

CONFIRMED

LIVERPOOL HOPE UNIVERSITY

MEETING OF ACADEMIC COMMITTEE

Minutes of the Meeting held on 16th October 2024

PRESENT: Dr P Haughan (in the Chair), Professor D Bolt, Ms U Boote, Professor S Kelly, Ms S Murray, Dr L Owens, Dr L Palumbo, Prof N Rao, Ms V Seddon, Ms Alex Toomath, Assoc Prof K Wagner, Dr C Walsh

Invitees: Ms S Cronin (item 3v)

Secretariat: Mr D Dykins

Apologies: Assoc Prof A Ridge-Newman

1. Minutes of the previous meeting

Members had received the minutes of the Academic Committee held on 23rd May 2024 and 23rd September 2024. These were **APPROVED** as an accurate record, with the amendment that Prof Bolt was in attendance at the May meeting.

2. Matters Arising

- i) Dr Haughan noted that the University's Access and Participation Plan (APP) was successfully submitted at the beginning of October.
- ii) Inclusive COP Recommendations: Murray said the CoP had not yet met, but there had been a successful pilot of the check list and there had been training on this during L&T Day. Assoc Deans have the document to reflect further and the CoP will meet in November to review progress. She noted that the University will need to evaluate this as an outcome for inclusion in the TEF.
- iii) Update on Bellmont College: Dr Haughan advised that the College was recruiting well and students have already started, with ongoing liaison over academic content with the Business School. The QA process on applicants was a major undertaking by the University but was a necessary stage to be able to assure Senate that there is effective control of QA processes.
- iv) Action Plan for Mathematics: Members had received the Plan. Dr Walsh noted that the Plan was limited to issues raised at Academic Committee before the summer, and that these have possibly been superseded by the more far-reaching review (see item 4ii).
- v) Update on BCS Accreditation: The University is Seeking external legal advice on managing those students who may graduate without accreditation. The University will not

seek re-accreditation for the two years that have lapsed but may apply at a future date. The OfS may be updated if this is deemed a reportable event.

- vi) Feedback on appointment of Ms Hoban-McGlynn: Mr Dykins reported that the NYA accreditation requirements include that the University has a practice external examiner alongside an examiner with a relevant academic background.
- vii) GES Feedback and course evaluations: Mr Dykins is awaiting a response from Dr Clear.
- viii) Dr Haughan advised that she will be doing a full review of academic structures, assessment and the overall curriculum during the current academic year.

3. Course Approval and Review

- i) It was noted that Chair's Action to approve an additional 60-credit Foundation Year Block to be delivered as part of the BA Business Management with Foundation Year, initially at Bellmont College, had been taken.
- ii) It was noted that the Definitive Documents for the following new courses had been reviewed as the final stage in the reapproval process. Members **RECOMMENDED THE COURSES FOR APPROVAL TO SENATE.**
 - BAC Art History
 - BAC Education
 - BAC Music
 - BAC Music Production
 - BSCH Sport and Exercise Nutrition
 - BASH Primary Education (5-11) with QTS
 - MA Advanced Mentoring and Coaching
 - MA Disability and Interdisciplinary Professional Practice
 - MA Disability Studies
 - MA Early Childhood
 - MA Education
 - MA Education Leadership and Management
 - MA Socio-Cultural Disability Studies
 - MA Youth Work and Community Development
 - MSc International Business Management
 - MSc Physiotherapy (pre-registration)
 - MA Special Education Needs and Inclusion.
- iii) Withdrawals/Suspensions approved by UEB: Members had received and noted courses suspensions and withdrawals for 2024-25, which can be found in Appendix 1.
- iv) Curriculum Overview 2025-26: Members had received the Overview and also noted the courses which will be recruiting for January/February 2025 (see Appendix 1). If members note any potential errors, they should contact Mr Dykins directly outside the meeting.
- v) Apprenticeships Scheme: Members had received a proposal and an alternative template Def Document Set. Dr Haughan advised that the University had been successful in its bid to the OfS for funds for the scheme and had secured £658k to deliver degree apprenticeships. Ms Cronin, who joined for this item, has been appointed as Director and will oversee delivery and QA of the project, a key part of which will be getting on the Apprenticeship Register and ensuring policies allow this.

Ms Cronin said she was seeking approval for Degree Apprenticeship programmes to be designed and approved outside of usual University processes. Co-design events are currently being scheduled, a key part of which will be the employers who will be providing placements for these students. Already there is a good spread of employers who supported the bid plus others who may be involved at a later stage. The process needs to be accomplished as quickly and robustly as possible for marketing in time for September 2025 cohorts.

Members **RECOMMENDED FOR APPROVAL TO SENATE** for Degree Apprenticeship programmes to be designed and validated outside of the normal University process.

Accreditations are being looked at, with, for example Social Work England and the National Youth Agency attending co-design. However, not all courses involved have to be accredited. The events may involve adapting existing courses. Differing requirements.

Each Associate Dean for External Engagement is devoting a 0.2 member of staff to the project; there is funding for training and PLD and the project is also using consultants who are supporting the team.

4. Learning, Teaching and Assessment

- i) School External Examiner Reports (and Responses): Members had received some reports. Not all were available, and it became apparent from those that were that the current template required amending with guidance on how to complete. It was **AGREED** that those which are missing will be sent to Mr Dykins so that Ms Boote can go through these and highlight matters for consideration for the December meeting of Academic Committee.

Action: Mr Dykins to contact Heads of Schools for missing Reports and Responses

Of those that were received, there were certain themes which emerged. These include: consistency in marking and feedback; issues with rubric which can make it difficult for some criteria to be achieved; providing 3 - 5 comments for each assessment; Moodle and student view being difficult to navigate for students, including GradeMark; and use of AI and the impact on tools of assessment. Ms Murray proposed a Moodle oversight group and AI paper for the next meeting. It was noted that Academic Standards are consistent.

Action: Ms Murray to provide a paper on AI for the next meeting

- ii) Action Plan for the School of Maths, Computer Science and Engineering: The Plan was not received but the circumstances that led to the Plan were discussed. Dr Haughan advised that previously the School had repeatedly had QA issues which culminated in a no confidence report to the Vice Chancellor. This resulted in a full review conducted by Prof Carroll-Meehan with an action plan which the Faculty are now actively pursuing. Dr Owens said teams were responsive to suggestions, particularly in Def Docs which have been returned for further work. The restructuring of the School is going well. The response to the action plan is on the Internal Audit list.
- iii) TEF Working Group update: Ms Murray said that she was in the process of identifying reps before scheduling the first meeting of the year. She had been to the TEF conference and will discuss ideas from this with Ms Toomath in relation to the student submission.

- iv) Identification of staff training and development needs: The personal tutor roles need to have a formal induction, which Ms Boote could review; digital and media training is needed for some staff; and support in making Principal Fellow applications is needed, though there are Advance HE sessions and two fellows within the University.

Action: Mr Dykins to pass on suggestions to Ms Anton

- v) Learning Spaces Group and Teaching Spaces Audit Checklist pilot: Members had received the Audit. Ms Murray said that she had chosen core issues to take forward and she will possibly do a sampling exercise each year. Creative Campus has unique issues which can be included in future selections. This will be fed back to Mr Ellison for consideration. Teething problems in the i3 building are being resolved, particularly around IT, though it was noted that there are no adjustable height tables for wheelchair users in ground floor rooms.

Action: Ms Murray to contact Mr Ellison with the result of the Audit

- vi) Report on Learning & Teaching Day: The main event was the session delivered by Dr Sam Saunders in the afternoon on generative AI including demonstrating a tool to help with curriculum design. There were also sessions to provide updates on: the curriculum review Dr Haughan is undertaking; Leganto; and previous Learning and Teaching prize winners. It was noted that Studiosity is being extended beyond the original pilot. The Learning & Teaching Project Fund bids had been disappointing and it was suggested that there could be a project around Belmont. Ms Murray said she will forward Dr Haughan more detailed information on the Day which can be forwarded to members.

5. The Student Journey

- i) Student Numbers for Term One were received for information.
- ii) Data Group Report on Student Achievement: Members had received the report, which gives an analysis and comparison for the 2023-24 academic year, with the proviso that a small number of students are not included. 'Good Degree' outcomes remain stable at 71% which is likely to be below the national award standards which will be published by HESA later in the year. As last year, there is a considerable range across Schools; those with large cohorts but low rates of 'good degrees' should be encouraged to review any barriers that might exist to student success. There is a need to understand students e.g., students from low participating neighbourhoods and those who enter with BTEC qualifications. On PGT there are small numbers with a slight decline in achievement which will be monitored. There are no particular issues around international students.

Dr Wagner suggested that in some areas, staff may not be using the full range of marking scales which could be impacting on results, but it is not clear why some staff do not give higher marks. Dr Walsh said that this would be addressed by Annual Monitoring. It was agreed that at an appropriate point in the year, assessment descriptors would be reviewed.

Action: Mr Dykins to send data reports so individual areas can be analysed

- iii) Access and Participation Plan, Summary of Submission: Members had received the summary. Both the summary and detailed documents had been successfully submitted but it remains to be seen whether the OfS will amend the Plan. There is no further action at this stage.

- iv) Summary of Student Engagement Procedure: Members had received the Summary, which is a student version of the procedure and policy which will be uploaded to the website.

Members **RECOMMENDED FOR APPROVAL TO SENATE** the Summary of Student Engagement Procedure.

6. Monitoring and Evaluation

- i) Student Protection Plan: Members had received the SPP which was **RECOMMENDED FOR APPROVAL TO SENATE**.
- ii) Student Voice: Ms Toomath gave a verbal update from the Students' Union on the student mood. She reported greater engagement between students and the SU and they were currently campaigning for representatives and trustees. There have been no major concerns highlighted by students and she will provide an update at the next meeting.
- iii) NSS 2024 Outcome and Analysis: Members had received the analysis and noted the excellent results. Associate Deans for Student Experience were working on action plans as appropriate.

Action: Sue Kelly to consider how the data could be used in promoting courses

7. Registrar

- i) Registrar's Business: Members had received the paper and regulations for the three programmes below which include recommendations for minor amendments to regulations for new intakes to align across with changes made elsewhere for UG:
- Integrated Masters Programme Regulations all cohorts including Foundation and Placement: students from October 2024: Members had received the Regulations where it is proposed that the University will: calculate overall rounded award aggregates for all students and interpret these in the context of the award rules; move away from a two-point rounded borderline, instead using a hard border at 2 percentage points from the next category but combined with a rounded overall award mark; and determine whether a student remains or raises in borderline cases by consideration of both 50% of their Level M credits and 50% of their Level H and M credits.
 - Undergraduate Awards Continuation and Completion: Students Pre-October 2024; and Undergraduate Awards Continuation and Completion: Students Post-October 24: At the discretion of the University Continuation and Award Board students at Levels C and I who are deemed to have met the learning outcomes for their Level or Subject may be allowed to continue to the next level of study with specified conditions. Dual major students at Level C who have otherwise met the criteria to continue into Level I but where their aggregate in one Subject is lower than 25 will be subject to further scrutiny.

The above amendments were **RECOMMENDED FOR APPROVAL** to Senate.

- ii) External Examiner Nominations: Members had received for consideration the following new nominations.

Subject	Name	Institution	Commence	Comments
LLB Law	Dr Bukola Faturoti	University of Hertfordshire	October 2024	APPROVED
Postgraduate Certificate in Catholic Pastoral Leadership	Dr Karen North	St Mary's University	October 2024	APPROVED
MA Social Work	Dr Michaela Rogers	The University of Sheffield	Sept 2024	APPROVED
BA Business Management with Foundation Year	Tracey McPeake	University of Bedfordshire	October 2024	APPROVED

Dr Rogers' nomination was approved on the understanding that she will not be able to collaborate with Dr Dan Allen; the School will need to assure on annual basis that the appointment is appropriate. A nomination was received from Dr Elaine Williams for BA Criminology; this was not approved at this stage but Ms Seddon and Ms Boote will discuss the appointment further with the School. The appointment of Tracey Peake was approved via Chair's Action for Business courses at Bellmont; her experience is limited so this should be reviewed in future years

Action: Ms Boote and Ms Seddon to discuss with School

The following existing external examiners were proposed and approved for an amendment to their tenure:

Subject	Name	Nature of Request
Foundation Year (Hope Park Campus)	Mr Jack Bullock	EXTENSION OF TENURE
Masters Suite of Programmes within the Faculty of Education and Social Sciences	Dr Cathal Butler	EXTENSION OF TENURE
BA Politics and International Relations Major and Single Honours MA Politics and International Relations School External Examiner	Dr Greig Charnock	EXTENSION OF TENURE
BA Marketing	Dr Mark Ojeme	REALLOCATION OF DUTIES

8. Faculty Academic Committee Minutes (including NoH)

It was **AGREED** that these will be received at the meeting in December in order for a standardised approach to content and tone to be introduced.

Action: Mr Dykins to meet with Associated Deans Student Experience

9. Partnership & Accreditations Committee

- i) Minutes of Meeting on 1st October 2024: Members had received the minutes. It was noted that Bellmont College will need particular attention throughout the year in order to ensure that each of the planned four cohorts meet LHU admissions criteria. BCS matters were also discussed, and BASRaT. The BSc Sports Rehabilitation had recently undergone an

MMAP process in relation to BASRaT accreditation, and these changes will need checking against qualifying components as what students have been informed about the content of the course.

Action: Dr Owens and Ms Boote to discuss BSc Sports Rehabilitation outside of the meeting

10. Next Meeting: 12th December 2024

Appendix

Withdrawals

The following courses are being withdrawn from September 2025

- BASH Philosophy Ethics and Religion
- BAC Theology
- BAC Religious Studies

The following courses are withdrawn from September 2024

- BASH Arts and Wellbeing

Suspensions

The following courses are suspended until October 2025

- MSc Musculoskeletal Practice
- MSc Physiotherapy

The following courses are suspended until January/February 2025

- MSc Business Sustainability
- MSc Cognition and Aesthetics
- MA Creative Music Practice
- MA Dance Professional Practice
- MA Disability and Interdisciplinary Professional Practice
- MA by Res English Literature
- MA English Literature
- MRes Green Criminology and Environmental Crime
- MA Health and Social Care
- MSc International Business Management
- MA International Criminology and Security Studies
- LLM by Res International Cyber Law and Policy
- MRes International Terrorism and Extremism
- MBA Masters in Business Administration
- LLM by Res Migration and Refugee Law
- PGCert Musculoskeletal Practice
- MA Socio-cultural Disability Studies
- MA by Res Theology, Philosophy & Religion
- MRes Transnational Crime