of noise issues with air conditioning. The issues were resolved within 24 hours of them being raised. However, at the request of the academic member of staff, the location of the class was relocated for the remainder of the semester. There were a number of environmental issues within the Redmonds Building and a detailed action plan was in place to address those problems with weekly and bi-monthly meetings taking place. There were misconceptions amongst users around a number of environmental issues.

Commented: That issues had been raised over a three year period so it was pleasing to see that meetings were underway.

The temperature of the building remained an ongoing problem. The dial controls did not always work. Increased temperatures were unhealthy to work in with some staff reporting feeling ill.

Part of the building was naturally ventilated with other parts mechanically ventilated. This had caused confusion over how the building was temperature controlled.

There were significant issues with training staff how to use the building controls. The controllers do work and in some areas controllers had been removed completely to maintain the temperature at 18°. There had been approximately 100 calls since the building had opened and it was important for the helpdesk to monitor those calls and not deal with each call independently. The aim was to find a long term solution by the end of February 2016.

There were some lessons to be learned from the experiences within the Redmonds Building. The helpdesk were not collating persistent calls effectively. One of the fundamental plans for the building was to give users control over the temperature.

Noted: That Academic Board noted the Estates Update – Redmonds Building.

AB 16.011 **LIVERPOOLSU UPDATE REPORT**

Received: A report from the Vice President (Academic Quality) was received for information.

Reported: **Amazing Teacher Awards**

That the call for nominations opened on 25 January 2016 and would close on 18 March 2016 and it was hoped that in excess of 1200 nominations would be received. Based on a review of the last Amazing Teacher Awards, updates to the criteria had been made to ensure that the awards were more robust. The Awards had been split into three categories: Undergraduate; Postgraduate; and Postgraduates who teach. However, it was difficult for students to identify Postgraduates who teach.

The Amazing Support Team and the Amazing Faculty categories had been removed so that the Awards directly recognised learning and teaching. The Amazing Personal Tutor and the Amazing Academic Supervisor awards had been retained and had been enhanced with the addition of the following categories:

1. Amazing Feedback
2. Amazing Teaching for Employability
3. The Liz Allen Award (chosen by LiverpoolSU) to recognise a team or project that had made an outstanding contribution to the learning experience of students.

International Student Project

The LiverpoolSU had received funding from the University to embark upon an International Student Project aimed to explore and gain a clear understanding of the learning, living and social experiences of international students. The first cycle of the project took place during October and November 2015 with the recruitment of one international student coordinator, four international experience reps and two international outreach reps. A series of focus groups and discussions were completed and a summary of the findings found that there was a lack of

information before arrival, in particular how to open a bank account, and how to find accommodation. Many of the participants found the local accent difficult to understand. The first report had been shared with International Policy Committee.

Commented: That LiverpoolSU were commended for the work conducted so far and although the report was at interim stage a lot of issues had come forward that could be addressed immediately.

AB 16.012 **VICE CHANCELLOR & CHIEF EXECUTIVE'S REPORT**

Received: An oral report from the Vice Chancellor & Chief Executive.

Reported: **Board of Governors Away Day**

That the Board of Governors attended an away day with SMT which included informative updates and also discussions on key areas.

Session One, entitled Transformative Project was intended to update Governors on projects such as the design of Copperas Hill; Manufacturing Technology Centre; Mersey Maritime Partnership; the Liverpool Telescope, the Shakespeare Centre; Southern Connecticut partnership; the University Enterprise Zone and Sensor City; Advanced Policing Centre.

Session Two focused on business engagement, in particular the Science Park, the evolving activity around the knowledge quarter and general business links.

Governors also discussed digital engagement and were keen to be kept informed. Governors were updated on the International Strategy and the LiverpoolSU ran an excellent session on the role of the LiverpoolSU within the University.

Commented: The Shakespeare Centre was an idea that had been around for many years to open a third Shakespeare Centre located in Prescot, in addition to and connected with those located in Stratford-upon-Avon and London. The Department of English had been heavily involved in developing the project for many years. It was hoped that the project would see the formation of the Theatre during 2016.

There had been an Elizabethan Theatre in Prescot, Merseyside and there was circumstantial evidence that Shakespeare had been in residence. The establishment of the Theatre had been discussed in Parliament and had received the support of Government. LJMU had been identified as the educational

partner and would be given the option to validate any programmes.

AB 16.013

PRO-VICE-CHANCELLOR BRIEFINGS

Received: The report of the Pro-Vice-Chancellor (Education) (AB 16/008).

Reported: That the call for papers annual Teaching and Learning Conference would close on 8 February 2016.

That two further Academic Framework Working Groups had been established: Assessment Boards and Extenuating Circumstances/Fit to Sit. The groups were operating under a tight schedule to formulate recommendations.

That preparations in relation to the QAA HE Review were many years in the making and would culminate in the review panel visiting LJMU week commencing 8 February 2016. All preparations were now complete with staff across the University taking part in mock interviews.

Commented: It was anticipated that LJMU would receive initial feedback from the QAA approximately two weeks after the site-visit with a full report to follow. It was possible that some parts of the response would need to be kept confidential.

Received: The report of the Pro-Vice Chancellor (External Engagement) (AB 16/009).

Reported: That the University completed a restructure of its external relations resource within professional services, which would establish new departments of Marketing, Internal Relations (including a Study Abroad Unit) and a realignment and refocus of capacity within Corporate Communications & Stakeholder Relations.

A consultation with Honorary Fellows had commenced to ascertain their views on the importance of the Fellowship and to develop a clearer sense of an engagement programme that would create opportunities for individual Fellows to engage with parts of the University on a regular basis.

That the Arts and Cultural Partners Report would be circulated amongst Academic Board members following its presentation to the Board of Governors on 11 April 2016.

The University's International Recruitment Conference with partner agents took place 15-17 January 2016 in India. The conference was attended by nearly 40 recruitment agents from

across Asia and the Middle East and provided an opportunity to brief this network on LJMU's course portfolio and admissions procedures.

The new 'Go Global Fund' was launched to current students on 11 January 2016, which was intended to encourage and assist students to have international experiences. The Fund offered financial support to students undertaking international projects/activities outside of their core programme of study.

- Action:** Pro-Vice-Chancellor (External Engagement) [EH]
- Received:** The report of the Pro-Vice-Chancellor (Research, Scholarship & Knowledge Transfer (AB 16/010).
- Reported:** That a further round of PhD Scholarships had been announced, which provided support for full-time three year studentships. The offer was made as part of an ongoing process to increase the number of postgraduate research students at the University. The closing date for applications was 18 March 2016 and Scholarships would be awarded to the best candidates, judged on the quality of their application.

That funding for the Sensor City Activity was complex, with £5million from ERDF. The ERDF funding had been approved in principle though minor conditions needed to be met before formal sign-off was complete. An industry engagement event in the area of medical-related sensing took place during December, which was hosted by Alder Hey Children's Hospital.

That three new initiatives were underway to grow strategic areas:

- Health initiative – that a Director of the Institute of Health Research would be advertised shortly.
- Digital and creative initiative – steps were underway to establish a new Centre in this area.
- Sport initiative – the University was investigating possible locations for a prospective sport performance hub.

- Commented:** That due to the format of the website it was difficult to identify who a Director of Studies was to support an application for the PhD Scholarships. Although the website was a work in progress, the Application form provided a contact email should any applicants have difficulties.

AB 16.014 **CURRENT TOPICAL BRIEFINGS**

- Received:** The report of the Finance Director & Deputy Chief Executive (AB 16/011).

Reported: That the Copperas Hill project had progressed through the RIBA Stage 3 design and the principle contractor was progressing with the completion of RIBA Stage Four following approval from the Board of Governors. Work was underway to begin stripping out the existing building in preparation for the final figures to be presented to the Board of Governors for approval.

Received: The report of the Registrar & Deputy Chief Executive (AB 16/012).

Reported: That all projects are ongoing, with updates following changes to the Academic Framework progressing well.

Office 365 would be made available to staff on an 'area-by-area' basis and Academic Board would receive a progress report at its next meeting.

Action: Registrar & Deputy Chief Executive **[MP]**

AB 16.015 **MINUTES OF REPORTING COMMITTEES**

Received: **Education Committee** (AB 16/013)

The minutes of the meetings on 9 December 2015 were presented for comment and noting.

The Disability Policy – Provision of Support (Students) endorsed by Education Committee was approved by Academic Board.

Received: **International Policy Committee** (AB 16/014)

The minutes of the meetings on 18 November 2015 were presented for comment and noting.

Received: **Quality, Assurance & Enhancement Committee** (AB 16/015)

The minutes of the meetings on 9 December 2015 were presented for comment and noting.

Received: **Research, Scholarship & Knowledge Transfer Committee**
(AB 16/016 and AB 16/017)

The minutes of the meeting on 19 November 2015 and 10 December 2015 were presented for comment and noting.

Received: **Social & Economic Engagement Committee** (AB 16/018 and AB 16/019)

The minutes of the meetings on 13 October 2015 and 16 November 2015 were presented for comment and noting. The membership of Social & Economic Engagement Committee had been expanded to reflect the structure of the University.

AB 16.016 **HEALTH AND SAFETY**

No items were received.

AB 16.017 **Any Other Business**

HE Review

That the Chair of Academic Board extended his best wishes to all those involved in the panel meetings for the HE Review.

AB 16.018 **Date of Next Meeting**

2pm on Wednesday 20 April 2016 in the Roscoe Room at Egerton Court.

LIVERPOOL JOHN MOORES UNIVERSITY

ACADEMIC BOARD

Action Point Control Register – Status of Open Action Points as at 3 February 2016

Minute	Action	By Whom	By When	Status
AB 14.43	<u>Vice Chancellor & Chief Executive's 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 as and when appropriate.	Academic Board members	Ongoing	Open
AB 15.16 (ii)	<u>Academic Board Effectiveness Review</u> The Action Plan will be presented to the Academic Board as a standing item until such time as the recommendations have been implemented.	Vice Chancellor & Chief Executive	Ongoing	Open
AB 15.50	<u>Study Abroad</u> A summary report and the established processes relating to Study Abroad would be reported to Academic Board at an appropriate time.	PVC (External Engagement)	Next appropriate meeting	Discharged
AB 15.055	<u>Matters Arising</u> Academic Board would receive an update as to the discussions of the International Policy Committee in relation to the Student International Opportunities Fund.	PVC (External Engagement)	3 February 2016	Discharged

Minute	Action	By Whom	By When	Status
AB 15.057	<u>Analysis of Full Time Undergraduate Students Leaving within 13 Months</u> That a further analysis would be completed and reported to Academic Board for further discussion and review of the actions presented.	PVC (Education) and the Registrar & Deputy Chief Executive	2 December 2015	Discharged
AB 15.070 (i)	<u>Pro-Vice-Chancellors Briefings</u> Academic Board to receive a report in relation to the development of the partnership with Southern Connecticut State University.	PVC (External Engagement)	Next appropriate meeting	Discharged
AB 15.070 (ii)	<u>Pro-Vice-Chancellors Briefings</u> Academic Board to receive a report in relation to the work conducted with arts and cultural partners.	PVC (External Engagement)	Next appropriate meeting	Discharged
AB 15.070 (iii)	<u>Pro-Vice-Chancellors Briefings</u> Academic Board to receive a report in relation to Sensor City Activity.	PVC (Research, Scholarship & Knowledge Transfer)	2 December 2015	Discharged
AB 15.076	<u>Self-Evaluation Document (SED) for HE Review</u> That the SED would be communicated to all staff via a wide-ranging communication following submission to the QAA.	PVC (Education)	2 December 2015	Discharged
AB 15.079	<u>Profile of Graduates</u> Information relating to the awards conferred on students from a BME background would be interrogated and reported to Academic Board to improve attainment rates.	Registrar & Deputy Chief Executive	3 February 2016	Discharged

Minute	Action	By Whom	By When	Status
AB 15.088	<u>Research Ethics Committee</u> The Chair of Research Ethics Committee would seek a member of Faculty staff to sit on the Research Ethics Committee.	Chair, University Research Ethics Committee	3 February 2016	Discharged
AB 15.092	<u>LIVERPOOLSU Update Report</u> Academic Board to receive a copy of the LiverpoolSU Strategic Plan.	Vice-President (Academic Quality)	Immediately	Discharged
AB 15.095 (i)	<u>Current Topical Briefing (Estate Update)</u> Executive Dean to meet with staff regarding the concerns raised within the Redmond's Building.	Executive Dean, Faculty Arts, Professional and Social Science	Immediately	Discharged
AB 15.095 (ii)	<u>Current Topical Briefing (Estate Update)</u> Academic Board to receive a report highlighting the issues reported to Estate Management in relation to the Redmond's Building and the remedies put in place to address those issues.	Finance Director (University Secretary) and Deputy Chief Executive	3 February 2016	Discharged
AB 16.004	<u>Learning, Teaching and Assessment Strategy</u> Further analysis was needed to ensure that the maintenance and functioning of technological equipment was adequate and would be reported back to Academic Board.	Deans of Faculties	20 April 2016	Active

Minute	Action	By Whom	By When	Status
AB 16.014	<u>AB 16.14 Pro-Vice-Chancellor Briefing (External Engagement)</u> Academic Board to receive a copy of the report on Arts and Cultural Partners following the meeting of the Board of Governors on 11 April 2016.	PVC (External Engagement)	Following the meeting of the Board of Governors on 11 April 2016	Active
AB 16.015	<u>AB 16.015 Current Topical Briefings (Digital/IT)</u> Academic Board to receive an update relating to the roll-out of Office 365 for staff use.	Registrar & Deputy Chief Executive	20 April 2016	Active