

**CONFIRMED MINUTES OF THE MEETING OF THE HE ACADEMIC BOARD
HELD ON WEDNESDAY 18 MARCH 2015
IN ROOM 51, HARTLEPOOL CAMPUS**

Present

Martin Raby	Principal (Chair)
Mark Stokeld	Independent Member
Tricia McKenzie	Head of School of Design
Paul Skelton	Head of School of Visual Arts
Jonathan Chapman	Programme Leader
Jane Havakin	Programme Leader
Simon Morris	Student Services Manager
Amy Clark	HR Manager
Jayne Hemmins	Programme Leader
Diane Fletcher	Programme Leader
Ann Kenyon	Library Manager
Paul Braine	Academic Registrar

Also in attendance

Jackie White	Clerk to the Corporation
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<p><u>WELCOME AND INTRODUCTION</u> The Chairman welcomed members to the meeting and in particular Amy Clark who had returned from maternity leave.</p> <p><u>APOLOGIES FOR ABSENCE</u> The Clerk indicated that there had been apologies from Jill Fernie-Clarke, Jamie Macdonald, and Malcolm Clements.</p> <p><u>QUORUM</u> 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.</p> <p><u>DECLARATION OF INTEREST</u> No interests were declared.</p>		
<u>AB14 015</u>	<p><u>MINUTES OF THE PREVIOUS MEETING</u> The minutes of the meeting held on 17 December 2014 were agreed as an accurate record subject to the following changes:</p> <p>Page 1, Present – Jane Hemmins, Lecturer to be replaced with Jayne Hemmins, Programme Leader</p> <p>Page 2, Min Ref AB14002, 5th para, 4th line academic person to be replaced with academic link.</p>	Clerk

Page 4, Min Ref AB14005, 2nd line, FE Fellowship to be replaced with HEA Fellowship.

Page 4, Min Ref AB14005, 3rd line Barbara x to be replaced with Barbara Thomas.

Page 5, Min Ref AB14006, 3rd para 4th line, d to be added to an then.

Page 5, Min Ref AB14006, 3rd para, 7th line, has to be replaced with have.

Page 6, Min Ref AB14006, 3rd para, 5th line, HE to be inserted before Quality and Academic to be inserted before Standards.

Page 7, Min Ref AB14008, 1st para, 9th line, remove is.

Page 7, Min Ref AB14008, 1st para, 13th line, insert in following change.

Page 8, Min Ref AB14009, 1st para, 11th line remove the.

Page 9, Min Ref AB14010, 5th para, 1st line budding to be replaced with buddying. Remove last sentence.

AB14 016 MATTERS ARISING

The Principal discussed with members that an issue had been raised by staff at JCC on the College ethos and delivery. He advised members that this issue links with the Learning, Teaching and Assessment Strategy later on the agenda and will discuss it then. He went on to comment that the level of applications to the College at the January UCAS deadline is lower than hoped for, and there is an ongoing examination of why applications are down. He noted some organisational issues regarding liaison and marketing which are being considered. However, it was noted that other issues such as programme offer and distinctiveness impact on student applications. The Principal confirmed that he has discussed the issues at breakfast meetings with some staff but discussed that if the College is to fulfil its strategic objective of growth it needs to offer a very good reason to students to come. Members noted that there is a distinctive element to the College offer which is clear on some programmes and not on others. Where the College is able to offer distinctiveness it sees higher levels of applications but where it doesn't applications are less forthcoming. The Principal sought the view of the HE Academic Board.

Tricia McKenzie commented that the College needs to offer something that is unique to stand out and the Principal commented that the Governors are considering a paper at the next Corporation Board on this issue. In addition, Tricia commented that there needs to be a market demand as well.

The Principal discussed the example of the costume programme where millinery is included in the curriculum and this isn't offered by many institutions, possibly being a factor behind an increase in applications.

Paul Skelton commented that there needs to be consideration of how the message is disseminated to prospective students and he feels that there is still not enough evidence of what we are and what we do.

The Principal commented that there is a range of other related factors, one being the issue of staff time and the ability to generate links with employers in the creative industries and links with notable former students.

The Principal questioned the HE Academic Board Members on whether they agreed with what the College management is suggesting in terms of increasing the distinctiveness of programmes.

Jonathan Chapman commented that he agreed with increasing growth but not necessarily distinctiveness. Jonathan gave an example within fine art whereby the breath of offer is more of a fit with growth than distinctiveness as this could be seen as narrow. There was discussion of the nature of distinctiveness.

The Principal discussed the ethos of the institution as an art school and that not being part of a large university was a point of difference, but wasn't necessarily sufficient to attract students to CCAD. He discussed that we need to overcome the deficit of being a small FE college in Hartlepool. The general approach has been to build on the distinctiveness of Hartlepool and an art school ethos and beyond that the distinctiveness of the offer. The College needs elements of its programmes that make students consider the College. It was discussed that students look at the course first and then the nature of the institution. The issue is what is there about the programme that could attract students, and the College needs to consider linkages between the programme offer and student recruitment.

Diane Fletcher commented that she agreed completely with seeking to identify key strengths in the curriculum offer, discussing that the issue is that the students look at what CCAD can offer in addition to this, e.g. equipment. She questioned whether the College can engage with other providers around sponsorship in terms of equipment provision.

The Principal stated that in his view the programme staff have the best understanding of how to generate the distinctiveness of the programme.

Diane Fletcher commented that the institution needs to be supportive of the way forward, providing further guidance and

advice in terms of what we can and can't request and what to do given any financial constraints.

The Principal stated that financial issues should be discussed with Heads of School and the Financial Controller. He went on to discuss that it is important to recognise that some programmes are not perceiving constraints and are outward looking, developing the distinctiveness of the programme. He suggested that the College needs all programme leaders to adopt a similar approach in enhancing the curriculum.

Jonathan Chapman commented that some students want distinctiveness and some want a generalist approach. He commented that there is a need to write the programme which picks up both of these options. The Principal stated that he understood Jonathan's concerns but that the College needed to seek a point of distinctiveness and therefore difference in its programmes. However, this needn't mean that the programmes had a narrow focus.

Mark Stokeld commented that we are trying to move the College from a small institution to a more outgoing and assertive College ensuring we feel positive and better about ourselves and have a flexible outlook which may develop the distinctiveness.

The Principal agreed that it was an area for development and therefore that the understanding and commitment of all staff was important.

Paul Skelton discussed that when we are developing programmes and going for validation, programme titles are normally selected as those which are most common across the sector. The Principal suggested that that was understandable but then the detail needed to provide an insight into the distinctive nature of the offer.

Jane Havakin suggested that there were lots of untapped possibilities within the programme areas that were worth exploring in terms of distinctiveness.

The Principal commented that the curriculum could be developed by examining the possibility of new modules which could be evaluated and which might ultimately result in the development of new programmes.

AB14 017 MEMBERS ITEMS

Tricia McKenzie discussed with members that a HER staff day was held on 11 March 2015 and went well, with positive experiences and a lot of ideas to explore for staff. An evaluation document is being developed and she is hoping to make the session an annual event.

The Principal asked if it is appropriate for HE Academic Board to consider the preparation for HER or whether it should only be

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<p>discussed in sub-committees. Paul Skelton and Tricia McKenzie confirmed that it would be appropriate for full Board consideration.</p>	
<p>Tricia confirmed that the Quality and Academic Standards Sub Committee were primarily concerned with HER and will report through to the next HE Academic Board on progress.</p>	JF-C
<p>Paul Skelton confirmed that the validation meeting for the extended study route is taking place this week and next.</p>	
<p>The HE Academic Board NOTED the update from members.</p>	
<p><u>AB14 018</u> <u>PRINCIPAL'S ITEMS</u></p>	
<p>The Principal discussed with members that the FE+ colleges had expressed concerns regarding HE level 3 provision which was currently being explored at Teesside University. He advised members to be aware that the environment is increasingly competitive. He discussed that the College ethos is about delivering quality programmes and therefore it is important that we accept students who can achieve a degree. It was agreed that some scoping work around a FE foundation level course was required to see what alignment could be established. Tricia McKenzie and Paul Skelton agreed to have discussion with FE foundation level programme leader.</p>	TMcK, PS
<p>The Principal commented that the HE Academic Board may meet once per semester rather than term. He discussed that research into the implications of this. Paul Braine was asked to produce a paper on the issues to consider at the next meeting.</p>	PB
<p>Members noted that there isn't an ethics committee and if staff wish to undertake research projects and at the moment there isn't a route for ethical approval. The Research and Scholarly Activity Committee were asked consider this.</p>	JF-C
<p>The HE Academic Board NOTED the Principal's items update.</p>	
<p><u>AB14 019</u> <u>HE LEARNING, TEACHING AND ASSESSMENT STRATEGY</u></p>	
<p>Tricia McKenzie spoke to the previously circulated paper and highlighted that the Learning, Teaching & Assessment (LT&A) Strategy has been developed for 2014/17. It was agreed that the issues raised at the HER day should be included in a future revision. It was noted that the Strategy aligned to the 5 core areas of the College Strategic Plan, in particular the objective of growth.</p>	TMcK
<p>Members noted that the LT&A Strategy was a concise document and that operational plans will sit below it.</p>	
<p>The Principal commented that in terms of the evaluation paragraph, Operations & Leadership Team (OLT) is now being replaced with an extended Principalship meeting so this needs to be reflected in the strategy. It was noted that it would be useful to number the aims</p>	

and to include distinctiveness in the 'Excellence in Teaching Learning and Assessment' section on page 6.

The HE Academic Board APPROVED the Strategy subject to the suggested amendments and the inclusion of minor changes following consideration of the HER feedback

AB14 020 **APPROVAL OF POLICIES**

Paul Braine gave a verbal update on behalf of the Vice Principal Academic in relation to policies and procedures. Over the last 12-18 months a considerable amount of work has been undertaken to review policies and procedures within the College. For HE Academic Board a number of policies will need considering this is due to the validating partner change and increase emphasis on HE development.

Paul Braine tabled the list of policies relevant for the HE Academic Board, proposing that the policies are made available to members and any issues following circulation should be brought to Paul's attention.

Members noted that policies have been reviewed at OLT, Principalship, and appropriate Committee meetings and Paul is confident that those listed have had full scrutiny.

Members noted that the Support Worker Policy and Students Recording Taught Sessions Procedure have not had been considered at the Committee and these go to LTA Committee and next HE Academic Board. It was agreed to email a link to the policies for review.

JF-C

In relation to the Criminal Conviction Policy there was an issue raised regarding this policy and it was agreed that Paul and Simon Morris would meet to discuss this.

PB,SM

The HE Academic Board NOTED the update with regard to Policies.

AB14 021 **HE DEVELOPMENT UNDERPINNING THEMES**

Paul Skelton gave a verbal update and tabled a document in relation to HE development underpinning themes. Members noted that this linked to the strategic aims and how the College is developing. Paul Skelton suggested the list is used as a check list in terms of confirming that we are ensuring that all of these activities and areas are enabling the College to fulfil its HE development aims.

Tricia McKenzie suggested that distinctiveness should be added to curriculum development.

The Principal suggested that the point on students becoming employable should be further up the list to reflect greater priority for this issue.

Jonathan Chapman mentioned that further learning should also be included and linked to the employability point.

It was agreed that the two Heads of School review the list and consider the issues raised.

The HE Academic Board NOTED the HE Development underpinning themes.

TMcK,
PS

AB14 022 MINUTES OF THE SUB COMMITTEES

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

- Joint Consultative Committee UNCONFIRMED minutes of 4 March 2015
- HE Academic Planning Committee UNCONFIRMED minutes of 18 March 2015
- HE Research & Scholarly Activity Committee UNCONFIRMED minutes of 4 February 2015
- HE Learning, Teaching and Assessment Committee minutes of 11 February 2015
- HE Quality and Academic Standards Committee of 25 February 2015
- Student Council Meeting of 19 February 2015.

AB14 023 CONFIRMED MINUTES FROM THE CORPORATION BOARD MEETING HELD ON 19 DECEMBER 2015

The Principal highlighted the key issues discussed at the Corporation Board for members of the HE Academic Board particularly drawing member's attention to:

- Principal Report – AUB update
- HE Strategy - TDAP

AB14 024 CONFIDENTIAL ISSUES

It was agreed that discussion with AUB were to be maintained as confidential items.

AB14 025 ITEMS TO HIGHLIGHT TO THE CORPORATION BOARD

It was agreed that the following items be highlighted to the Board:

- Discussion on distinctiveness given under Matters arising
- Bursary discussion within the HE Student Council meeting

AB14 026 REVIEW OF MEETING CONDUCT AND IDENTIFICATION OF ITEMS FOR INCLUSION IN THE RISK REGISTER

It was discussed that Risk Management, Health and Safety and Equality and Diversity items need to be included on the agenda in future. There was a useful debate on distinctiveness and members felt it was appropriate to have had this discussion.

JW

Action

Issues and flow through of committee information was considered. This needs to be included in the TOR for the committees in the next cycle of business. The role of student and preparation of students on the committees needs to be addressed.

JW,
JF-C

AB14 027 AOB

There were no items of any other business.

AB14 028 DATE AND TIME OF NEXT MEETING

The next meeting of the HE Academic Board will be held on 24 June 2015.

Signed:

Date: