



## **Declaration of interest**

002.2018.ACB No declarations of interest were made.

## **Minutes**

003.2018.ACB The Board **AGREED** that the minutes of its meeting held on 04 July 2018 were an accurate record (paper reference ACB-2018-002).

## **Matters arising**

- 004.2018.ACB a) The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Board held on 04 July 2018 (paper reference ACB-2018-003). It was **reported** that the Vice Chancellor had taken on 16 July 2018 to approve the proposed addition of a new award title, Doctor of Professional Practice in Sport (DProf. Sport), to the Academic Regulations. This was in order to meet the deadlines for publication of the Regulations for the 2018/19 academic year.
- b) Academic Board were invited to ratify the elections of two new members following ballots to fill vacancies in the Academic Staff and Course Director constituencies:
- i. Stratis Koutsoukos, elected as a representative of the Course Directors at Leeds Beckett with a term of office from 07 November 2018 to 31 August 2021; and
  - ii. Dr Nicole Whitworth, elected to an interim, one-year appointment as a representative of Academic Staff from 07 November 2018 to 31 August 2019. This election was held in order to provide cover during Dr Laura Ashley's period of leave, thereby ensuring that meetings remained quorate and had full representation from that constituency.
- c) Academic Board were also invited to approve a proposal to abolish the threshold limiting eligibility to nominate and vote in elections, and to be elected to Academic Board and its Committees, to staff appointed on contracts of 0.5FTE or above. This would enable all members of staff who wished to participate to do so. The threshold had originally been endorsed by Academic Board at its meeting on 19 January 2005.

005.2018.ACB The Academic Board **approved** the elections of Stratis Koutsoukos and Dr Nicole Whitworth, and also **approved** the proposal to abolish the threshold limiting eligibility to nominate and vote in elections to the Academic Board and its Committees.

## **Part B: Reports from Officers**

### **Report from the Vice-Chancellor**

- 006.2018.ACB a) The Board received a report from the Vice-Chancellor providing an update on progress against the KPIs of Leeds Beckett's Strategic Planning Framework, and

setting the outcomes in context using Leeds Beckett's relative position when compared to the wider sector.

- b) Currently in its third of five years, key changes in this period included the transition from a faculty to school structure with new officers, including Deans, Directors of Research, Heads of Subject and Course Directors. A new resource allocation model had been introduced, with budgetary responsibility for their individual schools devolved to Deans.
- c) Key achievements from the previous year included successful registration with the Office for Students; the outcomes of the National Student Survey (NSS) which were for the first time since the NSS began in 2005, higher than the national average; Leeds Beckett's Silver Teaching Excellence Framework (TEF) rating; the implementation of the new brand identity for the University; commencement of construction on the Creative Arts Building and the Carnegie Teaching & Research Block; entry into the THE World University Rankings, followed by a number of subject areas entering into individual subject rankings; being in the top 40 Universities for HE-BCI income, and an increase in undergraduate recruitment via UCAS.

*Secretary's note: minute 007.2017.ACB is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

008.2018.ACB It was **noted** that for the coming year, focus would be on improving outcomes which would feed in to the next TEF; embedding the International Strategy and regional hubs; improving graduate employment prospects via the Get Hired programme, which following its pilot had over 40 companies involved; Leeds Beckett's contribution to the Leeds City Region Economic Plan and further developing the estates master plan and building on the new brand identity.

### **Report from the Students' Union**

009.2018.ACB a) The Board received an update report from the President and Vice President (Education) of the Students' Union (paper reference ACB-2018-004). It was reported that key academic objectives for the year included a hidden fees campaign which aimed to increase transparency prior to students arriving at university. Feedback from 170 students had been received to date, and this would be used to identify areas of focus for the campaign.

b) Working with the Vice President (Equality & Diversity), the Vice President (Education) also aimed to address the BAME attainment gap at Leeds Beckett and to ensure better representation. 14 applications had been received to date for the BAME Ambassador scheme, and the Students' Union had hosted a panel discussion on 23 October which a number of Deans had attended. The Vice President thanks those Deans on behalf of the Students' Union for doing so.

c) By-elections had been held for the Student Council in October, with just one vacancy for a School Representative in the Carnegie School of Education remaining. The Students' Union were pleased with this outcome and hoped to

have an increased level of engagement from the Student Council in 2018/19. Course representatives had increased to 863 and training was being rolled out, including via an online module.

- d) The first School Forum meetings of the academic year would be held the week commencing 19 November. The number of meetings per year had been reduced from five to three, with the aim of allowing more lead time in between meetings to complete actions agreed in response to issues raised in the meetings. The Deputy Vice Chancellor (Academic) proposed that progress reports based on School Forum action plans be reported to the Academic Quality & Standards Committee.
- e) The Students' Union was keen for School Forum meetings to be included on academic timetables, as a way of increasing engagement, and the feasibility of separate postgraduate forums in each school was being considered. Staff engagement would also be important, such as inviting reps to come and speak at welcome meetings, and emphasising the importance of the Students' Union to new students.

010.2018.ACB In response to questions from members, the President **noted** that new students were often unaware that they were members of the Students' Union and by extension the National Union of Students (NUS) when they joined Leeds Beckett. One of the officers' KPIs for 2018/19 was related to rising awareness with students of how they could engage with the Union and the NUS, and the services both of these provided.

## Recruitment and Enrolment

011.2018.ACB The Board received a report from the Deputy Vice Chancellor (Corporate Communications) providing an update on recruitment and enrolment as at 25 October 2018 (paper reference ACB-2018-005).

*Secretary's note: minute 012.2017.ACB is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

## Conferral of Emeritus Professors and Visiting Titles

013.2018.ACB a) The Board received a report from the Vice Chancellor on the conferral of Visiting Titles during the most recent promotions round (paper reference ACB-2018-006). It was **reported** that under the new process, nominations to appoint an Emeritus or Visiting Title were considered on an annual basis by the Academic Promotions Board as part of the promotions round, with titles awarded reported to the next meeting of Academic Board.

b) The conferral of the following Visiting Academic titles were noted:

- i. Visiting Professor  
Professor Andre Keet (Carnegie School of Education);  
Dr Anderson Franklin (Carnegie School of Education);  
Professor Voker Schöffl (School of Clinical and Applied Sciences);

- ii. Visiting Professor – extension of appointment  
Dr Adrian Mellor (Carnegie School of Sport), 1 year extension;  
Mr Gary Shuckford (Leeds Sustainability Institute), 3 year extension; and  
Dr Peter Skipworth (Leeds Sustainability Institute), 3 year extension
- iii. Visiting Fellow  
Dr Ben Carrington (Carnegie School of Sport);  
Mr Simon Thomson (Centre for Learning & Teaching);  
Dr Johanna Fawkes (Leeds Business School);  
Mrs Caroline Coles (Leeds Law School); and  
Dr David Lowe (Leeds Law School)
- iv. Visiting Fellow – extension of appointment  
Dr Paul Marchant (Research & Enterprise Services), 1 year extension

### **Recommendations for conferment of Honorary Awards**

014.2018.ACB The Board received a report from the University Registrar which set out the recommendations from the Honorary Awards Committee for the conferral of honorary awards on four distinguished individuals (paper reference ACB-2018-007). Academic Board were invited to approve the proposals.

015.2018.ACB The Academic Board **approved** the conferral of the honorary awards recommended by the Honorary Awards Committee.

### **Part C: Quality and Student Matters**

#### **Annual Academic Assurance Report**

- 016.2018.ACB a) The Academic Board received the Annual Academic Assurance Report from the University Registrar (paper reference ACB-2018-008), which set out an annual summary of evidence and data for outcomes for 2017/18, relating to on-campus and collaborative provision.
- b) The report was intended to provide Academic Board with assurance of the appropriateness of academic standards and academic quality of students' higher education and experience and the steps taken for further improvement. Additionally, it aligned with the update given by the Vice Chancellor and the Deputy Vice Chancellor (Academic) on the KPIs for Student Satisfaction (Overall) and Student Progression.

- 017.2018.ACB Academic Board considered the evidence in the Annual Academic Assurance Report recommended to it by Academic Quality & Standards Committee and was satisfied that:
- i. The University's quality assurance framework and processes were effective;

- ii. The management of academic quality and standards for taught provision was sound;
- iii. The University was responding to any issues or concerns arising from the outcomes of its processes, or from the analysis of associated data, with action plans in place for the continuous improvement of the student academic experience and outcomes; and that
- iv. The evidence presented supported continued alignment with Office for Students' conditions of registration and the University continued to meet the expectations of Office for Students and the standards of Part 1 of the European Standards and Guidelines (2015).

018.2018.ACB The Academic Board **recommended** the Annual Academic Assurance Report for submission to the Board of Governors on 23 November 2018.

### Strategic Plan KPI Update

*Secretary's note: this item was discussed as part of the Vice Chancellor's report (minutes 006 to 008.2018.ACB refer)*

### Policy for Academic Assurance and Enhancement

- 019.2018.ACB a) The Board received a report from the University Registrar providing an overview of proposed updates to the Policy for Academic Assurance and Enhancement (paper reference ACB-2018-008). It was **reported** that the Policy set out how the University monitored and maintained oversight of the academic quality and standards of its higher education provision and how through evidence-informed reflective practice and continuous improvement, systematic enhancement of this provision was enabled in partnership with Leeds Beckett's students.
- b) The Policy had previously been updated in 2017, but had been reviewed again in order to take account of the changes in the external regulatory environment with the introduction of the Office for Students' conditions of registration, and the changes to Leeds Beckett's institutional branding.

020.2018.ACB The Academic Board **approved** the updates to the Policy for Academic Assurance and Enhancement.

### Part D: Research Matters

#### Annual Research & Enterprise Activity Report

- 021.2018.ACB a) The Academic Board received a report from the Director of Research & Enterprise providing an overview of activities supported by the Research and Enterprise Service in 2017/18 (paper reference ACB-2018-011).

*Secretary's note: minute 022.2018.ACB is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

## Part E: Governance Matters

### Amendments to the Standing Orders of the Academic Board and its Committees

- 023.2018.ACB The Academic Board received a report from the Secretary which set out number of proposed amendments to the Standing Orders for meetings of the Academic Board and its Committees (paper reference ACB-2018-012). These comprised, briefly;
- i. Amendments to job titles following the creation of the roles of University Secretary and University Registrar;
  - ii. Provision for members of Academic Board to send alternates to meetings and to appoint proxies to act on their behalf at meetings, with the prior authorisation of the Chair; and
  - iii. Provision for the election of an interim member of Academic Board, to cover the fixed-term leave of another member. This will be in cases where apologies have been received for all meetings in an academic year, for example in cases of research or maternity/adoption leave. This provision was proposed to ensure meetings remain quorate, and to allow for continued full representation from the relevant constituency.
- 024.2018.ACB It was **noted** that item (iii) formalised the arrangements used in the election of Dr Nicole Whitworth as an interim representative from the Academic Staff constituency, which were approved by the Vice Chancellor prior to nominations being opened.
- 025.2018.ACB The Academic Board **approved** the proposed amendments to the Standing Orders.

## Part F: Reports from Committees / Groups

### Academic Quality & Standards Committee

- 026.2018.ACB The Academic Board received a report from the Deputy Vice Chancellor (Academic) summarising the proceedings of the Academic Quality & Standards Committee held on 15 October 2018 (paper reference ACB-2018-013).

### Research & Enterprise Committee

- 027.2018.ACB The Academic Board received a report from the Deputy Vice Chancellor (Research & Enterprise) summarising the proceedings of the Research & Enterprise Committee held on 18 October 2018.

### Honorary Awards Committee

- 028.2018.ACB The Academic Board received the minutes of the Honorary Awards Committee held on 19 October 2018 from the Vice Chancellor (paper reference ACB-2018-015).

## Part G: Other Business

### Academic Board schedule of meetings & business 2018/19

029.2018.ACB The Academic Board received its schedule of meetings and business for 2018/19 (paper reference ACB-2018-016).

### Date of next meeting

030.2018.ACB The next meeting of the Board would be held at 14:00 on Wednesday 06 February 2019 on City Campus, with the room to be confirmed in due course.

### Other business

031.2018.ACB *Membership of School Academic Committees*

- a) The President and Vice President (Education) tabled a report setting out proposed amendments to the membership profiles of School Academic Committees. Briefly, this comprised formal places for:
  - i. The School Representative (also Chair of the School Forum, elected by a vote of students within the school); and
  - ii. A BAME Student Ambassador, to be nominated by the Students' Union.
- b) It was **noted** that the Terms of Reference and membership profile of School Academic Committees were subject to the approval of Academic Board, and it was confirmed that any proposed amendments, including the addition of the student representatives above, should be submitted to the subsequent meeting of Academic Board.

032.2018.ACB The Academic Board **approved** the proposals from the Students' Union.

Confirmed by the Academic Board as a correct record and signed by the Chair:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_