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LIVERPOOL HOPE UNIVERSITY

MEETING OF ACADEMIC COMMITTEE

Minutes of the Meeting held on 15th December 2021

PRESENT: Dr P Haughan (in the Chair), Professor D Bolt,
Professor S Kelly, Mr I McKenna,
Dr Namrata Rao (representing Assoc Prof Bamber), Dr K Wagner,
Professor C Wakefield, Dr C Walsh

Secretariat: Mr D Dykins

Apologies: Ms C Priestley

1. Minutes of the previous meeting

Members had received the minutes of the Academic Committee held on 20th October 2021. These were **APPROVED** as an accurate record with a minor amendment to the item on the HEAR.

2. Matters Arising

- i) Law School assessments; Dr Walsh said there was no update at the moment, but she had written to the Head of School and will be following this up.
- ii) Consistency of Feedback and CoP: It was noted that Ms Priestley is working with the Director of Library & Working Spaces on the CoP.
- iii) School/Department examiner for MCS&E, Psychology; Geography & Environmental Science; and Health & Sport Sciences: There was some confusion as to the appointment of an overall examiner in these Schools/Departments.

Action: Mr Dykins to liaise with Professor Nagar to gain clarity on School/Departmental External Examiners

- iv) Role of SAAs review: It was noted that the guidance for SAAs had been reissued, but there may be other elements that could be added to the guidance. There is a need for a wider review of the role which will be followed up in the New Year.

Action: Professor Wakefield to provide Dr Walsh with guidance on the additional information required by Level Heads

- v) Student Portfolios and Assessment: Members had received Dr Walsh's summary of current thinking in this area and noted that there was a general lack of research available. Key issues include resubmission and failing students (and at what point they fail) and with the introduction of the integrated curriculum several years ago, further inconsistencies have arisen with some varied practice. Dr Walsh had identified six models and asked that Schools/Departments consider auditing portfolios around these six structures to ensure

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that they are enhancing the student's learning journey, particularly as these are often high stakes assessments. It was noted that the online extension process does not lend itself to dealing with portfolios.

Members **APPROVED** the recommendations in the paper.

Action: Mr Dykins to send to ALT Members for consideration at the School-based Learning & Teaching Day and/or at School Academic Committees in January

- vi) The Chair noted that, between meetings, Quality Handbook 14 *Guidance on the Operation of Student Voice Committees* which was circulated to members after the last meeting, had been approved at Senate.
- vii) Members had received the CAPA ARE report for information.
- viii) *Post-Meeting note: Professor Wakefield advised that Dr Hunter, who had been proposed as external examiner for Sport & Exercise Science and Human Sciences for Sport (Applied Sport Science) had been contacted about his experience, as it was not clear whether he would need a mentor. She confirmed that he had extensive experience and provided relevant evidence so he will not need a mentor.*

3. Course Approval and Review

i) Course Approvals and Reapprovals

A number of courses were confirmed as having successfully completed the Approval/Reapproval process.

Members **RECOMMENDED FOR APPROVAL** the following courses:

- BAC Major Musical Theatre (Approval)
- BA Criminology (Reapproval)
- MSc Mathematics (Reapproval)
- BSc Mathematics (Reapproval)
- BAC/BScC Major Mathematics (Reapproval)
- MMath (Reapproval)
- BAC Major Drama (Reapproval)

The Master of Humanities (MHum) reapproval was also **RECOMMENDED FOR APPROVAL**. However, there are concerns over documentation for Integrated Masters courses.

Action: School to formalise MHum documentation in the Spring

Mr McKenna noted that the BA Hons in Business & Management at Holy Cross is being reintroduced. It was agreed that the Network of Hope (NoH) should be considered at the co-design stage of course development, and that current NoH provision would be reviewed at the next Academic Committee meeting.

Action: Mr Dykins to include the NoH curriculum at the next meeting

ii) New Course Proposals

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Members had received Course Specification proposals for the following courses for information:

- Major Digital Creativity: members suggested including market research at the co-design panel.
- BASH Creative Industries Business Management; it was suggested that, where possible, any sharing of content to assist deliver with the Major in Digital Creativity should be checked to help the viability of the course.

Action: Mr Dykins to give the above feedback to the School

- Major Human Geography: Dr Haughan said that USET had received a mapping document and were satisfied that there was enough overlap with other provision without additional resource. Members also suggested that care would be needed to ensure that this does not attract applicants away from other courses such as tourism.
- MA English Literature and Professional Writing
- Dr Haughan noted that the Course Major in Contemporary Fashion Design had also been approved in principle at USET on Monday.

Action: Mr Dykins to circulate the Course Specification for Major in Contemporary Fashion Design to members for information

Members agreed that all the above proposed courses move to the next stage of development.

The Course Specification for BA Arts and Wellbeing course will go to USET once approved at School level.

iii) Withdrawals/Suspensions for 2021-22

The Chair noted the withdrawal of the BA Applied Childhood & Youth and BA Applied Social Sciences which had been approved at USET and notified to the OfS.

4. Learning, Teaching and Assessment (LTA)

Review of LTA Strategy

Members had received the current strategy and Dr Haughan advised that, even though it had only been reviewed in 2019 there were elements that required updating. She suggested that a working party review this over the coming months with a view to discussing any recommended changes at the May L&T day to allow time for any amendments to interface with School level LTA strategies. Dr Rao and Professor Wakefield volunteered to be part of the working group.

Action: Mr Dykins to request further volunteers

5. The Student Journey

i) Progression of Foundation versus Non-Foundation students

Members had received the table and analysis for these two groups of students, which looked at progression generally from the Foundation Year up to Level H and what happens on their journey. The first Foundation students will graduate in May 2022 but the

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cohort is too small to make any assumptions. Between the two cohorts (Foundation and Non-Foundation) there is no real difference in progression. Anecdotal evidence suggests that some F students perform better in Level H.

Action: Dr Walsh to update the table when the next set of results are available

ii) Quality Handbook 11: Accreditation of Prior Certificated Learning (APCL)

Members had received QH11 for information. Dr Haughan said the only amendments were to include additional qualifications.

Members **RECOMMENDED FOR APPROVAL** QH11.

iii) Employability Strategy

Members had received the current employability strategy. Mr McKenna said the strategy was excellent but noted that the Business School Passport programme recognised the value of the work many students undertake working part-time whilst studying fulltime. There are a number of students who, through their part-time employment, have been able to get onto graduate management schemes run by larger organisations such as Tesco. The University could look at ways of getting students to recognise the value of their part-time work which could be captured in the Strategy. It was agreed that Ms Mair would consider incorporating this. It was noted that mature students are not mentioned in the Strategy and this should be considered. Dr Walsh suggested wording such as encouraging “the equality of opportunity particularly identified in APP” so there is a clear reference to the APP. Dr Haughan advised that members should contact Ms Mair directly with any suggestions.

Action: Ms Mair to review the Strategy in light of the above comments

Dr Haughan reported that the University was currently working on an award similar to SALA, but one that would include a scholarship. The award would offer practical experiences as part of individual student development.

6. Monitoring and Evaluation

i) Access & Participation Plan

Members had received the internal monitoring report and cover note from the Registrar. Dr Walsh explained that the report was a review of progress in the first year of the 5-year Plan. She thanked those who have contributed to the Plan but was concerned that there are still gaps. The OfS have asked universities to look at all targets and to explain any that are not on target. Success and Progress for students from deprived areas is an issue for the University, and there are significant gaps with BAME students. Members said that there was no subject level data given, which would be useful; Dr Walsh said this is available. The OfS recently advised a different approach to the APP which will entail redrafting and rationalising the Plan so it will have a different focus. More detail on this should be available in January.

Dr Wagner noted the work of the Decolonisation of the Curriculum CoP which, although it is still meeting, requires guidance at a University level for any further work at subject level to take place. It was noted that one of the Research Centres is doing some good work in this area. Dr Walsh said that this was value added at an institutional level and is therefore important. However, she added the OfS do not see the relevance of the area.

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Action: The Decolonisation CoP to put a summary paper for Academic Committee with a recommendation to take to Senate. This could also form part of the University L&T day in May.

Members **RECOMMENDED FOR APPROVAL** to the Audit Committee the internal monitoring report.

ii) Update on NSS Action Plans

Members had received the updated action plans. It was agreed that this would be followed up after Christmas. The Chair said she was reassured that these were progressing well though those without updates would need to be chased. She added that the Working Group is also making good progress. Satisfaction in evaluations was increasing but caution was needed and areas of concern should continue to be addressed particularly around examinations. There would be an additional drive on employability in January.

7. Registrar

i) Registrar's Business

Members had received the Registrar's Business document. Dr Walsh highlighted the two areas covered. The transitional information was for information only and was received so members could be reassured that this covered the whole cohort. She also highlighted a proposed amendment to PGT awards where APL was involved. Currently, some students only study 120 credits at the University and their APL credit can take them over a borderline. It is proposed that APL students will have their classification based on 50% of 180 credits rather than 120 credits.

Members **RECOMMENDED FOR APPROVAL** to Senate the suggested amendments for next academic year.

ii) Minutes of the ROG meeting

Members had received the minutes of the ROG meeting held on 3rd November 2021. Members agreed that the new extension system is much more straightforward than the previous process.

iii) External Examiner Nominations

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

Subject	Name	Institution	Commence	Comments
UG Politics, IR MA in Politics and IR, MA in Contemporary European Affairs	Dr Greig Charnock	University of Manchester	January 2022	RECOMMENDED FOR APPROVAL
UG History (Major & Combined) and MA History	Dr Ciara Meehan	University of Hertfordshire	January 2022	RECOMMENDED FOR APPROVAL

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For Dr Meehan, as she appeared to have less experience, it was suggested that she be linked with Dr Charnock so they can work together.

Subject	Name	Nature of Request
Integrated Masters in Digital Literacies	Dr Pullen	Extension of Tenure

Members **RECOMMENDED FOR APPROVAL** to Senate all the above External Examiners and amendment to Dr Pullen's appointment.

8. School Academic Committee Minutes including Network of Hope

Members had received minutes as follows: CAPA 21st October 2021; Health Sciences 6th October 2021; Education 27th October 2021; Geography and Environmental Science 13th October 2021; Psychology 13th October 2021; and NoH EAQ: 22nd September 2021.

It was noted that Psychology have a Moodle Strategy and it was agreed that more detail was needed on this to ensure consistency. Academic Committee will also consider baseline requirements for Moodle at the next meeting in February. The Chair also noted comments regarding lack of communication with the Learning Support Team, though there are no requirements for the Team to attend these meetings.

Action: Mr Dykins to query the Moodle Strategy with Professor Donnelly and feedback at the next meeting on an item on baseline requirements; and to advise him about the Learning Support Team

9. Library Steering Group Minutes

Members had received minutes of the meeting on 6th October 2021.

10. Student Services Group Minutes

Members had received the Student Services Group minutes of 18th October 2021. Dr Haughan highlighted the annex on waiting times for counselling and mental health services to note how the service is being used in different ways. Waiting times are also being significantly reduced.

11. Any Other Business

- i) The Learning & Teaching Days were confirmed as Weds 12th January 2022 in the afternoon (Schools) and Friday 13th May 2022 (University).
- ii) Dr Haughan said that a new Director of Learning & Teaching had not yet been appointed, but she was in the process of reviewing the role.
- iii) Dr Wagner queried training for student representatives on School Academic Committees. Dr Haughan said that the Student Rep training offered by the Students' Union should be sufficient so if students are appointed who have not done this should contact the SU to arrange training.

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12. **Dates for Future Meetings:** can be found [here](#)