



**CONFIRMED MINUTES OF THE MEETING OF THE HE ACADEMIC BOARD
HELD ON WEDNESDAY 17 DECEMBER 2014
IN ROOM 51, HARTLEPOOL CAMPUS**

Present

Martin Raby	Principal (Chair)
Mark Stokeld	Independent Member
Jill Fernie-Clark	Vice Principal Academic
Tricia McKenzie	Head of School of Design
Paul Skelton	Head of School of Visual Arts
Jamie Macdonald	Programme Leader; HE Staff Governor
Jonathan Chapman	Programme Leader
Jane Havakin	Programme Leader
Simon Morris	Student Services Manager
Jane Hiser	Acting HR Manager
Malcolm Clements	Contextual Studies Coordinator
Jayne Hemmins	Programme Leader

Also in attendance

Jackie White	Clerk to the Corporation
Louise Fitchett	Deputy Registrar

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WELCOME AND INTRODUCTION

New members were welcomed by the Chairman to the meeting.

APOLOGIES FOR ABSENCE

The Clerk indicated that there had been apologies from Diane Fletcher, Programme Leader; Ann Kenyon, Library Manager and Paul Braine, Academic Registrar.

QUORUM

The meeting was quorate in line with the Terms of Reference, the Academic Board will be quorate so long as there are at least four members present including at least two governors.

DECLARATION OF INTEREST

A declaration of interest was raised by the Chairman on behalf of Jamie Macdonald, Programme Leader in regard to his application to become an external examiner.

AB14 001 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 25 June 2014 were agreed as an accurate record subject to the following amendments:

Min Ref AB13 593 Matters arising, Jayne Hemins to be amended to Jayne Hemmins

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Min Ref AB13 593 Matters arising, Jane Havakin, Technician / Demonstrator to be amended to Programme Leader.

Min Ref AB13 597 Research Strategy, 3rd para, last line, essential service to be amended as essentially service xxx.

Min Ref AB13 598 HE Applications Update, 7th para, 2nd line, season to be amended to Seaton.

Min Ref AB13 559 Proposals for PPM Meetings in 2014/15, 5th para, Report to be added to the sentence.

Min Ref AB13 598 HE Applications update, 4th para, 1st line, Place to be amended to place.

AB14 002 MATTERS ARISING

Min Ref: AB13 593 – The Clerk and Vice Principal Academic confirmed that a session will be held on the 19 December 2014 with members of the Corporation Board with regard to HER.

Min Ref: AB13 594 – The Clerk confirmed that the Overview report is covered under agenda item 3.5 and on the Corporation Board meeting agenda on 19 December 2014.

Min Ref: AB13 564 – The Clerk and Vice Principal Academic confirmed that the relationship issues discussed at the last meeting are now included on the corporate risk register.

There was a lengthy discussion regarding AUB and whether any progress had been made or feedback received with regard to the issues raised by the Vice Principal Academic in relation to AUB member of staff.

The Vice Principal Academic confirmed that no feedback had been received since she had contacted AUB. Worryingly CCAD had been notified by AUB that the same individual had been appointed by them as link academic link for CCAD. The Vice Principal discussed that she is disappointed that no contact had been made. The Principal asked members of the HE Academic Board what action as Chair of the Committee he should take in relation to the matter. Tricia McKenzie commented that we need to have someone from AUB with good rapport. Jamie Macdonald questioned what the effect of the individuals' behaviour has been. The Vice Principal Academic commented that one of the external panel members commented that the individual from AUB was offensive and other concerns were raised. Paul Skelton questioned whether the Vice Principal Academic thought that the individual from AUB knew what they were doing and the Vice Principal Academic discussed that she was unsure.

The Principal discussed that the issues raised concern regarding the perception AUB had of CCAD and the reputational affects of

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<p>this on the relationship. The Vice Principal Academic again commented that she was more concerned now as the issues haven't been addressed. Jonathan Chapman suggested to members that the issue should be raised again formally and members agreed. In light of this it was agreed that the Principal would write on behalf of CCAD to the Vice Chancellor of AUB and the Vice Principal Academic would raise at a meeting which had been arranged with CCAD and AUB to meet with the link academic person.</p>	Principal / VP Academic
<p><u>MEMBERS REPORT</u> The Chairman offered members the opportunity to update the HE Academic Board on issues not covered under the agenda. It was agreed to re-title the agenda item as "Members items" and the same for Principals report agenda item. The Vice Principal Academic discussed that as the College move forward the HE Academic Board will become an important decision making and discussion forum. The aim is to develop the committee for when we have TDAP and matters pertaining to that will be discussed.</p>	Clerk
<p><u>AB14 003 PRINCIPAL'S REPORT</u> The Principal discussed a number of issues with members:</p> <p>Teesside University were developing a Year 0 provision which was causing concern with FE+ colleges as it may be competition with their own transition degree programmes. He discussed that concern was raised that the University might, with a new Vice Chancellor next year, wish to see students on its own provision rather than franchised to the FE+ colleges.</p> <p>The Principal, Vice Principal Academic and Vice Principal Resources had had a discussion with Ian Welsh and Helen Keeley from QAA at the AOC Conference to talk about HER in the North East. The FE+ board meeting and the FE+ colleges are happy to participate in a session which will possibly be held on 2 February 2015.</p> <p>In terms of the new build, consultation sessions continue with one held last week and more on interior design. The Principal confirmed that there was a need to work on uniformity and improve communication with staff.</p> <p>CCAD had advertised for a student liaison officer and were interviewing tomorrow.</p> <p>At the AOC conference, there was a drive to deliver more HNC and HND provision in colleges and CCAD are considering HNC and HDN delivery at Middlesbrough in areas which do not conflict with HE provision at Hartlepool.</p> <p>Finally, Tony Shaw has been to Ireland, IADT Dun Laoghaire Institute of Art, Design and Technology, which has around 2,500</p>	

students, mainly undergraduate and Master's programme. It has taught degree awarding powers. The Principal commented that he is asking governors for permission to visit the College with possibilities for some joint working together and suggested the HE Academic Board might want to consider an institutional relationship.

AB14 004 TERMS OF REFERENCE

The Principal spoke to the previously circulated terms of reference, and commented that the following amendments be considered:

- Independent governor to be nominated by the Board
- Term of office for staff nominations be 4 years

He suggested that the HE Academic Board aim to review TOR at the end of the year and consider the need to move to a wider representation of academic staff and consider expanding it in July.

Jamie Macdonald agreed that other academic members of staff are brought into the group.

The Principal reported back to members that the Corporation Board was happy that the committee was moving in the right direction.

Tricia McKenzie raised that the Committee did not cover agenda item 8 last year and the Principal confirmed that it is an issue for Paul Braine to pick up so that we can look at it and schedule into the agenda planning.

The HE Academic Board **APPROVED** the TOR.

AB14 005 HEA FELLOWSHIP WORKSHOP AND RESEARCH SYMPOSIUM

The Vice Principal Academic discussed with members that CCAD had held a HEA Fellowship application drafting workshop, which had been facilitated by Barbara Thomas, who worked with staff intensively to begin drafting applications for Higher Education Fellowship. Members noted that some participants can apply for associate membership, others studying PGCE can achieve Fellowship. Applications now cost £300 one off fee. The Principal asked if the College were supporting the staff on applications, and HR confirmed that it is a priority and the college is supporting staff. Paul Skelton wondered what to do with the application once it is agreed and the Vice Principal Academic confirmed that staff need to apply for funding and identify two referees. It was agreed that Jane Hiser would drop an email to HE staff to make clear that there is a limited number of HEA applications and staff that are making an application should get in touch and the funding position can be clarified.

The Vice Principal Academic confirmed there is a deadline for expressing an interest and it would be useful for staff to be notified

of this. She confirmed it was really useful for staff to access the HEA website.

The Vice Principal Academic went on to discuss with members that a Research symposium had been held with 4-5 colleagues from Leeds who spoke to staff about their research and staff from CCAD reporting on their research. Good feedback had been received and this was followed up by Barbara Griffin offering support to staff embarking on research journeys. The Vice Principal Academic discussed that she is hoping to undertake another symposium towards the end of the year.

The Principal asked how the outputs of the symposium were captured, and the Vice Principal Academic confirmed it was captured on Leeds College website, and a report to the Committee as evidence for the TDAP journey.

The Committee **NOTED** the update

AB14 006

HE STUDENT ASSEMBLIES

The Vice Principal Academic spoke to the brief report contained within the minutes and members noted the issues which had been raised with the addition of an ATM machine on campus. Malcolm Clements commented that he had received feedback that students wanted feedback on dissertations before the holidays.

The Principal discussed that he is pleased with the process of the assemblies being “chaired by staff from other teams” as this has come up in the past and also that there needs to be a clear process on the feedback loop. Tricia McKenzie commented that students this year were much more involved in chairing the meetings and producing the minutes which is quite encouraging.

Malcolm Clements discussed that students have sought solutions themselves. Jonathan Chapman commented that in terms of the comments, his student group felt comfortable that they could deal with issues there and then, and that another member of staff may see problems with are not problems because they are not able to deal with them straight away. The Principal suggested that there have been comments from students that having an independent member of staff helped to raise issues. Jane Havakin mentioned that having a pre meeting with the independent member of staff to go through the minutes and add a bit of background before the meeting may be useful and Jonathan Chapman supported this and suggested quick feedback to the students and chair of the meeting.

The Vice Principal Academic confirmed that there has been large group of disgruntled students who have not had an output before and haven't had a chance to raise issues until the end of their course as they are worried that the issues would affect their marks. Jamie Macdonald suggested that the independent member of staff could be a head of school which would make it more independent. The Vice Principal Academic advised that there is also module

feedback which is anonymous feedback which needs to be taken into account.

Tricia McKenzie discussed that it is about good practice as well as important that these are raised. Tricia confirmed that it is still very staff led and that the staff need to move away and allow the students to lead it.

Jane Havakin discussed concerns regarding understanding the context of the issue and how it is difficult to address and respond to the tone and context if not present. Tricia McKenzie suggested that we pilot the approach at the next round of assemblies and feedback into the HE Quality and Standards Sub Committee. Jamie Macdonald commented that the assemblies need to be more student inclusive.

The Principal commented on student accommodation and Simon Morris confirmed that any outstanding issues have been resolved now. Students in the lower level flats were having damp issues due to the delay in drying out. Reimbursement has been given to students who have had issues such as this.

Simon commented that as we move forward there needs to be clarity around fresher's week and induction week. Induction week is course programme college led and fresher's week is about the student union induction. Jamie Macdonald commented that he has a number of wardens on his programme and their warden workload has had an impact on academic work. Simon discussed that normally we wouldn't have all the wardens on one course, and discussed that they have been really good but have gone way above their warden duties. An on call phone has now been provided to avoid this issue, students and wardens are now clear on what the role is and what the community support role from Thirteen is.

The HE Academic Board **NOTED** the HE Assemblies update.

AB14 007 **HE ENROLMENT UPDATE**

The Vice Principal Academic discussed that she believed that enrolment went well and there has been some discussion regarding facilitating student's enrolment online and asked members their thoughts on this issue.

Tricia McKenzie discussed that this could be linked to induction. Academic staff are not really involved with enrolment much. Jane Havakin and Tricia confirmed that this could be done. Simon Morris commented that enrolment is an opportunity to talk to students but this could be done another time.

The HE Academic Board **NOTED** the HE Enrolment update

AB14 008 HE STRATEGY UPDATE

Confidential report.

AB14 009 HE OVERVIEW REPORT AND QUALITY ASSURANCE ACTION PLAN

The Vice Principal Academic spoke to the previously circulated report which is the first Annual Report developed for AUB which acknowledges some of the perceived shortcomings of the provision with associated actions relating in particular to the improvement of the College's student facing systems and processes. Members noted that Higher Education at CCAD is experiencing a period of substantial change and development. Up until the end of the academic year 2013-14 change has not impacted significantly upon the delivery of undergraduate programmes. In order to move forward the College recognises the need for a high quality, niche, well resourced undergraduate provision delivered by well qualified staff who are experienced in their fields. In order for the anticipated change to be effective it will need to be well managed and incremental. This is reflected in the changes outlined in the report which impact positively upon the student experience without radical or disruptive consequences.

The Vice Principal Academic confirmed that the issues highlighted in the overview report were aligned to the HE Strategy.

She also confirmed that HE student council will be added onto page 7.

Tricia McKenzie asked if there had been any feedback from AUB on the report and the Vice Principal Academic confirmed that there hadn't been as yet.

The Vice Principal Academic discussed that AUB do not use the same system of calculation of retention, therefore she is unable to provide a comparison.

The HE Academic Board **RECOMMENDED APPROVAL** to the Corporation Board.

AB14 010 MINUTES OF THE SUB COMMITTEES

The minutes of the following sub committees were reviewed and key areas noted.

- Joint Consultative Committee 2 July 2014, 1 October 2014
- HE Academic Planning Committee 5 November 2014
- HE Staff Development and Scholarly Activity Committee 5 November 2014
- HE Learning, Teaching and assessment Committee 19 November 2014
- HE Quality and Academic Standards Committee 22 October 2014 and 26 November 2014
- Student Council Meeting

Action

Student representative interview taking place for JCC. Tricia McKenzie raised the issue of quoracy and Jane Hiser confirmed she would check the terms of reference.

The Principal discussed that he had observed from the minutes that the sub committees are approving their own terms of reference and acting out of scope. Members were reminded that the HE Academic Board is the formal Board sub committee and all other sub committees report directly to the HE Academic Board.

The HE Academic Board should be confirming any changes and if there is an approval it should come to the HE Academic Board as a recommendation from the committee. Tricia McKenzie confirmed that it has been operating and it was agreed that the Principal, Vice Principal Academic and Clerk look at the TOR for the sub committees and tidy up the governance arrangements.

Staff Development and Scholarly Activity would like to change the name to research and scholarly activity and are looking to set up two research working groups on behalf of the committee as forums for academic debate. The HE Academic Board approved this recommendation.

The LTA sub committee recommended policies and revised TOR to be considered by the HE Academic Board. The committee are setting up a working group for HE study skills.

The Principal recommended a buddying relationship with another student union, Simon Morris has contacted other Universities and all keen to work with CCAD reps.

The HE Academic Board **NOTED** the minutes of the sub committees.

AB14 011 **CONFIDENTIAL ISSUES**

It was agreed that elements relating to HE Strategy and Property were to be maintained as confidential items.

AB14 012 **UNCONFIRMED MINUTES FROM THE CORPORATION BOARD MEETING HELD ON JULY 2014**

The Principal highlighted the key issues discussed at the Corporation Board for members of the HE Academic Board particularly drawing member's attention to page 11, review of the HE Academic Board activity. He discussed that going forward there will be a need to debate structures in terms of the HE Academic Board being a committee of the Corporation Board or a Board in its own right.

The Committee **NOTED** the unconfirmed minutes of the Corporation Board.

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<p><u>AB14 013</u> <u>ITEMS TO HIGHLIGHT TO THE CORPORATION BOARD</u> It was agreed that the following items be highlighted to the Board:</p> <ul style="list-style-type: none">• Quality of debate in sub committees improving• Student assemblies in relation to learning from property issues	Clerk
<p><u>AB14 014</u> <u>DATE AND TIME OF NEXT MEETING</u> The next meeting of the HE Academic Board will be held on 18 March 2015.</p>	

Signed:

Date: