

**CONFIRMED MINUTES OF THE MEETING OF THE HE ACADEMIC BOARD
HELD ON WEDNESDAY 12 MARCH 2014
IN THE BOARD ROOM HARTLEPOOL**

Present

Martin Raby	Principal (Chair)
Mark Stokeld	Independent Member
Jill Fernie-Clark	Vice Principal Academic
Tricia McKenzie	Head of School of Design
Paul Braine	Academic Registrar
Jamie Macdonald	Programme Leader – Photography; HE Staff Governor
Malcolm Clements	Contextual Studies Coordinator
Paul Skelton	Head of School of Visual Arts
Amy Clark	HR Manager
Ann Kenyon	Library Manger

Also in attendance

Jackie White	Clerk to the Corporation
Simon Morris	Student Services Manager

	Action
<p><u>AB13 575</u> <u>APOLOGIES FOR ABSENCE</u> The Clerk indicated that there had been apologies from Lucy Bannister.</p>	
<p><u>AB13 576</u> <u>MINUTES OF THE PREVIOUS MEETING</u> The minutes of the meeting held on 27 November 2013 were approved as a true record with the following changes noted:</p> <p>Present Jamie McDonald – to be amended to Jamie Macdonald Trisha McKenzie – to be amended to Tricia McKenzie</p>	Clerk
<p><u>AB13 577</u> <u>MATTERS ARISING</u> Min Ref: AB13 573(ii) – The Vice Principal Academic confirmed that the Staff Development and Scholarly Activity Group had not met as the meeting had been cancelled and was rearranged for 2 April 2014. The issue would be taken forward to this meeting.</p> <p>Min Ref: AB13 574 – The Vice Principal Academic confirmed that the HE 5 year plan would be discussed in all subcommittee meetings over the next cycle of meetings.</p> <p>Min Ref: AB13 578 – It was noted that the TOR were on the agenda for approval.</p> <p>Min Ref: AB13 569 – it was noted that the TOR were on the agenda for approval.</p>	

	Action
<p><u>AB13 578 CHAIRS ACTION ITEMS</u> There were no items that required Chair's action from the last meeting.</p>	
<p><u>AB13 579 PRINCIPAL'S ITEMS</u> The Principal advised members that a new programme leader for fine art had been appointed. He should be able to attend the validation meeting later this month. Jonathan Chapman had previously been programme leader at the fine art degree programme at Northampton University and was relocating back to the North East.</p> <p>The Quality Assurance Agency had updated its Degree Awarding Powers handbook last month.</p> <p>A TDAP session had been organised for Corporation Board members before the next meeting. Members of the Committee were asked if they would be interested in a session before the next HE Academic Board meeting and members felt this would be useful.</p> <p>Finally the Principal advised members that the HEFCE Grant letter had been delayed and the College was still waiting to hear the outcome to understand the impact.</p>	
<p><u>AB13 580 MATTERS RAISED BY MEMBERS THAT FALL WITHIN THE TERMS OF REFERENCE</u> Paul Skelton discussed that he thought it would be useful to do a briefing session on the Higher Education Review for all staff. The Principal and Vice Principal Academic agreed that this would be beneficial.</p> <p>There were no further matters raised by members.</p>	
<p><u>AB13 581 TERMS OF REFERENCE QUALITY AND ACADEMIC STANDARDS SUB COMMITTEE</u> The Vice Principal Academic spoke to the previously circulated paper and highlighted the changes made to the Terms of Reference.</p> <p>The Committee APPROVED the TOR.</p>	
<p><u>AB13 582 TERMS OF REFERENCE ACADEMIC PLANNING SUB COMMITTEE</u> The Vice Principal Academic spoke to the previously circulated paper and highlighted the changes made to the Terms of Reference.</p> <p>The Committee APPROVED the TOR.</p>	
<p><u>AB13 583 HE STRATEGY UPDATE</u> The Vice Principal Academic spoke to the previously circulated report providing an update on the HE strategy and reorganisation</p>	

Action

of the HE Academic Infrastructure. Members noted that a lot of issues had been identified as impacting upon the academic staff which had been raised in a variety of arena (validation events; visits by and to staff at Bournemouth; one to one discussions; staff briefings and team meetings etc.). As a result of the issues a number of actions had been identified. In discussion with the Principal, Heads of School, Human Resources and Finance the Vice Principal Academic is working with colleagues to devise a cost effective structure for the delivery and growth of the HE provision.

There was a lengthy debate on the use of technician demonstrator roles within the College, which identified that there is a lot of potential for technical demonstrators but it depends upon the programme they are linked to. It was agreed by members that it would be good to define the technical demonstrator roles and provide additional skills training sessions to students.

Members confirmed that this would be a welcome shift in terms of moving forward HE, however this approach would need handling very carefully as for some HE academics it would present as a huge challenge.

The Vice Principal Academic confirmed that she had planned a briefing session for HE Academic staff on 19 March to discuss the issues raised. Teaching Learning and assessment, scholarly activity and class sizes were some of the issues which would be discussed.

Malcolm Clements questioned how the students would react to the change. The Vice Principal Academic confirmed that new students would automatically fit into this model and that she would discuss the new arrangements with existing students.

Mark Stokeld questioned whether the change could be undertaken without any additional cost. The Vice Principal Academic confirmed that things could change if staff are supportive and encouraging of the change but student numbers are key. The Principal highlighted that a small number of roles would be new and therefore would represent a cost increase. The affordability of this was being assessed.

Simon Morris asked for clarity regarding the pastoral tutors and how they would work with Student Support which was offered by the Vice Principal Academic.

Paul Skelton suggested that the change is achievable and should happen, but perception by students and staff need to be considered and some issues can't be mitigated, however the benefits should be enormous.

The Principal asked members if they supported the proposals in the paper being considered. Members agreed unanimously that

the paper had the support of the Academic Board.

The Committee formally **NOTED** the update.

AB13 584 **HE APPLICATIONS UPDATE**

The Vice Principal Academic spoke to the previously circulated paper which provided members with an update in terms of HE applications. It was noted that the recent UCAS report shows that HE applications are up on last year's figures for this point in the year. This is particularly pleasing as our competitors are collectively down demonstrating an achievement for CCAD. This can be accounted for by the increased efforts of both programme teams and the marketing department in efforts made to visit external feeder Colleges and an impressive showing at the UCAS fairs in London and Manchester.

It was noted that there were three programmes that were not doing as well as they could be and the issues regarding the low applications were being investigated. Malcolm Clements questioned whether the reduction in numbers was a national trend in the programme areas and the Principal confirmed that this was not the case, it was specific to the three programmes offered by the College.

The Committee **DISCUSSED** and **NOTED** the applications update.

AB13 585 **REPORTS FROM COMMITTEES**

The following minutes were received and **NOTED** by the Committee:

Minutes of the HE Quality and Academic Standards Committee held on 29 January 2014

Minutes of the LTA Sub Committee held on 4 December 2014 and 15 January 2014

The Vice Principal Academic also provided an update in respect of the Academic Planning Committee held on 5 March 2014 and highlighted that the group had looked at the processes, cycle and validation for proposing new programmes. A proforma is being developed for HE Academic staff which will be put on the intranet.

In addition members were advised that the group will be seeking HE Academic Board approval for the development of an MA programme from September 2015.

The Committee **NOTED** the update from Committee.

AB13 586 **UPDATE FROM THE JOINT CONSULTATIVE COMMITTEE**

The Principal confirmed that the first meeting of the JCC had been held and there were a number of changes to the format of the meeting which had been identified including separating out the student and staff issues into separate parts of the meeting.

		Action
	The Committee NOTED the update.	
<u>AB13 587</u>	<u>UNCONFIRMED MINUTES FROM THE CORPORATION BOARD MEETING HELD ON 13 DECEMBER 2013</u> The Principal spoke to the previously circulated paper and highlighted the following areas: Page 3 – 3 rd para, which reflected discussions at HE Academic Board Page 6 – Min Ref GB13 1567 – members for information Page 7 – Min Ref GB13 1570 – members for information	
<u>AB13 588</u>	<u>RISK MANAGEMENT ISSUES ARISING</u> There was one item identified for inclusion on the risk register which related to implementing change in HE.	Clerk
<u>AB13 589</u>	<u>ITEMS TO HIGHLIGHT TO THE CORPORATION BOARD</u> It was agreed that the following items be highlighted to the Board: <ul style="list-style-type: none"> • HE Strategy update • Minutes from the Academic Planning Committee in relation to MA provision 	Clerk
<u>AB13 590</u>	<u>DATE AND TIME OF NEXT MEETING</u> The next meeting of the HE Academic Board is scheduled for Wednesday 25 June 2014 at 1.30pm	

Signed:

Date: