1. **Apologies for absence**
   Apologies were accepted from: Gill Butler, Ed Christian, CeeCee Douglas and Jane Evans.

2. **Governors’ Report**
   AB/2/12/1
   The Academic Board noted the summary of business conducted at the special meeting of the Board of Governors on 15 February 2012, the Audit Committee and the Strategy & Resources Committee.

3. **Calendar of forthcoming meetings**
   AB/2/12/2
   The Academic Board noted the schedule of meetings to June 2013.

4. **Memoranda of Agreement**
   There were no new Memoranda for presentation.

5. **Strategy, Risk and Projects Group**
   The Academic Board received the Notes of the two recent meetings of StRAP:
   22 November 2011 - AB/2/12/4.1
   7 February 2012 - AB/2/12/4.2 (unconfirmed)

6. **Research Committee**
   AB/2/12/C1
   The Academic Board received and noted the Minutes of the Research Committee meeting on 23 November 2011.

7. **Academic Standards Committee**
   7.1 Minutes of 14 December 2011
   AB/2/12/C2
   The Academic Board received and noted the Minutes of the Academic Standards Committee meeting held on 14 December 2011.

   7.2 **Minor Changes**
   AB/2/12/5
   The Academic Board received and approved the recommendations for approval of the following programme changes:
7.3 **Minor Changes**

The Academic Board received and approved the recommendations for approval from the Academic Standards Committee of 8 February 2012, to the following programme changes:

- Postgraduate Certificate in Learning and Teaching in Higher Education – to include an additional Level 7 module, *Developing Digital Literacy*
- Foundation Degree in Teaching and Learning Support – to include an additional Level 4 module, *Developing Digital Literacy*
- BA (Hons) Sports Coaching and Physical Education – to replace the Level 5 module, *Adventure Sports Coaching*, with *The Reflective Coach*
- BA (Hons) Early Childhood Studies with Practitioner Options – to amend the assessment for the Level 5 module, *Play and Creativity*; to amend the learning outcomes and assessment for the Level 5 module, *Practitioner Options*
- BA (Hons) Theology and Religion – to replace the Level 5 module, *Themes in Systematic Theology*, with *Themes in Twentieth and Twenty-First-Century Theology*
- BA (Hons) Performing Arts – to introduce the new Level 5 module, *Visual and Technical Arts*
10. Minutes of previous meeting

The Academic Board approved the Minutes of the meeting held on 7 December 2011, which were signed as an accurate record.

11. Matters Arising

11.1 Item 11.1 - Prospectus 2013

The Academic Board members had been asked to verify the list of programmes to be included in the 2013 Prospectus at the December meeting to ensure this important publication captured the breadth of the University’s portfolio. The Board received an extract from the 2013 Prospectus for formal note. Any new programmes going through approval would be publicised through Marketing in line with the planned entry point.

11.2 Item 12 – Quality Assurance Agency

The Academic Board formally noted the University’s Self-Evaluation Document (SED) and the Student Written Submission (SWs) were uploaded to the Quality Assurance Agency’s system on the due date, 19 December 2011. The SED is available on the Portia group for Academic Board and was circulated to Board members with the agenda and papers for the special meeting on 16 February 2012, for reference purposes.

12. Academic Board Special meeting

The Academic Board approved the Minutes of the Board’s special meeting on 16 February 2012, which were signed as an accurate record.

13. Student Recruitment

The Board received the paper prepared by the Deputy Vice-Chancellor (Academic) (DVC (A)) setting out how the target intake for 2012 had been calculated. The Higher Education Funding Council for England (HEFCE) allocated a Student Number Control (SNC) to each institution for students registered on HEFCE-funded programmes.

For 2011 entry, the SNC was 1313. The Chair took members through the adjustments to the SNC to arrive at the new figure for 2012-entry of 1,117. This included HEFCE’s top slice of places to create a new pool of 20,000 fte for FE Colleges and private providers; institutions with an average tuition fee of £7,500 or less were eligible to bid for additional student numbers (ASNs). As the ASN bids to HEFCE were in the region of 36,000, the University had been awarded a pro rata allocation of 148. Following the appeal process to HEFCE, the Funding Council had awarded Chichester an extra six places, bringing the total to 1,117.

For Training and Development Agency (TDA) funded programmes, the University had been allocated an extra 20 places since the report had been circulated. This brought the total TDA numbers for 2012 to 419.

Applicants achieving grades AAB at ‘A’ level or above or a comparable qualification, such as DDD at BTEC Diploma, would no longer count as part of the SNC. Chichester had traditionally recruited close to 200 such applicants and 190 places had been removed from the 2011 SNC for this category. The Vice-Chancellor reminded the Board of the importance of retaining or exceeding this number of AAB+ equivalent students. Mr Hall reported that Admissions now automatically alerted Music of applicants predicted to achieve AAB+ so that the department could keep in contact with them through the remainder of the recruitment cycle.
In summary, the target intake would be 1,520, including the HEFCE SNC of 1,315, TDA places and AAB+.

The DVC (A) described the process that the Academic Management Team (AMT) adopted in monitoring the recruitment data. The targets set out would remain fluid to ensure the institutional threshold was achieved. This may result in departments falling short of exceeding their target. Resources would be reviewed and adjusted to reflect all years numbers. If the University was 5pc below the SNC, these places would be lost for future years and could only be regained through a successful ASN bid.

Members updated the Board on recruitment within their respective departments:
- **Education** – numbers remained fairly buoyant for UG and PG programmes except for Secondary Science and Modern Foreign Languages. The PGCE Secondary Science, unlike all other secondary subjects, does not attract a bursary of any description and this was having a negative effect on application levels.
- **Music** – applications remained positive with some well qualified candidates. Mr Hall added the recent progress report gave an impression that Admissions tutors must avoid over-recruitment. Whilst this was true, under-recruitment remained the greater risk for the 2012-entry. The Vice-Chancellor confirmed that the AMT would be monitoring across all departments and tutors should consider carefully before they rejected any applicant whom the University would accept through Clearing.
- **Dance** – recruitment was challenging as applicants were either strong academically or in performance and they needed a combination to receive an offer.
- **Sports Science** – the Taster Days had been well received and the challenge was now to maintain contact.
- **Sport Development and Management** – a recent Taster Day had been interrupted by another group and this had had a particularly negative effect on the small number of potential applicants who attended. Mr Mason confirmed that arrangements were in hand to ensure this was not repeated.

The Director of Marketing, Communications & Access (DMCA) explained the range of activities to engage with applicants before and after their examinations and particularly any who had deferred submitting an application. Departments were encouraged to work with the new Marketing Officer (Student Recruitment) who had recently been appointed to support them.


Academic Board members formally noted the programme for the visit by the Institutional Review Team between 5 and 9 March 2012. The Vice-Chancellor was pleased to table the initial findings letter received on 13 March (some ten days earlier than expected). This letter indicated the “draft report will confirm that:

- The academic standards of the institution’s awards meet UK expectations for threshold standards
- The quality of student learning opportunities meets UK expectations
- The enhancement of student learning opportunities meets UK expectations”

Professor Behagg referred to the examples of good practice and the recommendations included in the letter. The text of these may change during the drafting of the formal report and the University would have an opportunity to discuss this and correct any inaccuracies at a later date.

On behalf of the Board and all colleagues, the Vice-Chancellor congratulated the DVC (A), Mr Mason (Institutional Facilitator) and Mr Beade (Lead Student Representative) for their organisation of this important visit. The achievement of the threshold standards provided a platform to proceed to the next stage and begin to assemble the University’s application for Research Degree Awarding Powers. Professor Behagg added his thanks to all colleagues.
from academic departments, professional services and the caterers and commended the Students’ Union for their huge contribution to the process.

15. **National Student Survey**  
AB/2/12/12

The Board received the DVC (A)’s commentary on the activities undertaken to address comments made during the 2011 National Student Survey (NSS). Dr Gilroy particularly welcomed the responses from the Professional Services and hoped that current students were benefiting from these.

One of the issues raised related to the lack of student accommodation. The Deputy Vice-Chancellor described the three schemes underway to add almost 200 extra rooms for 2012 and another 88 for 2013. The Board of Governors was examining longer term schemes to create up to 500 extra rooms but this would require very careful financial and management planning. If achieved, this could provide sufficient residences for all first year students who wanted University-managed accommodation; the current 20 mile exclusion zone would, however, have to remain in place for the foreseeable future.

The Academic Board noted that the number of final year students completing the NSS was being monitored by the Head of Planning. Mr Lumley was liaising with the Students’ Union and the Board was grateful to the Acting President for her promotion of the Survey through talking to students in lectures. The SU had mounted a poster campaign and were using Twitter to reach as many students as possible.

AB/2/12/13

In accordance with the accreditation agreement with the University of Southampton for the award of research degrees, the University was required to submit an annual Postgraduate Research Enhancement Review and Action Plan (PRERAP) and the Board was invited to consider the document for approval.

Dr Dixon confirmed that the PRERAP document had been subject to a significant number of minor amendments following discussion at the Academic Board’s Research Committee. It was agreed that in future years, the Committee would receive an annotated copy of the draft PRERAP to identify members’ amendments so that any final anomalies could be resolved. To avoid any delay and in parallel, a copy without tracked changes, would be circulated to the Academic Board for discussion and approval.

The Academic Board authorised the Vice-Chancellor to sign the PRERAP for submission to the University of Southampton.

17. **Otter Gallery Annual Report 2011**  
AB/2/12/14

The Vice-Chancellor chaired the Art Gallery & Collections Committee which comprised the Deputy Vice-Chancellor (Academic), the Gallery’s Honorary Curator, the Head of Library Services and the Gallery Officer as well as external representatives from the Bishop Otter Trust and Pallant House Gallery. The Committee had met on 12 December 2011 and the Honorary Curator’s Annual Report was forwarded to the Academic Board for information.

The Vice-Chancellor took the opportunity to encourage academic departments to work with the Gallery Team which was keen to maximise the benefit of the Otter Collection and visiting exhibitions. The role of Ms Norgate as Poet-in-residence was an excellent example of how this could be effective. Dr Chubb also commended the way in which exhibitions were organised as this enabled students to participate in the planning and execution.
18. **Dates of future meetings**
   Wednesday 2 May 2012 at 5.00 pm in H.144, BOC – Annual Joint Governors and Academic Board
   Wednesday 9 May 2012 at 3.00 pm in Room G4, St Michael’s BRC
   Wednesday 13 June 2012, at 3.00 pm in Room H.149, BOC

19. **Honorary Awards 2012**
   AB/2/12/R1

   The University’s Graduation would be held on 5 and 6 October 2012 over seven ceremonies—an increase of one ceremony over the previous year. The Chair had invited nominations for honorary awards from staff, students and Governors for consideration at the Honorary Awards Committee held on 1 March 2012.

   The Academic Board received and agreed the Committee’s recommendations for the award of one Honorary Master of Arts, one Honorary Master of Arts (Education) and one Honorary Fellow. The recommendations would now be presented to the Board of Governors for endorsement. Subject to Governors’ agreement, the Vice-Chancellor would write to the three nominees to ascertain whether they would be willing to accept the award and receive it at the October ceremony. Until this process was complete, Board members were reminded that the nominations must remain confidential.

   Approved: 9 May 2012
   IJC