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LIVERPOOL HOPE UNIVERSITY

ACADEMIC COMMITTEE & LEARNING & TEACHING COMMITTEE

Wednesday 28th February 2018

PRESENT: Professor K Newport (Chair), Dr P Haughan (Vice-Chair), Mrs C Harvey, Mr J Johnson (student representative), Professor O Khaiyat, Professor G Mair, Professor A. Nagar, Ms M Pearson (representing Mrs S Cronin), Dr C Walsh, Mrs S Meir

Apologies: Professor I Vandewalle

Secretariat: Mr D Dykins

1. Minutes of the previous meeting

Members had received the minutes of the meeting of the Joint meeting of Academic and Learning and Teaching Committees held on 25th October 2017. These were **APPROVED** as an accurate record.

2. Matters Arising

(i) Marking Scales for Undergraduate and Postgraduate (Taught) Programmes (actum 3iii)

Dr Walsh confirmed that she had contacted all academic staff explaining the rationale and process for marking assessments, and that all staff were now using alphabetical grades.

(ii) Data Group: Data availability and timing (actum 5iii) and Access for External Examiners

The Chair queried progress on data availability, format and timing, and on access for externals. Dr Walsh said that there was still work to do in both these areas, but that progress was being made.

(iii) Fees for External Examiners (actum 5iii)

The review of fees had not yet taken place. Mr Dykins said he would include this on the Rectorate Team agenda.

Action: Mr Dykins to include Fees for External Examiners on the Rectorate Team agenda in March

(iv) Programme Proposals

Mr Dykins advised that the Curriculum Overview Group had facilitated the production of consistent overviews, but that there was still work to be done on the proposal

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process, particularly around communicating decisions so that mechanisms required for promotion of a course can be activated in a timely fashion.

Action: Mr Dykins to discuss further with Professor Vandewalle

3. Academic Curriculum

(i) New Programme Proposals

Members had received the following programme proposals:

BA Applied Social Sciences (Single): Professor Mair noted that the proposal was largely centred upon existing programmes in different departments and had concerns about duplication and overlap with existing provision, which could be an issue once launched. It was also noted that the printout of the proposal needed formatting to avoid the duplicated "BA" title and state clearly whether Single and/or Major, and proposed start date.

Action: Mr Dykins to contact Professor Lavalette for assurances around duplication and overlap with other provision; and to contact Mr Beecroft about the design of the printout

MRes Robotics Engineering: Professor Nagar explained that this would be a strategic development in order to develop the relationship with the University's partner in the Philippines, De La Salle University. Currently, the Ministry of Education in the Philippines recognised a 2-year MSc, with a taught first year and a second year of pure research. An MRes from LHU would be recognised by De La Salle as a dual award for the second year of their degree, and would not require any additional quality assurance from LHU. Professor Nagar also advised that this would help to bolster the Faculty-wide drive for a Doctoral Training Centre. Costs would be low, with a target of no more than 12 students, each supervised by staff within the department. Mrs Harvey said that there would need to be a clear distinction in the promotion of the course not to dilute MSc cohorts in this area. The Chair said that CMA scrutiny meant that the precise nature of the MRes in all promotional material was paramount.

BA Secondary Education with QTS: Ms Pearson said the planned start date would be September 2019. Professor Nagar said that this would afford excellent opportunities for teaching science subjects.

MEd (Integrated) Primary Education with QTS: The Chair advised that the fourth (Masters) year was being developed by an academic currently on maternity leave, but that the development of this element was already in the planning stages and was not required until 2019. Mrs Harvey queried whether there would be minimum numbers and how entry to the final year would be decided, as there were issues around funding. The Chair said that he would discuss this further with Mrs Harvey to ensure that such matters are resolved before the course is promoted. Dr Walsh said that she would need to review relevant regulations to ensure that they align to process the award.

Action: Professor Newport to consult with Mrs Harvey to resolve issues around minimum numbers and entry; Dr Walsh to review regulations to ensure alignment with regulations

All four proposals were **RECOMMENDED FOR APPROVAL** at Senate providing that further consultation for the BA Applied Social Sciences and MEd courses were resolved satisfactorily.

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Members had also received details on two non-credit bearing CPD courses for information: the Certificate in Church School Studies and the Hope Online Church School Governance Training Programme. The Chair also noted that the iPgC and iPGC in Teaching Practice Early Years and iPGC in Teaching Practice was still being developed. The PGC SENCo was also progressing using a part-time academic with specialist knowledge and expertise in the area; this will form the basis for the development of an MA SENCo in the near future.

(ii) Programme Withdrawals and Suspensions

It was noted that in addition to the withdrawal of BSc Biological Sciences and SKE Computer Science, PGCE Classics was also being suspended.

(iii) Curriculum Overviews

Members had received for consideration the proposed curriculum overviews for 2018/19 and 2019/20 from all three Faculties. Mrs Harvey requested that headers be included on each page of the overviews. It was noted that minor amendments were required for PGCE Classics, Drama (Schools Direct), Popular Music (drop "Studies") and LLM.

Action: Mr Dykins to format overviews with recurring headers

Action: Mr Leyland to amend the Arts & Humanities overview: for titles for Popular Music, LLM as no longer continuing provision for next year; and PGCE Drama to be amended for Schools Direct; Mrs Mair to amend the Education Overview for PGCE Classics

4. External Examiner Nominations

- (i) Members had received for consideration the following new nominations and extension of tenure/reallocation of duties:

Subject	Name	Institution	Commence	Comments
Business Management (Major and Single Hons)	Dr Andrew Peter Hird	Sheffield Hallam University	December 2017	RECOMMENDED FOR APPROVAL
Accounting and Finance	*Posi Olatubosun	University of Reading	September 2018	*RECOMMENDED FOR APPROVAL
Law – LLB and BA	Dr Jay Cullen	University of Sheffield,	May 2018	RECOMMENDED FOR APPROVAL
iPgc/iPGC Teaching Practice – General; iPGC Professional Practice – General	Mr Jim Pugh	Staffordshire University	January 2018	RECOMMENDED FOR APPROVAL
MA Education MA International Education MEd Professional Practice MA Professional Practice MA Interdisciplinary	Dr Denise Hawkes	UCL Institute of Education	March 2018	RECOMMENDED FOR APPROVAL

*Members noted the lack of external examining experience for Olatubosun and suggested that a mentor be provided to give reassurance to Senate.

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Professor Mair noted that although Dr Cullen appeared to have examining duties already at two other HEIs, there was minimal overlap with one HEI where he would shortly be coming to the end of his tenure.

Action: Professor Vandewalle to provide reassurance on mentor support for Olatubosun at Senate

Subject	Name	Nature of Request
MA Police Leadership	Professor Stuart Kirby	<i>Extension of Tenure</i>
MA Education and Interdisciplinary Studies in Education Masters Programmes including relevant strands in stand-alone CPD modules or Education Professional Practice modules.	**Dr Richard Race	<i>Reallocation of Duties</i>
BSc Electronic Engineering & MEng/BEng Electronic and Computer Engineering	Dr Nader Anani	<i>Extension of Duties</i>
BSc Combined & Single Honours Nutrition	Professor Basma Ellahi	<i>Extension of Tenure</i>
Human Biology	Dr Stephanie Dillon	<i>Reallocation of Duties and Extension of Tenure</i>

***Already approved by Chair's Action from Senate*

It was noted that although Dr Anani was proposed for reallocation of duties, this appointment was effectively an extension of his duties **and** reallocation of duties; this is currently not covered in the EXN2 form. Professor Ellahi's extension of tenure was proposed to allow for stability in Nutrition provision. As the nutrition team were currently planning for reaccreditation of the BSc Nutrition in 2019, the extension would support the planning process due to her vast knowledge. Similarly, the BSc Human Biology curriculum was being reshaped and Dr Dillon's extension would provide support and continuity while this was taking place.

All proposals to extend tenure and/or reallocate duties were **RECOMMENDED FOR APPROVAL**

- (ii) Members had received the full list of External Examiners for each Faculty. It was requested that the formatting of the lists be made consistent for future lists.

Action: Mr Dykins to create consistent format for External Examiner lists

- (iii) External Examiner Appointments held by Hope Academics at other Institutions

Members had received the full list of Hope Academics currently undertaking examining at other HEIs. Professor Mair noted that he was no longer examining at Glasgow University. Mrs Harvey queried whether more academics at the University should be encouraged to undertake external examining as part of their personal development. The Chair asked about any national developments relating to a

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proposed approved register of external examiners and provision of central (i.e. regulator delivered) training. Dr Haughan advised that she was going to a meeting at the HEA on this topic and would report back at the next meeting.

Action: Dr Haughan to report to Academic Committee on any national-level developments to regulate external examining arrangements

5. Collaborative Provision Sub-Group

(i) Collaborative Provision Sub-Group 13th February 2018

Members had received for information the minutes of the meeting held on 13th February 2018. It was noted that the University's collaborative provision was growing significantly, and that they were aware of current issues around the timing and articulation of legal agreements, though the Diocese of Manchester agreement should be signed very shortly. Dr Haughan noted that during the recent HEFCE visit, representatives had emphasised the importance of control over such agreements, as such ventures are inherently riskier than standard provision.

(ii) Update on Provision in the UAE

Members had received two documents from Professor Newport. The first gave an update of current and projected numbers at the TELLAL institute, both of which were very encouraging. Professor Newport also noted that the University's Marketing and Recruitment Team had visited GEMS for discussions on recruitment opportunities from their network of schools for students wishing to study in the UK. He said that other possible developments included a teacher recruitment service for GEMS schools, and a non-QTS PGC in Teaching Practice aimed at teachers intending to make their career overseas, not in the UK. The latter could be tied into a guaranteed two-year contract in a UAE school.

The second document presented by Professor Newport outlined two issues that require addressing for the provision in the UAE. The first is that the Professional and Postgraduate Certificates in Teaching Practice are being considered for an Arabic route, meaning the University will be assessing material in Arabic. Professor Newport said he was confident a suitable QA framework could be established which would be able to give Senate and University Council assurance that quality and standards are being maintained. The second concerned IELTS, with the suggestion that students be accepted onto the Arabic routes with a lower IELTS score than would be acceptable for the English medium routes. Further details will be supplied at the next meeting.

(iii) Collaborative Provision Register

Members had received the Register. It was agreed that the Diocese of Manchester be included on the Register.

Action: Mr Dykins to update the Register to include the Diocese of Manchester

6. Standing Sub-Committee on Assessment

(i) Standing Sub-Committee on Assessment Meetings

- 9th November 2017

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- 7th February 2018

Members had received for information the minutes of the meetings held on 9th November 2017 and 7th February 2018. From the November meeting, Dr Walsh noted the discussion around the disappointing re-presentation and August assessment results in 2016/17, to be discussed later in the meeting. She also advised that, as Ramadan would this year cover the entire exam period, Muslim students observing the fast could claim for mitigating circumstances. However, Dr Walsh advised that she would be presenting a paper to the Equality and Diversity Steering Committee on deferred or alternative assessments for such students. From the December minutes, Dr Walsh highlighted an amendment to the mid-point boundary for borderline candidates in the A grade category.

7. Registrar's Business

Members had received Dr Walsh's summary document which gave an overview of each of the items below:

- (i) Timetable of PGT Examiners' Meetings and Related Events: January to December 2018

Members had received the timetable. The date for release of PGT Reassessment Board results was recommended for amendment from Tue 11 Sep 2018 to Mon 17 Sep 2018 to reduce some of the pressure on undergraduate marking in early September. Professor Nagar confirmed that External Examiners had already been informed.

Members **RECOMMENDED FOR APPROVAL** the timetable for PGT Examiners' Meetings

- (ii) Management, Advancement and Guardianship of the University's Academic Regulations and Conventions

Members had received the rationale for the proposed restructure of SSCA, which would split and realign the committee into two groups, one operational (the Registrar's Operational Group) and the other strategic (the Registrar's Advisory Group). The rationale included terms of reference for both groups, and amendments to roles and responsibilities for the Level C coordinator, the Hope Tutors, the Assessment Coordinator, the Department Administrator and the FSSA. Creating two groups to take account of the divide would make discussion of the two different areas more efficient and effective. Mr Johnson noted that the Students' Union VP (Education) should be included on the ROG ToR.

Members **RECOMMENDED FOR APPROVAL** the restructure of SSCA and related changes to roles and responsibilities subject to the amendment of the VP (Education) on the ROG ToR.

- (iii) Summary of Amendments to University Regulations

Members had received a summary of amendments which Dr Walsh explained were required in order to reflect the changes to the University marking scales agreed by Senate in December 2017. There was no change to process. She drew members' attention to UAR7 which allowed compensation for two 15-credit components at the discretion of the exam board from an F to D grade. Other amendments included a shift

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in the mid-point from 85 to 84 to assist in borderline situations and allow for A++ and A+ grades.

Members **RECOMMENDED FOR APPROVAL** the amendments to University Regulations.

(iv) Amendments to University conventions: Indicative Assessment Descriptors

Members had received the amended levelled Indicative Assessment Criteria are for inclusion in Universal Convention and Procedure AG4 to be introduced for the next academic year. Dr Walsh said that she was aware that further input was needed, particularly on the language used in the descriptors. She had already asked FQLTs and student forums to provide feedback. She requested that members encourage other staff to review and send feedback directly to her. The Chair thanked Dr Walsh for her hard work in producing such a complicated document.

Action: Members to give feedback on the assessment criteria directly to Dr Walsh; Dr Walsh to present to Academic Committee in May in order for the final version to go to Senate in June this year

(v) Student Academic Appeals Process

Members had received the amended Academic Appeals Policy and the associated Appeals Form. Dr Walsh explained that she would like to remove the “intention to appeal” phase as it was clear that this confused many students. She also proposed amendments to refer to a mitigating circumstances panel if appropriate, rather than an FSAA panel, which would avoid duplication of workload, and other amendments to clarify the makeup of the Appeal Panel, and provide clarity on any delays over the summer period. Dr Walsh also noted the inclusion of a disclosure and confidentiality statement in line with GDPR requirements and asked that the Head of Legal Services review the document to ensure compliance. As there was no change in process, Mr Dykins confirmed that the documents did not need to be approved via the committee structure.

Action: Mr Dykins to ask the Legal Services Officer to review disclosure and confidentiality statement

(vi) Review of the August Re/Assessment Period

Members had received the Registrar’s Review of the August re/assessment period. Dr Walsh explained that results last year had been disappointing, and suggested that there were issues with access to support, as very few academics were available during the period leading up to the re/assessments. It was suggested that this year, deadlines for coursework reassessments should be moved forward to the end of July, though there were some concerns about disadvantaging those sitting for the first time in the August period.

Members **RECOMMENDED FOR APPROVAL** the proposal to move coursework reassessment to the end of July.

(vii) Dr Walsh advised that, in line with the PGCE, the International Postgraduate Certificate in [Designation] would, for 2017/8, be attached to pre-September 2017 quantitative marking schemes as marking in partner institutions had begun when the new standard scales were introduced.

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8. Faculty Boards

(i) Arts & Humanities Faculty Boards

Members had received for information the minutes of meetings held on 9th October 2017 and 6th December 2017.

(ii) Education Faculty Boards

Members had received for information the minutes of meetings held on 11th October 2017 and 6th December 2017.

(iii) Science Faculty Boards

Members had received for information the minutes of the meeting held on 6th December 2017. Professor Nagar noted that next year the Faculty of Science would deliver its first provision through the Network of Hope.

Dates for next meetings:

Academic Committee

- Wednesday 30th May 2018 at 2.15 pm