	relation to balancing these demands as both students and/or employers/employees and/or carers.	
Noted:	That a common theme was communication between the University and part-time students, including the unhelpful volume of irrelevant emails received.	
Noted:	That a small Task and Finish group be set up to collect practical examples of irrelevant email communication and to then consider how to engage with part-time students more effectively. This is likely to assist with communication with all students. In addition to Mr Hammond, Mr Crook and/or Mrs Hogan, Ms Hayhurst, Mrs Harper, Ms Green and Mr Reid are to be invited to participate.	AMH/ FH/ MJC/ HH/ RH/LH/ JG/ MR
Noted:	That the PTES 2016/17 survey will provide a further opportunity to gauge part-satisfaction with their experience.	

Noted: The review will attempt to work proportionally to reduce the burden of over-assessment for staff and students within level 5 and 6 modules particularly those modules where students are under-achieving. SB/LA

4208 Research and Knowledge Transfer Strategy: monitoring and evaluation of 2015/16 activities for note and discussion

Received: A paper to summarise the research and knowledge exchange activity in 2016.

Noted: That there has been substantial breadth in research and knowledge transfer activity.

Noted: That the Research Excellence Framework (REF) assessment occurs every five

Noted:	That consideration could be given to the creation of a Working Group to look at student success and progression. Alternatively, consideration of these aspects, may be more explicitly reflected in the terms of reference for Academic Board and its sub-committees when these are revised.	AMH
Noted:	That the University will be monitoring the success and progression of students with various characteristics that are deemed to be disadvantaged or under-	

Noted: That the application with Aston University for funding from the Marches Local Enterprise Partnership has been successful. This will help fund the management of the Agri-tech Centre. This reinforces investment sourced from the Government.

Noted: That the Government may announce further local developments in the Agri-tech sector shortly.

Noted: The first apprenticeship programme delivered at the University is likely to be the BSc (Hons) Rural Enterprise and Land Management Degree programme.

Noted: That the University should be able to draw down from the Apprenticeship Levy fund when the Higher Education Academic Apprenticeship level 7 apprenticeship scheme is approved by Government; the University has several academic staff undertaking the Postgraduate Certificate in Teaching and Learning which is likely to be incorporated into the apprenticeship framework.

Noted: That the University is ranked seventh in England for the number of teaching staff with teaching qualifications or HEA accreditation.

Noted: Thanks to Dr Baxter for her report.

4214 Update on Risk Analysis and Action Plan

Received: A paper to provide an update on work associated with the key risk areas identified

review by Academic Board.

Noted: That the local Neighbourhood Plan has finished the Consultation stage

Noted: , due, in part, to the work of Mr H

Noted: That where students encounter health and safety issues on Placement, the liability is generally with the Employer. Notwithstanding the legal position, the University has a moral duty to support students in their preparation for placement, in all regards, and this risk is assigned to Professor Mills.

4215 Review of complaints and appeals 2015/16: for note and discussion

Received: The annual report which reviews student appeals and complaints in 2015/16.

Noted: That the risk associated with appeals and complaints is being actively managed.

Noted: That a small number of appeals on the grounds of material irregularities were upheld due to poorly constructed assessment instructions for students.

Noted:

Received: A paper summarising new course developments from the Programme Approvals Committee (PAC) meeting held on 26th July 2016.

Endorsed: The recommendation of the PAC to grant Full Development Approval for the following undergraduate programmes, for proposed delivery from October 2017:

i) MEng Mechanical Engineering
ii) MEng Automotive Engineering (Off-Highway)
iii) MEng Agricultural Engineering
iv) BEng/BEng (Hons) Mechanical Engineering
v) BEng/BEng (Hons) Automotive Engineering (Off-Highway)
vi) BEng/BEng (Hons) Agricultural Engineering
vii) BSc/BSc (Hons) Product Support Engineering (and top-up)

Endorsed: The recommendation of the PAC to grant Full Development Approval for the proposed re-validation of the following programme, for delivery from February 2017:

i) University Diploma Land and Utilities Management

Endorsed: The recommendation of the PAC to grant Full Development Approval for the proposed re-validation of the following suite of AMTRA modules, for delivery from January 2017:

i) AMTRA SQP Base
ii) AMTRA SQP Farm Animal
iii) AMTRA SQP Equine
iv) AMTRA SQP Companion Animal
v) AMTRA SQP Avian
vi) AMTRA Veterinary Nurse: Base
vii) AMTRA Veterinary Nurse: Companion Animal

Endorsed: The recommendation to approve the extension of the approval period for the suite of existing AMTRA modules, from September 2016 to February 2017, to enable the continued assessment of current candidates to take place.

Received: A paper summarising new course developments from the Programme Approvals Committee meeting held on 18th January 2017.

Endorsed: The recommendation of the PAC to grant Full Development Approval to the following postgraduate programme, developed in conjunction with Improve International and the ESVPS, for proposed delivery from May 2017:

PgC Equine Medicine

Endorsed: The recommendation of the PAC to grant Preliminary Development Approval for work to continue on the development of the following suite of undergraduate and postgraduate programmes, in conjunction with Improve International:

University Diploma in Sustainable Salmon Production
PgC Sustainable Salmon Production
University Diploma in Sustainable Trout Production
PgC Sustainable Trout Production
University Diploma in Sustainable Tilapia Production
PgC Sustainable Tilapia Production

Endorsed: The recommendation of the PAC to grant Provisional Development Approval for the proposed re-validation of the following programmes (in conjunction with Beijing Agricultural College), subject to the Course Team addressing agreed

Noted: Thanks to Mrs Barnett for collating the papers, which represented the culmination of a huge amount of work over an extended period.

4220

reference

Received: An oral report by the Vice-Chancellor, covering strategic matters of relevance to the Academic Board.

Noted: That the University has allocated some of its HEFCE institution specific funding to a project called Delivering Excellence in Learning, Teaching and Achievement (DELTA). This programme aims to enhance provision through planned work in relation to people, technology and spaces and is expected to last several years.

Noted: That the submission for the Teaching Excellence Framework,

strengthening higher education in sub-Saharan Africa. There are also other opportunities to work with AGCO.

Noted: That Askham Bryan College had appointed a new Principal, Catherine Dixon, the former Chief Executive of the Law Society. Ms Dixon joins Askham Bryan in April.

Noted: That Writtle University College is seeking a new Vice-Chancellor and an appointment is likely to be announced shortly.

Noted: -Chancellor and Chair are expected to shortly confirm their visit to the University on 30th March.

Noted: That the Vice-Chancellor had been invited to speak to the HEFCE Board in February about the work of the University and what makes it special in the sector.

4222 **Minutes of the Academic Standards Committee**

Noted: The minutes of the Academic Standards Committee meetings held on 19th October 2016 and 14th December 2016

4223 M**inutes of the Collaborative Programmes Management Committee**

Noted: