



MINUTES
ACADEMIC BOARD
REF: AB 15/94

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
OIA	Office of the Independent Adjudicator
PGR	Postgraduate Research
PGT	Postgraduate Taught
EHC	Faculty of Education, Health & Community
FET	Faculty of Engineering & Technology
APSS	Faculty of Arts, Professional & Social Studies
SCS	Faculty of Science

Date: **Wednesday 30 September 2015**

Venue: **Roscoe Room, Egerton Court**

Present: Professor Nigel Weatherill (Vice Chancellor & Chief Executive) – Chair
Mr Jamie Bennett (LiverpoolSU Vice President, Academic Quality)
Professor Laura Bishop (Professor in Hominid Palaeoecology)
Dr Pauline Brooks (Reader in Dance Performance and Pedagogy)
Professor Peter Byers (Pro-Vice-Chancellor, Education)
Mr Colin Davies (Director, Estate Management)
Ms Aisling Davis (LiverpoolSU Vice President, Community Engagement)
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 Sarah Maclennan (Senior Lecturer)
Ms Janet Martin (Director, Marketing & Corporate Communications)
Mr Chris McMahan (Senior Lecturer)
Professor Joseph Moran (Professor in English & Cultural History)

Mr Mark Power (Registrar & Deputy Chief Executive)
Ms Lorraine Sebastian-Francois (LiverpoolSU President)
Dr Andrew Shaw (Reader)
Professor Padam Simkhada (Professor of International Public Health)
Mr James Stephenson (LiverpoolSU Vice President, Activities)
Professor Phil Vickerman (Acting Dean, Faculty of Arts, Professional & Social Studies)
Professor Peter Wheeler (Dean, Faculty of Science)
Professor Caroline Wilkinson (Director, Liverpool School of Art and Design)
Mr Mark Woods (Senior Lecturer)

Apologies: Professor Ahmed Al-Shamma'a (Dean, Faculty of Engineering and Technology)
Mr Raymond Burns (Library Assistant)
Professor Anne Scott (Dean, Faculty of Education, Health and Community)

In attendance: Ms Julie Bertolini (Finance Director & Deputy Chief Executive and University Secretary)
Mr Scott Foster (Senior Lecturer) (Observer)
Ms Julie Hargreaves (Head of Academic Partnerships) (AB 15.067)
Ms Mandy Phillips (Head of Corporate Business Change Initiatives) (Item AB 15.071)
Dr Caroline Robson (Director of Strategic Planning)
Professor Julie Sheldon (Dean, Graduate School and Chair, Research Degrees Committee) (Item AB 15.058, AB 15.059, AB 15.066)
Miss Lynn Sutcliffe (Secretary)
Ms Heather Thrift (Director of Library Services)
Ms Yvonne Turnbull (Head of Student Advice & Wellbeing)
Ms Carolyn Williams (Director of Student Recruitment & Admissions) (Item AB 15.068)

PRELIMINARY FORMAL BUSINESS

Secretary's Note The Chair of Academic Board welcomed the newly appointed members to the first meeting of the academic year.

Dr Scott Foster from the Liverpool Business School, attending in the capacity of observer, was welcomed.

AB 15.054 **Minutes of Previous Meeting**

The minutes of the meeting held on the 29 June 2015 (AB 15/070) were agreed as an accurate record of the meeting.

Matters Arising Not Covered on the Agenda

Action Point AB 14.54 (ii) Pro-Vice-Chancellor Briefing (External Engagement) (AB 14/73)

That discussions in relation to the International Student Experience Working Group continued at International Policy Committee and would report to Academic Board in due course. LJMU had commissioned a joint project with the Liverpool Students' Union to review the International Student Experience, which would bring forward recommendations to Academic Board.

Action Point AB 15.15 (i) Matters Arising (Committee Reports)

That the committee structure was approved by the Board of Governors at its meeting of 6 July 2015 and had been embedded for the start of academic year 2015/16.

Action Point AB 15.16 (ii) and (v) Academic Board Effectiveness Review

Action Point AB 15.16 (ii) and (v) were considered under item AB 15.056.

Action Point AB 15.17 (ii) Pro-Vice-Chancellor Briefings (External Engagement)

That the working group established to explore the partnership with privately owned publisher, Elliot & Thompson, to develop a University imprint would report to Academic Board in due course.

A first author prospect had emerged to complete a prototype entitled "General Introduction to the Universe".

Arrangements to establish the partnership were progressing well.

Action Point AB 15.35 Governance Effectiveness Review: Academic Board

Action Point AB 15.35 was considered under item AB 15.056.

Action Point AB 15.36 (i) and (ii) Terms of Reference and programme of business 2015/16

That the Academic Board Terms of Reference and Programme of Business had been amended accordingly.

Action Point AB 15.37 Academic Board Membership & Terms of Office Policy

That the Board of Governors had approved the amendments to the Academic Board Membership and Terms of Office Policy at its meeting of 6 July 2015. The amendments included an update to the ex-officio membership and attendees in addition to increasing the number of Academic Board Governors from one to two. The eligibility criteria for the Academic Board Governor positions had been widened to include all staff from the teaching community.

Action Point AB 15.39 Proposed amendments to the Academic Framework Regulations 2015/16

Action Point AB 15.39 was considered under item AB 15.067.

Action Point AB 15.43 Current Topical Briefings

The Academic Board Programme of Business had been amended to include a briefing on the 'Digital University'.

Action Point AB 15.48 Composition of the Student Body 2013/14

The Academic Board Programme of Business had been amended to include an annual report on the Composition of the Student Body.

Action Point AB 15.50 Study Abroad

That the new Student International Opportunities Fund would be discussed by the International Policy Committee to establish the process for receiving applications. The outcome of the discussions would be communicated to Academic Board at its next meeting.

Action: To provide Academic Board with an update as to the discussions of the International Policy Committee in relation to the Student International Opportunities Fund by the Pro-Vice-Chancellor (External Engagement) [EH].

ITEMS FOR REVIEW

AB 15.056

ACADEMIC BOARD ACTION PLAN: GOVERNANCE EFFECTIVENESS REVIEW

Received: A report from the Committee Secretary (AB 15/071) was received for review.

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 conducted an effectiveness review in parallel to the governance effectiveness review of the Board of Governors. Significant progress had been made against the action plan which emerged from the review. In particular, Academic Board were asked to note:

- The open invitation to members to consider and request, as appropriate, any developmental opportunities to enhance the effectiveness of members;
- That the first Academic Board Annual Report presented to the Board of Governors for approval; and
- That the Key Messages document produced alongside each set of minutes was a communication tool for members to inform staff across the University of the work of the Academic Board.

The effectiveness review was a very positive exercise with the Board of Governors keen to raise the profile of Academic Board.

Academic Board members were invited to raise issues and initiate debates that would improve the student experience.

AB 15.057 **ANALYSIS OF FULL TIME UNDERGRADUATE STUDENTS LEAVING WITHIN 13 MONTHS**

Received: A report from the Registrar & Deputy Chief Executive and the Pro-Vice-Chancellor (Education) (AB 15/072) was received for review.

Purpose: To provide Academic Board with an analysis of the rates for newly recruited full time undergraduate students at LJMU withdrawing within 13 months of starting a degree course and the reasons for leaving of the three most recent cohorts in order to provide a reference point for reviewing programme performance and to identify potential areas for improvement.

To provide a list of action to enhance retention rates.

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

That Faculties and Schools use the data to assess programme performance.

That Academic Board note the Actions identified in relation to improving retention rates, as approved by SMT.

Reported:

The report was based on the student cohort commencing September 2014 and who had left within 13 months. The figures presented to Academic Board were subject to change however they would provide an indication of how the final figures could look.

SMT had set targets for LJMU to seek to achieve a 1% improvement in retention per annum over the next three years. Presently the retention rate was approximately 88%.

During 2014/15, 14.6% of students left within 13 months, which highlighted a deterioration of position of 2.3% rather than an improvement of 1% from the previous year. However, the figures were changeable depending on the outcomes of appeals and likewise some students may not arrive for the second year of study.

Of the overall 2014/15 withdrawals, 71.5% were due to 'academic failure' which represented a significant increase from 2013/14. The withdrawal rate for 'financial' reasons remained relatively low, as were 'other' withdrawals.

Analysis of LJMU withdrawals by entry route had shown that those entering via a Foundation Certificate were more likely to withdraw within 13 months due to 'academic failure' than for 'other' reasons.

A number of actions to address student retention were underway or had been recommended for implementation.

Commented:

That mapping academic withdrawals against attendance monitoring statistics might highlight possible issues with engagement. However, this would have limited impact as it was not yet University practice to complete wide scale attendance monitoring. Increased attendance monitoring was being considered to ensure that support could be offered to students at the earliest opportunity, rather than as a punitive system.

That the Personal Tutoring Policy, introduced approximately two years ago, was included within the National Student Survey last year and would be reviewed against the data available from the NSS 2015 results.

As most Schools had shown increases in the withdrawal rates, it suggested a systematic issue. The data had been re-confirmed and no major changes to the Academic Framework had been implemented. The final data would need further analysis to establish whether there was a systematic issue leading to the decrease in retention rates.

Although numbers overall were low for Nursing programmes, the number of withdrawals had increased significantly. This could be the result of a number of students being withdrawn after a time delay and, thus giving a false indication of the number of withdrawals. Therefore, the increases in withdrawals may be attributed to a number of students from an academic framework that is older than two years.

The withdrawal data could be broken down into ethnicity, gender and OFFA students.

The Liverpool Students' Union confirmed that discussions had taken place with the National Students' Union to explore withdrawal rates amongst postgraduate research students, in particular, international students.

That it would be interesting to disaggregate the figures to show those students who achieved fewer than half the credits available. There were modules whereby pass rates had declined year on year and withdrawal rates had increased.

Action: That a further analysis would be completed and reported to Academic Board for further discussion and for review of the actions at its meeting on 2 December 2015. Registrar & Deputy Chief Executive and the Pro-Vice-Chancellor (Education) **[MP and PB]**.

Endorsed: The recommendations and actions contained within the report were endorsed.

ITEMS FOR APPROVAL/ENDORSEMENT

AB 15.058 **CHANGES TO RESEARCH DEGREE REGULATIONS RELATING TO ACACEMIC APPEALS/COMPLAINTS/DISCIPLINARY PROCEDURES AND EXTENUATING CIRCUMSTANCES**

Received: A report from the Chair, Research Degrees Committee (AB 15/073) was received for approval.

Purpose: To seek the approval of Academic Board to amend the University Research Degree Regulations relating to academic

appeals, complaints, disciplinary procedures and procedures for consideration of extenuating circumstances relating to oral assessment events for PGR students.

To seek approval from Academic Board for amendments to the University Degree Regulations relating to membership to allow for PGR student representation on University Research Degrees Committee.

Recommended: That Academic Board approve the recommendations and the proposed procedure for declaration of extenuating circumstances relating to PGR oral assessment events.

Reported: It was identified from a number of issues during the previous year that a defined process for declaration of extenuating circumstances was required. The appeals process had been reviewed accordingly.

The proposed changes to the Research Degree Regulations and the Terms of Reference were in recognition of Office of the Independent Adjudicator (OIA) expectations following a recent vexatious appeal.

Commented: That the appeals process should identify who would consider stage 3 appeals and that it would be appropriate for the Chair of Academic Board to act as arbiter in such appeals.

Agreed: That the Chair of Academic Board would act as arbiter of stage 3 appeals.

Approved: That Academic Board approved the recommendations, noting that the Chair of Academic Board would act as arbiter of stage 3 appeals.

AB 15.059 **REVISIONS TO RESEARCH DEGREE COMMITTEE TERMS OF REFERENCE**

Received: A report from the Chair, Research Degrees Committee (AB 15/074) was received for approval.

Purpose: To request approval for revisions to the University Research Degrees Committee Terms of Reference.

Recommended: That Academic Board approve the revised Terms of Reference to allow for PGR student representation.

Reported: That the Research Degrees Committee had two parts: Part A (with student representation) considered matters of student experience and research culture; and Part B (without student

representation) considered new applications for registration and matters of student progression and examination.

Commented: That the PhD By Published Works Sub-Committee was chaired by the Chair of Research Degree Committee and that the membership included a Research Degrees Committee representative from each faculty.

Approved: That Academic Board approved the recommendations to revise the Research Degrees Committee Terms of Reference.

Secretary's Note: That the membership of the PhD By Published Works Sub-Committee would include the Chair of each Faculty Research Degrees Committee.

AB 15.060 **GRADUANDS REPORT: MAY-JULY 2015**

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

Reported: That the Vice Chancellor and Chief Executive, in his capacity as the Chairman of the Academic Board, approved the Graduand Report May-July 2015.

AB 15.061 **ACADEMIC BOARD ANNUAL REPORT**

To receive for endorsement the report of the Academic Board Secretary (AB 15/75).

Purpose: To provide assurance to the Board of Governors that the Academic Board and its reporting committees discharged their responsibilities effectively and that a sound framework for academic governance was in place.

Recommended: That Academic Board endorse the Annual Report 2014/15 for onward reporting to the Board of Governors on 16 November 2015.

Reported: That the purpose of the report was to strengthen the link between the Board of Governors and Academic Board and to provide Governors with the necessary assurances that Academic Board was operating effectively.

It was the intention that the Annual Report would supplement the regular reporting of the minutes and the Chair's Update Report to the Board of Governors. It provided a retrospective overview of the activity undertaken by Academic Board during the 2014/15 academic year.

Endorsed: That Academic Board endorsed the Academic Board Annual Report for onward reporting to the Board of Governors on 16 November 2015.

AB 15.062 **CRITERIA AND PROCESS FOR EXCEPTIONS AND VARIANCE**

Received: A report from the Registrar & Deputy Chief Executive (AB 15/79) was received for approval.

Purpose: To present the Criteria and Process for Exceptions and Variance as discussed and endorsed by the Education Committee at its meeting on 6 June 2015.

Recommended: That the Criteria and Process for Exceptions and Variance be formally approved by Academic Board.

Reported: When reviewing the implementation of the Academic Framework, the opportunity was taken to review both the criteria and the process for the approval of exceptions and variance to programmes.

It was recommended that the decision around variance sat with Education Committee and a set of variance criteria had been identified against which Education Committee could make a judgement on any programmes wishing to operate outside of the Academic Framework Regulations.

Commented: That Chair's Action would be taken on behalf of Education Committee to ensure that requests for variance to programmes did not delay validation.

Approved: That the recommendations to amend the Academic Framework in relation to Exception and Variance were approved by Academic Board.

AB 15.063 **NATIONAL STUDENT SURVEY (NSS) 2015**

Received: A report from the Registrar & Deputy Chief Executive and the Pro-Vice-Chancellor (Education) (AB 15/77).

Purpose: To provide Academic Board with an update on the outcomes of the National Student Survey (NSS) 2015, and the actions implemented in response to the results.

Recommended: That Academic Board note the findings within the report.

Reported: That the LJMU response rate, although remained good, was 2% lower than the previous year at 74%.

LJMU improved its performance in five of the eight question categories. However, caution should be taken with regards to small scale improvements as rounding could have a considerable impact.

The responses to *assessment & feedback* and *overall satisfaction* had remained static from NSS 2014.

Teaching on my course had been prioritised via the Faculty Teaching and Learning Strategy and subsequent actions plans. It was, therefore, pleasing to see a 1% improvement from the previous year.

LJMU outperformed the English sector and the wider-HEI sector in five categories, however the results in relation to *teaching on my course* and *overall satisfaction* were of concern.

Responses at programme level had identified those courses with very high and very low satisfaction levels. A modelling exercise was conducted which highlighted that improving the results for programmes with the lowest satisfaction levels would improve institutional performance overall.

A comprehensive list of actions had been developed for implementation to improve and respond to the results of NSS 2015.

Commented:

That the results presented were pleasing and had been reviewed by the Board of Governors who had encouraged the institution to address the issues identified.

That in previous years a number of programmes had recorded a 100% satisfaction rate which had dropped recently. The results had been circulated to the relevant Directors of School for further analysis and consideration. That constant vigilance was required to ensure the student experience was maintained.

That the two areas which experienced dramatic improvements since the previous year (Drama and Tourism, Transport and Travel) could share their experiences at the Teaching and Learning Conference. The Teaching and Learning Academy would engage with the programme teams in an attempt to identify what led to the dramatic increases experienced. It was anticipated that up to 25 case studies identifying recent good practice would be made available to programme teams before the Teaching and Learning Conference 2016.

It was identified that a single event could impact negatively upon satisfaction levels and student engagement had been identified within Nursing and Allied Health as a mechanism to overcome such issues. For example, the change to the Notification of Results Day had impacted negatively on Social Work students as this impacted upon their registration, which subsequently impacted upon the satisfaction responses of Social Work students. The Director of Nursing and Allied Health met with students to gather feedback about their concerns, the result of which was an overall 10% improvement in satisfaction levels.

The University wished to incentivise and support those courses that consistently performed well and the methodology of how to achieve this would need further consideration at Academic Board and School/Programme level. However, the complexities of resource allocation should be considered and it was noted that those areas that needed improvement required further support. It was important to encourage good performance and support those underperforming effectively.

The outcomes of the NSS 2015 were not to be feared and, although there were some volatile areas, the University had performed well. The purpose of the report enabled the University to address issues before they become out of control and good practice within the University was evident. The *overall satisfaction* results were frustrating given the good results to the other categories. It was important for Programme Leaders to talk openly and identify events that tip the balance that lead to less positive responses.

That Schools were encouraged to work with the LiverpoolSU, with LiverpoolSU presenting to SDF shortly to build relationships with School Directors.

Endorsed: Academic Board endorsed the NSS 2015 outcomes and the subsequent action plans.

AB 15.064 **CHAIR'S ACTION**

Received: That Chair's Action had been taken on behalf of Academic Board to approve the following:

- a) Sandwich Degrees;
- b) Study Abroad Task and Finish Working Group Recommendations;
- c) Placement Learning Code of Practice;

- d) Stage 1 Appeals Process for Partner Institutions; and
- e) Proposal to amend the Academic Framework in respect of extenuating circumstances.

Commented: The items that had received Chair's Action had been reported and approved via the Committee Structure and were formally recorded at Academic Board.

ITEMS FOR INFORMATION

AB 15.065 **LIVERPOOLSU UPDATE REPORT**

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

Reported: **Course Reps**

That LiverpoolSU had been working with the Critical Friend Group, which included representatives from all faculties, to plan the action of the LiverpoolSU and the course reps over the next academic year. Training for Course Reps had been updated to incorporate the results of the NSS 2015, what NSS is and how important and useful it is to the University and to identify issues to be addressed.

To assist with supporting students, staff postcards containing useful facts and links to the LiverpoolSU website had been distributed amongst all faculties.

All Course Reps had been issued with a Course Rep Card, which confirmed their role and to provide consistency across courses.

Student Submission to the Higher Education Review

The LiverpoolSU Student Submission had been written and was available on the LiverpoolSU website for review and consultation with students. A number of areas had been highlighted within the submission, such as *assessment & feedback, employability, and teaching quality*.

Fresher's Update

An exciting programme of activities were underway. Fresher's Extra events, non-alcoholic activities, had taken place with 123 students attending.

75 vouchers were distributed to new students, which included tickets for open bus tours and the Mersey Ferry.

Commented: Approximately 2,800 were expected to attend the Welcome Ball taking place on 30 September 2015. To date, the LiverpoolSU had engaged with over 10,000 new students. That moving forward programme teams would collaborate with the LiverpoolSU on welcome events to avoid any clashes.

AB 15.066 **POSTGRADUATE RESEARCH EXPERIENCE SURVEY 2015**

Received: A report from the Chair, Research Degree Committee (AB 15/78) was received for information.

Purpose: To update Academic Board on the findings from the Postgraduate Research Experience Survey (PRES) 2015.

Reported: That the PRES as a biennial survey was run by the Higher Education Academy to explore the experiences of Postgraduate Research (PGR) students across Higher Education Institutions in the UK. Since the last Survey in 2013, LJMU saw an improvement in the results across the board for 2015.

LJMU's response rate, at 57%, exceeded the national average of 40%. The notable successes of the results included a 95% satisfaction rate in the supervisor/student relationship and satisfaction rates relating to resources, in particular the libraries. The University was in the upper quartile of satisfaction for all categories.

Commented: Some excellent comments were received which reflected very well on the University.

That a comparison of the NSS 2015 outcomes against the PRES 2015 results would identify how subjects had performed overall.

PGR students had received the results. Faculty Deans for Research had been tasked with preparing local responses and ultimately action plans in addition to Faculty Quality Committees being tasked with providing an action plan.

The results of the Survey were extremely positive and the hard work that goes into supervision that gives the University excellent results should be noted.

AB 15.067

**ACADEMIC COLLABORATIVE PARTNERSHIPS
OVERVIEW 2014/15**

Received: A report from the Head of Academic Partnerships (AB 15/76) was received for information.

Purpose: To update Academic Board on the criteria used in reference to entering into an academic collaborative partnership and the due diligence activity undertaken to inform the decision making process during academic 2014/15.

Reported: The report would be presented to the Board of Governors on Monday 16 November 2015.

It should be noted that partner organisation, Training 2000, was considered by SMT at its meeting on Tuesday 2 June 2015.

Since the submission of the report to Academic Board, the Academic Partnerships Strategy 2015-17 had been considered and approved by Collaborative Quality and Standards Panel (CQSP).

Commented: That the responsibilities of Academic Board should be highlighted and that Academic Board feel comfortable with the criteria that was used to embark upon new collaborative partnerships.

A number of the Nursing and Allied Health collaborative partners were also core partners for NHS work but because they were set up as collaborative partners it meant that they automatically defaulted into some of the due diligence processes required by collaborative partners. It was important to recognise that such core partners could also be collaborative partners but that they should not be required to comply with the due diligence requirements of collaborative partners. The University must stress that the partner is first and foremost a core partner as opposed to a collaborative partner to ensure the appropriate use of processes.

The following aims contained within the Academic Partnerships Strategy 2015-17 in relation to International Collaborative activity were brought to Academic Board's attention:

- Aim 1: To support the growth and optimisation of Trans-National Education partnerships;
- Aim 2: To increase student progression to the University from International partnerships; and

- Aim 4: To increase the number of opportunities for home students to study abroad.

In addition, the Associate Deans (Global Engagement) would be tasked with leading the international agenda across the faculties. As yet, three of the four vacancies had been filled.

AB 15.068

STUDENT RECRUITMENT 2015/16

Received:

A report from the Director of Student Recruitment & Admissions (AB 15/080).

Purpose:

To provide Academic Board with an update on anticipated 2015 recruitment figures based on the figures issued on Friday 4 September 2015.

Reported:

That the figures provided were indicative only and were subject to change.

The University had met, and in some areas exceeded, the target recruitment figures for undergraduate home full-time students across all funding streams. This was particularly pleasing to achieve in the first year of the removal of the Student Number Control and with the quality of entry requirements being maintained. That 22% of the overall anticipated intake were ABB+ students as opposed to 19% the previous year.

Changes to the management of Clearing were acknowledged, with the installation of an improved call handling system and a dedicated conversion room with academic staff assisting applicants to make informed decisions and to ultimately convert those applicants into students.

The University had achieved 70% of its target for HEFCE home full time postgraduate taught recruitment with an expectation that it would reach 77%. Part time recruitment was also expected to achieve target and teacher training was approximately 60% of its target.

A total of 139 postgraduate support scheme scholarships were available and it was expected that all would be filled. The scholarships were one year government-matched scholarships designed to encourage students who had paid the higher tuition fees in 2012 to progress to postgraduate study.

Achieving the targets for international recruitment remained a particular challenge with undergraduate recruitment increasing by 40% and the estimated recruitment position was at 73% of the August to December 2015 recruitment target.

The postgraduate target had increased by 88% and whilst there was an improved recruitment position when compared to last year, this was just 35% of the overall target.

The target for postgraduate research students for entry during August to December 2015 had been exceeded.

That conversion of applications should be a key priority over the next year with particular focus on marketing and processes in recruitment for international and postgraduate students.

Commented:

That the newly implemented telephony system had a remarkable impact and the analytics available during Clearing highlighted the positive effect as opposed to the old system that was previously used.

The team responsible for the management of Clearing were congratulated.

Although international recruitment had been challenging, a considerable increase in postgraduate taught applications had been achieved. The University had particular issues around the conversion of those applications and with 49 new programmes coming online it was challenging to establish these courses in such a competitive market. Pathway provision had been particularly challenging in light of restrictions on off-shore English language services. However, the University believed that the targets set were achievable and that the University could achieve its target of 15% of the total student body being international by 2020.

That the experience of international visits and, in particular, visiting scholars should be considered as such visitors returned to home countries with messages regarding the University, which in turn, would impact upon international student recruitment.

The University does not yet set clear metrics around international visitors and there was no central resource for facilitating international visitors, however this area would be considered by International Policy Committee.

That the LiverpoolSU were reviewing the 'lived' experience of international students to gain feedback about what LiverpoolSU could offer to international students. The findings, of which may be useful to the University in relation to international recruitment.

That the University had plans to address areas of concern and areas that required improvement, however, the overall figures remained positive. Quality of intake remained a key feature of recruitment to LJMU.

Noted: The recommendations of the report were noted by Academic Board.

AB 15.069 **OFFA ACCESS AGREEMENT 2016/17**

Received: A report from the Registrar & Deputy Chief Executive (AB 15/81).

Purpose: To confirm to Academic Board that the University's Access Agreement for 2016/17 which was submitted to the Office for Fair Access (OFFA) in April 2015 was approved by OFFA in July 2015.

Reported: That the Access Agreement was submitted within the set schedule and OFFA recognised the challenging deadline for producing the paperwork.

AB 15.070 **PRO-VICE-CHANCELLOR BRIEFINGS**

Received: The report of the Pro-Vice-Chancellor (Education) (AB 15/82).

Reported: That two National Teaching Fellowships had been awarded, which was particularly pleasing given the competitive and prestigious nature of the Fellowships. The Fellowship winners included: Dr Phil Carey (EHC) and Mrs Wendy Johnston (EHC). The University was working on three submissions for 2016 and was taking a much more managed approach.

The PG Cert in Teaching and Learning in HE had been delivered at partner college Kolej Teknologi YPC in Kuala Lumpur to support off-shore staff in support of the 914 students enrolled there.

Work on the Academic Framework Review continued, and a further two working groups were established to consider:

1. Assessment Boards; and
2. Extenuating Circumstances/Fit to Sit.

Preparations for the HE Review continued and were on schedule.

Received: The report of the Pro-Vice Chancellor (External Engagement).

Reported: The University continued in its development of a partnership with Southern Connecticut State University and hosted a large delegation from SCSU to formally announce the partnership and what is being referred to as a “Trans-Atlantic Alliance”. Once the Academic Framework Review was complete study abroad options at undergraduate level should become much more feasible from 2017 onwards. The possibility of developing dual awards at postgraduate level and research collaborations had been discussed and would be of benefit to postgraduate and international recruitment.

Action: The PVC (External Engagement) to report back to Academic Board at an appropriate time. Pro-Vice-Chancellor (External Engagement **[EH]**).

Reported: The arts and cultural partners of the University were very visible at the institutional induction activities for new students in St Georges Hall.

The University was in advanced discussions with National Museums Liverpool (NML) to offer discounted tickets to students, to offer placements and to embark upon collaborative work.

Action: The PVC (External Engagement) to report back to Academic Board on the work conducted with arts and cultural partners. Pro-Vice-Chancellor (External Engagement **[EH]**).

Received: The report of the Pro-Vice-Chancellor (Research, Scholarship & Knowledge Transfer (AB 15/83).

Reported: The Sensor City Activity involved a mix of finances from BIS and ERDF. A £5million bid for ERDF money had been submitted and the University awaited a response.

The current stage of the project, the design stage, was almost at sign-off stage. A fuller report would be brought back to Academic Board at the end of the year to highlight the plans for Sensor City.

Action: Academic Board to receive a report on the Sensor City Activity at its next meeting. Pro-Vice-Chancellor (Research, Scholarship & Knowledge Transfer **[RL]**).

Reported: The Liverpool Centre for Advanced Policing Studies was launched on 17 September 2015 and was a positive move for LJMU.

To further the University's activities in the health area, LJMU was in the process of becoming a full member of the Liverpool Health Partners (LHP) which would bring particular benefit to Nursing and Health research.

AB 15.071

CURRENT TOPICAL BRIEFINGS

Received: The report of the Finance Director & Deputy Chief Executive (AB 15/84) presented by the Director of Estate Management.

Reported: The University had made significant progress in relation to the University's estate, in particular:

- The Copperas Hill development was on target for completion in 2018 with the planned relocation of the Faculty of Education, Health & Community to follow in 2019;
- Work had been completed over the summer on new teaching and laboratory facilities at Byrom Street;
- The new student social space at Byrom Street had opened for the start of the current academic year; and
- An additional £1million had been committed to complete a number of smaller projects throughout the estate to enhance the student experience.

Commented: The LiverpoolSU congratulated LJMU on the new social space created at Byrom Street which was welcomed by students.

That the World of Work Careers Centre had been linked up with estate partners which was of a great benefit to students. It would be useful to create similar links with the University's emerging arts, cultural and other partners.

Received: The report of the Registrar & Deputy Chief Executive (AB 15/85).

Reported: That Office 365 would be available to students from the start of the academic year, which provided access to a free copy on up to five devices. The offer was very well received by students.

The electronic notification of results had been successfully implemented and following its introduction for the main assessment period on 29 June 2015, it had been successfully utilised for the referral/deferral assessment period on 7 September 2015.

An updated and enhanced telephony system had been developed for Clearing 2015 and was used with great success.

The University successfully implemented Phase 1 of the new CRM system for use by Student Recruitment and Student Advice & Wellbeing, with further expansions planned.

Received: The report of the Head of Corporate Business Change Initiatives (AB 15/86).

Reported: That although Phase 1 of the project was completed at the end of August 2015, it was noted that the website was not static and continual enhancements would be delivered.

Phase 2 was currently seeking approval for a number of projects with the aim to enhance the current external website, to introduce a student focused digital workspace and a staff digital workspace.

Commented: That linking staff profiles to course profiles in addition to providing an A-Z listing would enhance the experience of the end-user. However, it was difficult to gain a single source of truth for the data to be linked. Work was underway to link staff profiles to course profiles.

That navigation of the new external website was, at times, difficult.

The University had three feedback mechanisms in place:

1. An email address for sending feedback Content@ljam.ac.uk
2. The IT Helpdesk, available on extension 5555 or by email at Helpdesk@ljam.ac.uk
3. The Head of Corporate Business Change attendance at Faculty Management Team meetings.

AB 15.072 **VICE CHANCELLOR & CHIEF EXECUTIVE'S REPORT**

Received: A report from the Vice Chancellor & Chief Executive.

Reported: **Teaching Excellence Framework**

That discussions were ongoing around the development of a Teaching Excellence Framework with LAMU fully engaged in these discussions. A more in-depth discussion with Academic Board would be welcomed at a later stage. Academic Board members were encouraged to debate the issues of a Teaching Excellence Framework within local networks to feed into future Academic Board discussions on the subject.

Local Devolution

As a civic University it was important for LJMU to engage in the ongoing discussions relating to local devolution.

The Liverpool City Region Combined Authorities had submitted a devolution document, which was signed by all of the City Region leaders and the Chair of the Local Enterprise Partnership (LEP) Board, on the 5 September 2015.

The Chair of Academic Board represented higher education on the LEP Board and confirmed that the submission document was shared with the Board ten days following the submission date.

Academic Board were encouraged to review the document on the Liverpool City Council website.

AB 15.073

MINUTES OF REPORTING COMMITTEES

Received:

Education Committee (AB 15/87, AB 15/88, AB 15/89)

The following policies were approved by Academic Board as endorsed by Education Committee:

Academic Feedback Policy
RP(E)L Policy
Module Evaluation Policy
Student Code of Behaviour and Disciplinary Procedure
Student Complaints Procedure
Fitness to Study Policy
Criminal Convictions Panel
Fitness to Practise Policy

The minutes of the meetings on 8 June 2015, 8 July 2015 and 22 July 2015 were presented for comment and noting.

Commented:

That the Student Charter was under review by the Student Engagement Panel.

That a review of the Academic Misconduct Policy was underway with investment in bespoke academic misconduct software.

Received:

International Policy Committee (AB 15/90)

The minutes of the meetings on 1 July 2015 were presented for comment and noting.

Commented:

That the membership of International Policy Committee had been reviewed and amended to include the new Associate

Deans (Global Engagement), which would strengthen the link between Academic Board and International Policy Committee.

Received: **Quality, Assurance & Enhancement Committee** (AB 15/91 and AB 15/92)

The minutes of the meetings on 15 June 2015 and 22 July 2015 were presented for comment and noting.

Received: **Research, Scholarship & Knowledge Transfer Committee** (AB 15/93)

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

Commented: That the research pages of the new website would be available for launch by the end of August 2015.

That the status of LJMU's research institutes and centres was discussed to formally define what each entailed.

AB 15.074 **Any Other Business**

There was no other business to report.

AB 15.075 **Date of Next Meeting**

10am on Wednesday 28 October 2015 in the Roscoe Room at Egerton Court (Extraordinary Meeting)

2pm on Wednesday 2 December 2015 in the Roscoe Room at Egerton Court.

LIVERPOOL JOHN MOORES UNIVERSITY

ACADEMIC BOARD

Action Point Control Register – Status of Open Action Points as at 2 December 2015

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 14.54 (ii)	<u>Pro-Vice-Chancellor Briefing (AB 14/73)</u> Announcements from the International Student Experience Working Group would be reported to Academic Board.	Pro-Vice-Chancellor (External Engagement)	30 September 2015	Discharged
AB 15.09 (ii)	<u>Research Ethics Committee</u> To include statistical information on active involvement with proportionate reviews in relation to attendance statistics.	Chair, Research Ethics Committee	2 December 2015	Active
AB 15.15 (i)	<u>Matters Arising (Committee Reports)</u> That Academic Board would be informed of the final executive committee structure once agreed by the Board of Governors'.	Vice Chancellor & Chief Executive	30 September 2015	Discharged

Minute	Action	By Whom	By When	Status
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 15.16 (v)	<u>Academic Board Effectiveness Review</u> The development of Academic Board profiles for inclusion on the new University website would be considered.	Academic Board Secretary	30 September 2015	Discharged
AB 15.17 (ii)	<u>Pro-Vice-Chancellor Briefings (External Engagement)</u> That Academic Board would receive an update from the working group established to explore the partnership with privately owned publisher, Elliot & Thompson, to develop a University imprint.	Pro-Vice-Chancellor (External Engagement)	30 September 2015	Discharged
AB 15.37	<u>Academic Board Membership & Terms of Office Policy</u> The Chairman of Academic Board to provide an update at its next meeting as to the outcome of the report to the Board of Governors' on Monday 6 July 2015.	Vice Chancellor & Chief Executive	30 September 2015	Discharged
AB 15.39	<u>Proposed amendments to the Academic Framework Regulations 2015/16</u> To further consider the wording contained within the Regulations relating to changes to programmes for consideration by Education Committee and onward reporting for approval by Academic Board.	Registrar & Deputy Chief Executive and Head of Academic Quality	30 September 2015	Discharged

Minute	Action	By Whom	By When	Status
AB 15.43	<u>Current Topical Briefings</u> To add a briefing on the 'Digital University' to the Academic Board programme of business.	Academic Board Secretary	Immediately	Discharged
AB 15.48	<u>Composition of the Student Body 2013/14</u> To insert the Composition of the Student Body onto the Academic Board programme of business as an annual report.	Academic Board Secretary	Immediately	Discharged
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)	2 December 2015	Active
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	Active
AB 15.070 (i)	<u>Pro-Vice-Chancellors Briefings</u>	PVC (External Engagement)	Next appropriate meeting	Active

Minute	Action	By Whom	By When	Status
	Academic Board to receive a report in relation to the development of the partnership with Southern Connecticut State University.			
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	Active
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	Active