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## LIVERPOOL HOPE UNIVERSITY

### MEETING OF ACADEMIC COMMITTEE

#### Minutes of the Meeting held on 25<sup>th</sup> May 2022

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

**Secretariat:** Mr D Dykins

The Chair noted that there were a number of papers on the agenda that were not yet available. These are to be carried over to another meeting on **8<sup>th</sup> June 2022**. She said that she was reviewing whether a sub-Committee could be set up to do some of the work of the committee and would be happy to receive ideas on how this might be best achieved.

#### 1. Minutes of the previous meeting

Members had received the minutes of the Academic Committee held on 23<sup>rd</sup> February 2022. These were **APPROVED** as an accurate record.

#### 2. Matters Arising

i) School/Department examiner for: MCS&E; Psychology; Geography & Environmental Science; and Health & Sport Sciences: Mr Dykins reported that next year there would be an external examiner appointed to cover these areas with a response to the examiner from Professor Nagar.

ii) Moodle Framework: Members had received the final version of the Moodle Framework.

Members **RECOMMENDED FOR APPROVAL** the Moodle Framework, subject to the removal of references to using the “chat” function with students.

iii) Ofsted and ITT Accreditation Update: Members had received the update. Dr Haughan noted the University’s success in receiving stage one ITT Accreditation for 2024, one of only 37% of HEIs to do so in the first round. The inspection visit from Ofsted had also gone smoothly last week, and the verbal feedback given at the end of the inspection was positive.

#### 3. Terms of Reference (ToR)

Members had received the ToR for the Academic Committee and the Library Steering Group.

Members **RECOMMENDED FOR APPROVAL** to Senate both sets of ToR, subject to the correction to “Director of Student Learning” in Academic ToR.

#### 4. Course Approval and Review

i) Course Reapprovals

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Courses listed in the Appendix were **RECOMMENDED TO SENATE to go forward with the reapproval process**. These had already been considered by USET.

## ii) New Course Proposals

Members **RECOMMENDED THAT THE FOLLOWING PROPOSALS BE TAKEN FORWARD TO CO-DESIGN:**

- PG Cert Professional Writing
- PGCert Early Childhood Leadership with Graduate Practitioner Competencies
- PGCert Creative and therapeutic approaches to children's wellbeing

The following two course proposals were also discussed in terms of their fit into the MA Education as optional 60C units:

- PGCert Early Childhood Leadership with Graduate Practitioner Competencies
- PGCert Creative and therapeutic approaches to children's wellbeing

It was agreed that this required further discussion, given the potential substantive change to the MA Education of an additional 120C of optional units.

## iii) Withdrawals/Suspensions for 2022-23

The Chair noted the suspension of the BA Creative Industries Business Management until Oct 23.

## iv) Curriculum Overview

Members had received the Curriculum Overview for information. The following need to be added to the Overview for Spurgeon's College:

- BAC Maj Bus Management
- BAC Maj Marketing
- BAC Maj Social Policy
- BAC Maj International Relations
- BAC Maj Creative Writing
- BAC Maj Media & Communications

New versions of Definitive documentation outlining the different delivery pattern at Spurgeon's will be required in due course. It was agreed that these would be completed through a light touch co-design should the courses recruit sufficient students for delivery in 2022.

## v) Academic Quality Handbook 4 (QH4):

Members had received QH4, Review of Existing Courses. It was agreed that QH 2, 3 and 4 would be re-publicised.

Members **RECOMMENDED FOR APPROVAL** to Senate QH4.

## vi) PGT Review

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Members had received the PGT Review document which members commended. On Recommendation 3, it was noted that it might be helpful to further clarify this recommendation as the numbers of colleagues falling into this category, as a requirement of the professional nature of some very successful courses, was rather more substantive than implied. Members requested that Professor Nagar consider rewording this section to reflect this. They also suggested that, for Recommendation 5, the Subject Lead should have responsibility for the sign off of MA titles.

Members discussed the timetable for introducing the Recommendations. It was felt that Recommendations 1 - 9 can be implemented in 2022-23 for most courses, but that Recommendations 10 and 11 should be for 2023 onwards. It was noted that these changes would be for new registrations. Members requested that Professor Nagar consider a phased timeframe for the different recommendations, particularly in relation to mid-year start dates where dissertation deadlines need careful consideration.

**Action:** Mr Dykins to consult with Professor Nagar

Members **RECOMMENDED FOR APPROVAL** to Senate the recommendations in the PGT Review Document subject to the above matters being resolved.

## 5. Learning, Teaching and Assessment (LTA)

### i) Psychology ARE Report

Members had received the Psychology ARE Report.

Members **APPROVED** the Psychology ARE Report.

### ii) ARE Process for 2021-22

Dr Walsh said she was constructing a new format for ARE 2022 which should be available shortly. Section A will focus around the new OfS conditions for B3 and TEF and the School/Department will get data related to continuation, attainment and progression for comment. There will be guidance notes and key data will be clearly displayed. There will be an appendix which will have all of the key indicators with a RAG rating. Will also be a general 360-degree section for reflection.

### iii) Review of LTA Strategy

Dr Haughan said that the Strategy needs reviewing as it was last done in 2019. It was agreed that colleagues in Learning & Teaching will begin this process and the September L&T Day can be used to present a new version for comment.

## 6. The Student Journey

### i) Academic Calendars for 2022-23 and 2023-24

Members had received the Calendars for information.

### ii) Voter Registration

Members had received the Voter Registration Process for information. Ms Priestley said that the Students' Union will get involved in encouraging engagement in September. It was noted

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that it was important that the University was seen to be encouraging students to vote, and not to vote for a particular party.

**Action:** Mr Dykins to inform Mr Sennett

### iii) Realignment of Support Services

Dr Haughan said that this realignment had come about due to the demands of the OfS. She said that Dr Walsh will lead the Data Team to ensure compliance with Registration Conditions as all well University awards. An article explaining the changes will be published in the Staff Bulletin shortly.

## 7. Monitoring and Evaluation

### i) Access & Participation Plan (APP)

Members had received the following documentation: Note to Academic Committee on APP; Summary of requirements in relation to the APP; Amended 2020/25 Access and Participation Plan with variations text added; and the Reflective report for our web pages relating to monitoring of 2020/21 plan.

Dr Walsh explained that previously agreed HEI APP plans for 2022-25 are now being varied by the new Head of Access & Participation at the OfS. The University's Summary document is intended to make the APP more accessible and includes particular variations that the new Director has on his agenda using a prescribed structure. There is an increased focus in the University document on the Hope Challenge and Shaping Futures to tie in aspirations with children in relation to HE. The Chair thanked Dr Walsh for the hard work required in producing the suite of documentation. The deadline for submission is 31st July but Dr Walsh said that she aimed to submit earlier. The OfS will check the data and if there is nothing of concern, the University will be required to publish the Reflective document on its website. If the OfS have any concerns, they could decide to inspect the University, but this is unlikely as the University has done well in relation to targets. There are only two points where it has fallen below target, but overall the data is positive. Input from the Students' Union is needed but the submission will be finished once this is done. Each School will receive APP data and will be required to create an action plan based on this. The Chair stressed the critical importance of these documents and asked that members read them carefully and give Dr Walsh feedback directly. The tables at the end of the Reflective document are particularly important. Professor Wakefield suggested a School coordinator for APP with a forum in Schools to exchange ideas. The Registrar will work with colleagues to find a structure that works.

Members **RECOMMENDED TO SENATE** that an appropriate person from each School be identified to assist in ensuring that activities related to the APP continue to progress.

### ii) NSS Update on completion rates

Dr Haughan said that the final rate was 80% compared with 72% last year. The outcome of NSS 2022 will be published on 8 July 2022.

### iii) OfS and B3

Members had received the revised OfS Quality and Standards Conditions, including those related to B3. It was important that awareness was raised in Schools so that all staff understood the way in which universities are monitored is changing, with a major focus on data. B3 focuses on the quality of the student experience with positive outcomes for students as they: move from level to level; achieve a degree; and move onto a professional career or

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further study. PGR student data is included and she noted that completion rates can be a particular issue in this area. If the University meets baseline requirements it will then be able to apply for a TEF rating which is a requirement if the university wishes to continue to charge the higher fees.

The TEF is for UG students only and will focus, in one section, on similar areas to B3; the other section will focus on the NSS and scores achieved. Dr Haughan noted that NSS results would feed into the TEF. The submission will be rated as Gold, Silver, Bronze or requires improvement.

The B3 and TEF arrangements are currently a subject of consultation and the OfS have not yet produced final guidance or metrics. Given the short implementation period the University is making the assumption that the current recommendations will be accepted and is using the pilot data to drive the ARE process and initial steps towards a TEF entry.

Dr Haughan said she will be setting up a TEF implementation group.

#### iv) Transparency Data Statement

Mr Dykins confirmed that the OfS had not yet released details for the Transparency Statement.

### 8. Registrar

#### i) Minutes of: Joint RAG/ROG Meeting 30<sup>th</sup> March 2022

Members had received the minutes of the meeting held on 30<sup>th</sup> March 2022 for information.

#### ii) Registrar's Business

Members had received the overview of Registrar's Business. Some items are advised separately below. Dr Walsh noted that the General Regulations Governing Awards and CPD Regulations are now redundant as they are covered elsewhere in regulations, so are being retired. She also said that the statement in the emergency regulations concerning no detriment was confusing and should not be used after the emergency year according to the OfS. This has been amended to explain that "[a] 'safety net' blanket approach to 'no detriment', guaranteeing outcomes against previous performance, will not normally be considered unless there is a clear rationale to do so."

The Implementation of transitional regulations for the current year include a facility to self-certify for 14 days on two occasions. In the current context of Covid, this will be allowed to cover illness during the examination periods. However, Dr Walsh agreed that this should not be encouraged as this could be detrimental to their performance in August.

Other recommendations: the conventions on Agenda and Minutes is now incorporated in the annual guidance and should now be retired; and the University wishes to add an LLM by research.

Members **RECOMMENDED FOR APPROVAL** to Senate the Recommendations in the Registrar's Business.

#### iii) University Examining Bodies and Internal Examiners & Assessment Co-ordinators.

Members had received two sets of regulations relating to University examining bodies and internal examiners & assessment coordinators. Dr Walsh explained that all the requirements

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contained in both documents have been in operation for some time and have proved effective, so these revised regulations are necessary, in tandem with moving out of transitional regulations. She also noted that, in accordance with OfS nomenclature, Progression and Award Boards (PABs) will now be called Continuation and Award Boards (CABs). This is to avoid confusion where the OfS use progression to mean moving into employment or further study at the end of an award.

Members **RECOMMENDED FOR APPROVAL** to Senate the University Examining Bodies and Internal Examiners & Assessment Co-ordinators regulations.

#### iv) Academic Misconduct Policy

Members had received the updated Academic Misconduct Policy which had been previously discussed at Senate. The penalty for formative misconduct at Level F or C was discussed and Dr Walsh's suggestion was agreed, though some concern was voiced by members. Students will be asked to redo work if plagiarism is proved; if data is fabricated, new data will have to be sought. The mark for resubmission will then be uncapped.

Members **RECOMMENDED FOR APPROVAL** to Senate the Academic Misconduct Policy on the basis that the University needs to educate students on its approach in this area.

#### v) September Board Dates

Members had received for information, the September Board dates.

#### vi) Alignment of Marking Scales

Members had received for information, details of PGT marking scales which now align with UG scales. This will be included in the next L&T day and would be for all new module registrations from September.

Members **RECOMMENDED FOR APPROVAL** the alignment of Mark Scales.

#### vii) Degree Outcomes Statement

Members had received the Degree Outcomes Statement, based on 2021 data. Dr Haughan explained that this was a requirement from the OfS and aimed to demonstrate that the University's awards hold their value and are not inflated. The Statement highlighted a gap in achievement at the Network of Hope which needs to be monitored. A focus on BTEC students particularly at induction is also needed. However, on grade inflation, the University is below the sector so this shouldn't be a serious issue. Dr Walsh noted that the University continued to use two algorithms, despite recommendations that we move to one. The statement must be published in the summer.

Members **RECOMMENDED FOR APPROVAL** to Senate the Statement.

#### viii) External Examiner Nominations

Members had received for consideration the following new nominations:

Subject	Name	Institution	Commence	Comments
PGCE RE	*Dr Sarah Hall	University of Birmingham	June 2022	APPROVED
PGCE Computer Science	*Mr Kenneth McLaughlin	University of Glasgow	June 2022	APPROVED

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BA / MA Sociology	Professor Jason Powell	Director of University Partnerships at SMS Higher Education Group	Sept 2022	APPROVED
BA Contemporary Performance	Dr Joanne Scott	University of Salford	Sept 2022	APPROVED
BASH, BAC, FY Accounting and Finance	Dr Emma Elkington	University of Hertfordshire	Sept 2022	APPROVED
PGCE History	Mrs Sarah Batty	St Mary's University	June 2022	APPROVED
PGCE Maths	Mrs Helen Lowther	Birmingham City University	June 2022	APPROVED
BASH/BAC Music BAC Maj Music Production	Dr Ewan Stefani	University of Leeds	Sept 2022	APPROVED
MEng/BEng Robotics; MEng/BEng Electronic and Computer Engineering	Dr Bryan Gardiner	Ulster University	Sept 2022	APPROVED
BSc/BA Psychology Single and Combined honours (Core 2)	Prof Lucy Betts	Nottingham Trent University	Sept 2022	APPROVED

*\*To note as Chair's Action already taken*

For Mrs Batty and Dr Gardiner, as they appeared to have minimal experience, a mentor will be required.

Subject	Name	Nature of Request
BA Design	Mr Jonathan Carson	REALLOCATION OF DUTIES
BA Hons Dance Major	Dr Steffi Sachsenmaier	EXTENSION OF TENURE
PGCert National Award for SEN Coordination.	Mr Julian Brown	EXTENSION OF TENURE
BA Theology Major BA Theology components of TRS	Dr Todd Klutz	REALLOCATION OF DUTIES
BA Fine Art (ADH element) BA Design Legacy (ADH element) BA Graphic Design (ADH element) BA Art & Design History (Major)	Dr Cherie Driver	REALLOCATION OF DUTIES
UG Core 1 Psychology programmes.	Prof Neil Cooper	EXTENSION OF TENURE

Members **APPROVED** all the above nominations.

ix) ITE External Examiner Report Template 2021-22

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Members had received the template for information. The addendum is an Ofsted requirement.

## 9. School Academic Committee Minutes including Network of Hope

Members had received minutes as follows: CPA: 27<sup>th</sup> April 2022 and 19<sup>th</sup> May 2022; Law: 26<sup>th</sup> January and 30<sup>th</sup> March 2022; NoH EAQ: 30<sup>th</sup> March 2022; BUS: 4<sup>th</sup> May 2022; Education: 2<sup>nd</sup> February, and 27<sup>th</sup> April 2022; Humanities: 4<sup>th</sup> May 2022; Social Sciences: 9<sup>th</sup> May 2022; Geography and Environmental Sciences: 23<sup>rd</sup> March 2022; Maths, Computer Science and Engineering: 11<sup>th</sup> May 2022; Psychology: 30<sup>th</sup> March 2022 and 11<sup>th</sup> May; Health and Sports Sciences: 19<sup>th</sup> January and 11<sup>th</sup> May 2022.

Areas highlighted:

- Student Voice (CPA: 27<sup>th</sup> April 2022): issues were raised over the use of pre-recorded lectures being made available online. It was agreed that the Learning & Teaching Team would discuss the issue further with the School

**Action:** Mr Dykins to inform L&T Team for further discussion

- Extension Requests post-feedback (Law: 26<sup>th</sup> January)

**Action:** Dr Walsh to discuss regulations with the Head of School

- The Business School noted that all five students taking part in the Student Service Award had completed the award and given presentations. It was hoped that the scheme will continue next year.
- For Humanities, it was noted that any changes to courses to accommodate delivery at Spurgeon's can be discussed at School board and minuted at the School Academic Committee. Amended Definitive Documents will be prepared as necessary.
- For MSCE, attendance monitoring issues have been highlighted where students are being marked as present when they are not. It was agreed that this needs further investigation.

**Action:** Mr Dykins to discuss the matter further with the Chair of MSCE Academic Committee

- In Psychology, members queried the suggestion that the Fitness to Study policy should be resorted to more frequently; it should only be used where disruption for the student or subject is significant.
- In Health & Sport Sciences, it was agreed that the School would do a summary of good practice in peer observations, and provide details of etiquette in communication which could be shared with other Schools/Departments.

## 10. Library Steering Group Minutes

Members had received the minutes of 27<sup>th</sup> April 2022 for information.

## 11. Student Services Group

Members had received the minutes of 25<sup>th</sup> April 2022 for information.



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## Appendix

### Course Reapprovals (see section 4(i) in the minutes)

At the meeting of Academic Committee, a number of courses were **RECOMMENDED TO SENATE to go forward with the reapproval process** after also having been considered by USET.

- BAC (Hons) Dance Major
- BAC (Hons) Major English Literature
- BA (Hons) English Literature
- BAC/BScC (Hons) Sport and Exercise Science Major
- BAC Major Marketing