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LIVERPOOL HOPE UNIVERSITY

ACADEMIC COMMITTEE

Wednesday 30th May 2018

PRESENT: Professor K Newport (Chair), Dr P Haughan (Vice-Chair), Mrs C Harvey, Mr J Johnson (student representative), Professor O Khaiyat, Professor A. Nagar, Ms Lynn Sampson-Chappell (representing Mrs S Cronin), Dr C Walsh, Mr C Leyland, Professor I Vandewalle

Apologies: Professor G Mair

Secretariat: Mr D Dykins

1. Minutes of the previous meeting

Members had received the minutes of the meeting on 28th February 2018. These were **APPROVED** as an accurate record.

2. Terms of Reference

Members had received the current Academic Committee Terms of Reference. It was suggested that the minutes of the Registrar's Advisory Group be received by Academic Committee, plus cosmetic changes to titles.

The above ToR were **RECOMMENDED FOR APPROVAL** to Senate subject to these minor amendments.

Action: Mr Dykins to amend the draft for Senate

3. Matters Arising

Programme Withdrawals and Suspensions (actum 3ii)

Ms Sampson-Chappell advised that PGCE Classics would not now be suspended, but would be available for recruitment for 2018/19 and 2019/20 delivery.

4. Regulatory Changes to Awards

Members had received the proposed amendments to regulations. These included amendments to the BA QTS 3-year Programme which had previously been approved at Senate in December 2016, though the amendments had not been published. Members were also advised that Academic Regulations would be updated to reflect the discontinuation of SSCA and introduction of RAG and ROG. The final recommendation was that the University's standard regulations and conventions governing assessment, progression and completion of undergraduate degrees should

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apply to the Foundation Year. Some amendments would be required to UAR7 and it was requested that Chair's action be taken to allow this to be submitted to Senate.

Members **APPROVED** the changes to regulations to incorporate RAG and ROG.

Members agreed that Chair's Action be taken to allow changes to UAR7 to incorporate Foundation Years, with a view to **RECOMMENDING FOR APPROVAL** to Senate.

5. Academic Curriculum

(i) Amendments to the Curriculum

Members had received the process for describing amendments to the curriculum. It was agreed that the timeline would be removed and the chart amended to highlight consultation with students.

(ii) New Programme Proposals

Members had received a proposal for an MEd/MBA in Executive Leadership. The Chair noted that this was a development for those interested in acquiring a qualification in school leadership. Delivery would be part-time over two years. As it had potential for launching overseas, including Saudi Arabia, it was important that the University responded promptly before other HEIs attempted to develop their own programme.

It was **AGREED** that Chair's action would be taken by the Vice-Chair to avoid a conflict of interest given the Chair's involvement in the development of the programme.

The proposal was **RECOMMENDED FOR APPROVAL** at Senate.

The 60-Credit (M-Level) Block for SENCo had already been approved by Chair's Action and was received for information. The PGCert Strategic Leadership was also being received for information, awaiting the External Review Report. For the PGCert, Ms Sampson-Chappell advised that Best Practice Network were the licensed holder for the national qualification, with the University delivering academic content and assessment in collaboration with the Network. She noted the potential for other programmes within the collaboration, some beyond PGCert level, to be developed in the future.

The Chair advised that the iPgCTP Arabic Route documentation was nearly complete. Although there would be some conditions, the Chair said these would be comfortably addressed for any QAA interrogation. There were 74 students enrolled for the non-accredited programme, with approximately 400 more waiting to enrol.

Professor Vandewalle advised that the Marketing Single Honours was available with the option for Level I students to join following a generic first year.

(iii) Network of Hope Programmes in Development

It was noted that a number of new awards were being developed for the Network, including the BA English Major, the BA Four-Year Single Honours Creative and Performing Arts (with Foundation Year), BSc in IT and the BA Philosophy, Ethics and Religion Major. The Chair requested that, due to time constraints, the latter be allowed to progress to co-design by Chair's Action. Professor Vandewalle asked that further consideration be given for the title and content, given three different areas conflating into one Major.

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Other programmes under development included three programmes which were modifications of existing provision: the BA Health and Wellbeing Major; the BA History Major; and the BA Business Management Major.

Members **AGREED** for Chair's Action to be taken to allow BA Philosophy, Ethics and Religion Major to proceed to co-design.

Dr Walsh noted that Mr Glover was currently working on the progression regulations and exit award for the Foundation Year. This would be expedited via Rectorate Team as regulations were needed imminently.

(iv) Programme Withdrawals

It was noted that the UG Certificate in Pastoral Leadership (Theology) would be withdrawn for 2018/19. It was expected that the BA Media and Communication Single Honours would be withdrawn for 2019/20, though this was yet to be confirmed and may be reinstated by Chair's action. BSc Biology Major, BSc Human Biology Single Honours and Major were all withdrawn from 2018/19.

(v) Suspensions

It was noted that LLM Law, MA Human Resource Management and MA European Affairs were being suspended for 2018/19 entry.

(vi) Curriculum Overviews

Members had received for consideration the proposed curriculum overviews for 2018/19 and 2019/20 from all three Faculties. Members requested that "Studies" be removed from Popular Music and Childhood and Youth. Professor Newport noted that several MEd degrees were under discussion and care would be needed to distinguish between the different awards. There was also a need for all Network of Hope provision to be included on all overviews.

Action: Mr Dykins to arrange for the above updates

(vii) Departmental Review

Members had received the closure report from the Department of Education Studies.

(viii) Approval Confirmations

Members had received the approval confirmation for the Robotics Suite. The Chair noted that a draft proposal was currently being prepared to enable a limited number of major/minor combinations at undergraduate level.

6. 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
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MA Biblical and Pastoral Theology	Revd Dr Andrew Gregory	University of Oxford	Sept 2018	RECOMMENDED FOR APPROVAL
Professional Qualification for Middle Leaders in Church Schools	Dr Ann Casson	NICER, Canterbury Christ Church University	May 2018	RECOMMENDED FOR APPROVAL
BSc Environmental Science Biology (Major)	Professor Philip James	University of Salford	Sept 2018	RECOMMENDED FOR APPROVAL

Subject	Name	Nature of Request
BA Film & Visual Culture MA Film, Media & Society	Dr Ian Scott	<i>Reallocation of Duties</i>
BA Creative and Performing Arts; MA Performance Practice	Dr Robert Dean	<i>Reallocation of Duties</i>
BA Primary QTS	Peter Virnuls	<i>Extension of Tenure</i>
Human Biology	Dr Stephanie Dillon	<i>Reallocation of Duties and Extension of Tenure</i>

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

7. Collaborative Provision Sub-Group

(i) Collaborative Provision Sub-Group 8th May 2018

Members were advised that the minutes of the meeting held on 8th May 2018 would be circulated following the meeting¹. The Chair advised that the Group were working on improvements to ensure that processes were tightened and actions were followed up promptly.

(ii) QAA Initial Findings from Holy Cross College

Members had received the initial findings from the QAA which demonstrated confidence in key areas. There were no specific areas for improvement advised.

8. Standing Sub-Committee on Assessment

(i) Standing Sub-Committee on Assessment Meetings

- 14th March 2018
- 9th May 2018

¹ Post-meeting note: minutes were circulated shortly after the meeting.

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Members had received for information the minutes of the meetings held on 14th March 2018 and 9th May 2018. From the March meeting, Dr Walsh noted the discussion around the indicative assessment criteria and the August re/assessment period. At the May meeting, Dr Walsh highlighted a post-meeting addendum to update conventions under AG5, and to receive the draft timetable of Examiners Meetings and Related Events for September to December 2018.

Members **RECOMMENDED FOR APPROVAL** to Senate the amendments to AG5, and the timetable of Examiners Meetings and Related Events, September to December 2018.

9. Registrar's Business

(i) Revised AG4, Indicative Assessment Criteria

Members had received the indicative assessment descriptors. Dr Walsh noted the consultation had not produced the expected response.

Members **RECOMMENDED FOR APPROVAL** to Senate the amendments to AG4

(ii) August Assessment Opportunities

Members had received the Registrar's revised review of the August re/assessment period. She noted that the proposal to introduce a single overarching examination had been rejected, though generally there had been no further suggestions from staff to help improve performance in this period. Any feedback from members should be sent directly to her. Dr Walsh also highlighted the fact that all coursework grades/marks are provisional until confirmed at the Summer APABs creating a dilemma for staff on how best to advise students who may, or may not, need to resubmit following their APAB.

She noted that students found the capping of reassessed work confusing, and proposed that reassessed pieces be capped at grade E to avoid confusion. For all Undergraduate students, reassessment pieces will be capped at grade E. The block aggregate will remain capped at either the aggregate mark before reassessment, or at 40 if the aggregate is less than 40; this is current practice.

Mr Johnson said that the SU supported the change to make the capping of reassessed work but not the removal of re-presentation opportunities.

Members **RECOMMENDED FOR APPROVAL** to Senate proposal to cap reassessed pieces at grade E.

10. Faculty Boards

(i) Arts & Humanities Faculty Boards

Members had received for information the minutes of meetings held on 31st January 2018 and 2nd May 2018.

(ii) Education Faculty Boards

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Members had received for information the minutes of meetings held on 7th February 2018, 21st March 2018 and 2nd May 2018.

(iii) Science Faculty Boards

Members had received for information the minutes of the meeting held on 21st February 2018 and 25th April 2018.

11. AOB

Dr Haughan confirmed that the University had submitted its registration documents to the OfS on time, and had received confirmation of receipt.

Professor Nagar asked for details on the process for making changes to a timetable block. Professor Vandewalle said that he had met with Mrs Harvey and they agreed that clarity was needed on the implications for legacy students. Further consultation with Deans and Ms Garber was required.

Action: Professor Nagar to discuss further with Mrs Harvey

It was noted that recruiting external advisors for co-design events was proving problematic. Professor Vandewalle agreed to review the process to identify whether pay was the issue.

Action: Professor Vandewalle to review co-design recruitment

*Dates for next meetings:

Academic Committee

- Wednesday 24th October 2018 (Joint Meeting of Academic Committee and Learning & Teaching Committee) 2.15 pm
- Wednesday 27th February 2019 2.15 pm
- Wednesday 29th May 2019 2.15 pm

*Subject to confirmation at Senate on 27th June 2018