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LIVERPOOL HOPE UNIVERSITY

## MEETING OF ACADEMIC COMMITTEE

### Minutes of the Meeting held on Wednesday 26 May 2021

**Present:** Dr P Haughan (in the Chair), Professor D Bolt, Associate Professor S Kelly, Mr H Pearce, Dr K Wagner, Associate Professor C Wakefield, Dr C Walsh, Associate Professor P Bamber, Mr Ian McKenna,

**By Invitation:** Mrs Shauna Anton, Dr John Bennett.

**Apologies:** Mr Derrick Dykins.   **Secretariat:** Mrs Karen Brownrigg.

#### 1. Minutes of the previous meeting.

Members had received the minutes of the Academic Committee held on 24 February 2021 and Extraordinary Academic Committee meeting held on 12 March 2021.

These were **APPROVED** as an accurate record.

#### 2. Matters Arising.

##### **External Examiners:**

MCreate: Correction of title to Master of Creative Industries. Dr R Dean needs adding to the list on page 6.

##### **Course Approvals:**

MA Contemporary European Affairs: see item 4(i)

MA Politics and International Relations: See item 4(i)

MSci & BSc Data Science: Dr Bennett confirmed that overlap issues had been looked at in the co-design event and Dr Baxendale provided a map of the provision to explain this which will be in the approval documentation

*Post meeting note/Chair's Action: The Chair agreed to MMAP modifications to the assessment structure of the FY course.*

##### **Learning, Teaching & Assessment:**

Dr Bennett confirmed the University Learning & Teaching Day scheduled on 9 June would focus on inclusivity, de-colonising the curriculum and discussions of lessons learned during the pandemic.

##### **The Student Journey:**

The APP 2019-20 monitoring document has been submitted see item 7 (i)

Dr Bennett is liaising with the SU and others regarding support of students from Northern Ireland.

##### **Monitoring and Evaluation:**

A revised set of surveys are being sent out to students this week, given poor uptake previously.

# CONFIRMED

Dr Walsh advised that Professor Donnelly had confirmed the Psychology policy on word counts is accessible on the Departmental Moodle.

### 3. Terms of Reference.

Members received the following proposed TOR:

Academic Committee 2021/22

Library Steering Group 2021/22

Student Services Group 2021/22.

**Members recommended the proposed TOR to Senate for approval:**

It was noted that following a recent review the TOR for School Academic Committees required modification to ensure Academic Committee received appropriate updates and requests from each School. Dr Haughan also noted the decision to bring all minutes of School Committees to Academic Committee (rather than the previous summary documents) for the same reason.

**ACTION: Dr Haughan to work with Professor Newport to propose amended TOR for School Academic Committees prior to the start of the new academic year.**

Associate Professor Bamber highlighted the importance of communication and feedback to School meetings from University Committees.

**ACTION: Mr Dykins to review channels of feedback from University committees.**

### 4. Course Development

#### i) Approvals

##### **School of Humanities: MA Contemporary European Affairs**

Full documentation has now been received. Members agreed **to recommend the MA Contemporary European Affairs to Senate for addition to the University portfolio of courses.**

##### **School of Humanities: MA Politics and International Relations**

Full documentation was not available at the time of the meeting.

*Post meeting note – Full documentation now received. Chairs action taken **to recommend the MA Politics and International Relations to Senate for addition to the University portfolio of courses.***

##### **School of Education: Assessment Only Route for BA QTS**

Chairs Action had been taken to approve this prior the meeting.

Members agreed **to recommend the Assessment Only Route for BA QTS to Senate for addition to the University portfolio of courses.**

##### **School of Humanities: Doctor of Ministry (DMin) and Master of Ministry (MMin)**

It was noted that the full documentation has also been approved for the Doctor of Ministry (DMin) and Master of Ministry (MMin). This happened at the height of the pandemic but was not noted at Senate at the time. Members **agreed to recommend the DMin and MMin to Senate for addition to the University portfolio.**

#### ii) Reapprovals

**School of Creative and Performing Arts: BA Fine Art**

# CONFIRMED

The Committee received a Course Specification for the revised BA Fine Art. Dr Wagner highlighted that this course had been rewritten to include fundamental changes and an increased design and craft providing a more founded provision for commencing October 2021. Students who have already applied and prospective students attending Open Days will be informed of the changes for this course prior to registration/commitment to the course. The BA Fine Art is currently continuing through the review process.

## **School of Health Sciences: BSc Sport & Exercise Science;**

The Committee received a Course Specification for the above course. It was noted that this course is currently continuing through the review process following USET approval.

## **School of Health Sciences: BSc Sport and Physical Education and Major in Sport and Physical Education**

The Committee received Course Specifications for the above courses. These will now proceed to codesign following USET approval.

## **CPD/PLD Online Provision**

Members received a paper from the DVC outlining the change of name of the CPD unit to Professional Learning & Development. There was also a request that all courses run by this unit remain entirely online in the post-covid period as this increases the flexibility of delivery and also facilitates uptake by those in the teaching profession. **Members agreed to recommend to Senate that all provision in the newly renamed PLD unit remains entirely online.**

Associate Professor Bamber explained that there is also potential for students on these courses to 'trade up' to a Masters registration using the appropriate credit transfer process. Dr Walsh stressed the need to ensure this is carefully explained to students.

**ACTION: Associate Professor Bamber to check clarity of guidance for students.**

## **(ii) New Course Proposals**

### **School of Creative and Performing Arts: BA Hons Film, TV, Radio and Media Production**

The Committee received a Course Specification for the above course. It was noted that this course is currently continuing through the review process following USET approval.

### **School of Creative and Performing Arts: MA Creative Music Practice**

The Committee received a Course Specification for the above course. It was noted that this course is currently continuing through the review process following USET approval.

### **School of Health Sciences: Major in Public Health and Health Promotion**

The Committee received a Course Specification for the above course and it was noted that this course is awaiting USET approval. Associate Professor Wakefield explained the course is a combination of Human Biology and Human Science provision with a specialist 3<sup>rd</sup> year element. Members supported the concept of the major, but suggested that the title should be reconsidered if the proposal undergoes further development.

### **Department of Psychology: MSc Applied Developmental Psychology**

The Committee received a Course Specification for the above course and it was noted that this course is awaiting USET approval. Associate Professor Bamber noted overlaps in the curriculum for this course with Masters provision in the School of Education and hoped that a partnership approach for delivery could be established between the School and the Department.

# CONFIRMED

## iv) Withdrawals/Suspensions

### **School of Creative and Performing Arts: Major in Interactive and Immersive Performance**

It was noted that this course has been suspended for 2021 entry pending title/curriculum reconsiderations.

## v) Curriculum Overview

Members had received the Curriculum overviews for information. Members noted the final History cohort in Bury completing in Summer 2021. However, Dr Walsh informed the Committee that there was a History student at Bury who would remain on course for 2022 so the curriculum overview for Humanities would need amending to reflect this.

**ACTION: Mr Dykins to request this course be reinstated to the School of Humanities overview.**

## 5. Learning, Teaching and Assessment

### **i) Interim Review of Covid-related matters:**

Dr Bennett provided a verbal report on learning, teaching and assessment in 2020/21. He highlighted the advantages of lessons learnt in using new technology for online learning and communication during the pandemic. Members discussed advantages and disadvantages of online sessions, particularly those related to lectures. Dr Wagner noted that whilst she could see some advantages across other schools there were a number of difficulties reported by students and staff in the Creative and Performing Arts in terms of practical based subjects.

Mr McKenna described synchronous online teaching across the Business School, led largely by student feedback and improved attendance. However, he recognised the lack of interaction compared to face to face lectures and suggested this was possibly due to student's reluctance to participate when sessions are recorded. Dr Walsh commented on the difference across the years and suggested that Level H students often have more confidence than Levels C and I. Students with an LSP however had valued pre-recorded sessions. Professor Bolt noted the importance of sharing good practice in relation to online teaching methods and for keeping these under review to ensure high standards. Dr Walsh added it would be interesting to hear student feedback following sessions as a result of synchronised sessions and the benefits associated with them.

**ACTION: It was agreed that Dr Bennett would continue this discussion with Academic Colleagues on 9 June at the University Learning & Teaching Day.**

### **ii) Communities of Practice:**

Dr Bennett provided a verbal update. There are eight CoPs currently active. The Inclusive Practice CoP is particularly popular. Learning & Teaching colleagues have commenced a review to relaunch and rebrand for September 2021. Dr Wagner advised that the online sessions for CoPs were easier for staff at the Creative Campus to attend and would like to recommend a blended style for future years.

### **iii) Identification of staff training and development needs:**

Ms Anton noted that staff applications for fellowship of Advance HE and the revised PGCert LTHE were progressing well. Ms Anton also noted writing retreats in July 2021 had been circulated to staff providing support for senior/fellowship applications. Associate Professor Caroline Wakefield suggested it would be useful to have access to refresher sessions for the new online teaching resources for academic staff. Dr Bennett advised these are available online and he will work with Ms Anton to ensure they are easily accessible.

Associate Professor Bamber highlighted the need for minute training for school committees.

# CONFIRMED

**ACTION: Ms Anton to add minute training to the staff development programme for 2021.**

## **iv) Quality handbooks**

The Committee discussed revised versions of:

QH8 Partnerships Guide:

QH9 International Exchange, Study Abroad & Maymester Procedures

**Members recommended QH8 and QH9 to Senate for approval.**

## **6. The Student Journey**

### **Academic Calendars 2021/22.**

The Academic Calendar for 2021-1 was approved at the previous Senate meeting. Mr Dykins has now produce separate calendars for individual cohorts based on the structure previously approved. These were agreed by the Committee with the following amendments.

**ACTION: Mr Dykins to add the August Assessment dates for Summer 2022.**

**ACTION: Ms M Pearson to be asked to give final confirmation of ITE placement dates.**

Dr Bennett noted the success of 'Reflective weeks' that have been incorporated in 2020-21. Best practice related to reflective weeks will be shared at Learning & Teaching Day.

Dr Walsh queried whether it would be possible to create a separate calendar for International students on a longer awards. Visa extensions are not offered to students if their course end date is not shown on the current calendar.

**ACTION: Dr Walsh to liaise with Mr Dykins to review for September 2021.**

## **7. Monitoring and Evaluation**

### **i) Access and Participation Plan 2019-20 Monitoring.**

Dr Walsh confirmed the monitoring submission had been made to the OFS as required.

Generally, the University is meeting the goals of this APP but four areas were identified where the University will need to undertake further work to address goals set out in the plan. Dr Walsh highlighted her frustration in not being able to recognise the University's work across the Network of Hope as part of the data analysis.

### **ii) Student Voice:**

Mr Pearce provided a summary of the student feedback received by the SU. He said that students felt it had been a challenging year, particularly relating to the shift to online teaching and assessment as a result of the pandemic. This has particularly affected 1<sup>st</sup> year students who for the most part have not been able to have on campus experiences. Some students feel uncertain about the future and have suffered social isolation, as well as a disruption to work/life balance which has in turn affected their mental health.

Mr Pearce said that students appreciated the support that Hope have provided, in particular the systems put in place in respect of their welfare and wellbeing. He also noted that they had appreciated the consistent communications them up to date with the University response to the pandemic. Overall, he felt students have risen to the challenges over the last year and have focussed on completing the year with a view to moving on and learning from a different experience. He said that students are excited to be back on campus for the last couple of weeks and are enjoying their face to face lectures and in some cases meeting colleagues for the first time.

# CONFIRMED

Mr Pearce thanked colleagues for their support of the SU in keeping students connected, focussed and motivated. The Chair extended her thanks to the SU and to Mr Pearce for their positive approach in supporting the University and students through the last 18 months.

## 8. Registrar's Business

### i) Draft Degree Outcome Statement 2020/21.

Dr Walsh reminded members that the annual publication of this statement is a requirement of QAA. She assured members as Registrar that she was confident that the quality processes in place accurately support student results and reflect student performance. **Members agreed to recommend the Degree Outcomes statement to Senate for publication on the University website.**

Associate Professor Bamber stated that it is important that there is a good understanding of how degrees are calculated and the difference this makes to students. He felt that roles of SAAs might be slightly amended to include training of others in the aspect.

**ACTION: Dr Bennett to include case studies of degree outcomes at September L & T day.**

**ACTION: Dr Walsh to review SAA role.**

### ii) Assessment Summer 2021.

Members received guidance related to Summer assessments. Associate Professor Kelly raised concerns in relation to student marks being individually considered at the subject meeting.

**ACTION: Dr Walsh to share operational guidance with members.**

Dr Haughan also advised members on current assessment issues in the Law School related to the absence of a significant proportion of academic colleagues from what is a relatively small staff team. **To ensure students registered for Law have the best chance of success, the Chair of Senate has taken Chairs Action to invoke the use of the Emergency Regulations for the 2020/1 academic year. This applies to all students registered for the LLB and BAC Law.**

### iii) Minutes of the ROG meetings held on 3rd February and 5<sup>th</sup> May 2021 and RAG and ROG meeting held on 10th March 2021.

Members received minutes of the RAG and ROG meetings as noted above.

### iv) External Examiner Nominations

Members considered nominations and requests for extension of tenure/reallocation of duties. **The following are recommended to Senate for approval:**

Subject	Name	Institution	Commence	Comments
BA Social Policy MA Social Policy	Dr Lorna Warren	University of Sheffield	January 2021	Chairs action taken prior to meeting
Master of Creative Industries (School Based modules)	Dr Nicols Stavropoulos	Leeds Beckett University	September 2021	Dr Wagner to amend reference to 'MCreate'.
LLB Law and BA Law (Major)	Professor Francesco Rizzuto	Edge Hill University	May 2021	
MA Performance	Dr Goze Saner	Goldsmiths, University of London	September 2021	

## CONFIRMED

BSc Psychology – shared responsibility (CORE 2 only)	Professor Alan Garham	University of Sussex	Extension of tenure to July 2022	
BA / BAC Music BAC Popular Music (legacy) BAC Music Production	Dr Rob Wilsmore	York St. John University	Reallocation of Duties	
BAC Film & Visual Culture	Dr Kirsty Fairclough	Manchester Metropolitan University	Reallocation of Duties	
BEng/MEng Electronic and Computer Engineering BEng/MEng Robotics, including year in Industry.	Dr Nader Anani	University of Wolverhampton	Extension of Tenure to July 2022	On condition that prior to Senate the Registrar assures the Chair that previous reports have been appropriately rigorous.
BSc / major Sport & Physical Education BSc Sport Psychology Foundation Year Sport and Exercise Science (Carmel College)	Dr Neil Weston	University of Portsmouth	Extension of Tenure to July 2022	
CPD (PLD) – Education PG Cert Understanding Autism and Inclusive Learning	Dr Teresa Aidanopoulou-Read	University of Northampton	New appt. for 06/2021	
BA Accounting & Finance (BA & BAC)	Dr Posi Olatubosum	University of Reading	Reallocation of Duties	
BA and BAC Education	Dr Helen Childerhouse	University of Lincoln	September 2021	To be mentored by existing External Examiner owing to limited previous experience.
MA Global Operations and Logistics Management	Dr Shishank	Birmingham City University	September 2021	
Microeconomic Theory (PG); Information Economics, Game Theory, Intermediate Microeconomics, Industrial Organisation (UG)	Dr Patra Ramakanta	Cardiff Metropolitan University	September 2021	
BA Single/Combined Honours Education	Dr Marlon Lee Moncrieffe	University of Brighton	September 2021	

**The following recommendation for appointment was not accepted:**

BSc Mathematics (including with a year in industry) MMath MSc Mathematics	Dr John Ward	Loughborough University	Proposed to commence September 2021
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Academic Committee members expressed concern about a previous focus on examining at Masters level with little UG experience. The Registrar stated that she felt this appointment would not be in

# CONFIRMED

line with the current requirements in the sector. It was felt that in the absence of a second external examiner for this provision to act as a mentor that the appointment should not be recommended to Senate.

**ACTION: Mr Dykins to confirm to Mr Baxendale the need to make alternate recommendations.**

## iv) Hope Academics acting as External Examiners at other HEIs

Members noted External Examiner appointments held at other institutions by Hope colleagues.

## 9. School Committees (including Network of Hope)

Members received minutes from School Academic Committees and discussed the following:

### Business School

Mr McKenna reported on the continued partnership with the Université Catholique de Lille. This includes the jointly delivered IMBA. In collaboration with Lille the structure of the course has been slightly adjusted and the team have proposed that it should include a limited number of professional experience credit bearing modules which are part of the portfolio at Lille. **Members agreed to recommend to Senate that the structure of the joint IMBA be amended to include experiential learning credits delivered at Université Catholique de Lille.**

The formal agreement for the IMBA would need minor adjustment to reflect this change.

**ACTION: Mr McKenna to adjust documentation appropriately for sign off by Chair of Academic Committee.**

Mr McKenna also highlighted a new proposal for **MBA Educational Leadership** which will be delivered wholly online. This would be a shared provision with the School of Education.

**ACTION: Mr McKenna to provide an update at the next meeting.**

### School of Creative and Performing Arts

The following provision was approved for inclusion in the Study Abroad catalogue: -

Classics in Contemporary Contexts (Level H) Semester 1 (15 Credits)

Community & Applied Drama (Level H) Semesters 1 and 2 (15 Credits).

The School noted the need for recommendation of External Examiners for Musical Theatre and Creative Music Practice. This was underway.

### School of Education

Associate Professor Bamber noted that the majority of postgraduate awards in the School would remain at least partially online in future years.

### NOH Experience and Academic Quality Committee.

Dr Walsh reported it had been a challenging year for NoH students but the University had maintained a positive dialogue with students/staff in the NoH. A high proportion of students had requested extensions for completion of their work. It was noted that the University is 'teaching students out' due to closure of St Mary's Blackburn.

Dr Haughan highlighted that Spurgeon's College will be joining the Network of Hope from September 2021. The appointment of tutors in Croydon to deliver face to face teaching is underway for this provision.



# CONFIRMED

## **10. Partnership & Accreditations Committee.**

Members received minutes for the meeting of 4 May 2021.

## **11. Student Services Group.**

Members had received minutes for the meeting **of 15th February 2021.**

The Chair confirmed that subsequent to this meeting, the Careers team had successfully passed this year's annual Matrix accreditation and been recognised for 'good practice' in relation to using zoom for introducing employers into the classroom.

## **12. Library Steering Group**

Members received minutes for the meeting of 28 April 2021.

## **13. Any Other Business.**

Associate Professor Bamber raised the need to improve communications for devolving information on quality matters to School Academic Committees. He also noted the importance of sharing good practice in relation to quality across the Schools and Departments of the University.

**ACTION: Dr Walsh to consider as part of her review of the operation of RAG & ROG and of the SAA role.**