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LIVERPOOL HOPE UNIVERSITY

MEETING OF ACADEMIC COMMITTEE

Minutes of the Meeting held on 14th December 2023

- PRESENT:** Dr P Haughan (in the Chair), Professor D Bolt, Ms J Egerton, Professor S Kelly, Professor P McGrail, Mr I McKenna, Ms S Murray, Professor C Wakefield, Dr C Walsh,
- Invitees:** M C Brownlie, Dr W Bignold
- Secretariat:** Mr D Dykins
- Apologies:** Mr N Thorley, Associate Professor K Wagner

1. Minutes of the previous meeting

Members had received the minutes of the Academic Committee held on 18th October 2023. These were **APPROVED** as an accurate record.

2. Matters Arising

- i) Anonymised Marking: Dr Haughan noted that this will be an item for discussion at the first Student Sounding Board meeting in the New Year.
- ii) Inclusive Practice Checklist: Members had received the Checklist. It was agreed that following Prof McGrail's trial and feedback, this should now be trialled with Schools/Departments for both feedback, and to see what training resources are needed.
Action: Director of Student Learning to send out to Schools/Departments and coordinate feedback.
- iii) Foundation Year Timetable for workshops for Level F tutors 2023: Members had received the Timetable. In future years, this will run from the start of year.
- iv) Follow-up on ARE Reports: to note that Dr Haughan has followed up on best practice and remedial work highlighted by the reports.
- v) Follow up on School External Examiner Reports and Responses: Members had received the MSCE Action Plan and it was agreed that this would be brought back in May to ensure that actions have been completed. Mr Dykins advised that Prof Lavalette had responded to the request for clarification regarding Social Work and issues with referencing. Members were reassured that social work students get significant input on referencing at Level C with annual sessions at all levels with librarians.
- vi) Timeline for adoption of the single algorithm for UG Classification: Dr Haughan confirmed that this had been accepted by Senate. The Data Group is planning to introduce this for students enrolling from September 2024, though care will be taken as

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the earliest this will be applied will be for students graduating in 2027. Level F also needs consideration, and how this is explained in guides and information.

Action: Registrar to present a detailed action plan at the next meeting.

- vii) Student guidance on AI: Members had received the update which was based on extensive feedback from the recent ALT meeting. Ms Murray produced guidance which now appears on the Academic Misconduct and Student Policies webpages and includes videos. There are also resources for colleagues on assessment and a template that could be used to explain how AI can be integrated into tasks which has been sent to all Heads for distribution. Ms Murray is currently working on support resources, which will appear on a dedicated section on Moodle. She said that there had been good attendance at discussion events, such as the one led by Prof Reid. There was also a focus day with colleagues talking about practice which Dr Cheatle is hoping to develop into a course.

Prof Kelly queried whether we would need to change viva voce assessment and, if so, when this might happen. He also noted the need for training for SAA staff. Ms Murray and Dr Walsh will consider how to address these areas, though some action research could also be undertaken. Dr Walsh said that we need to bear in mind the needs of individual students, fair assessments and the APP.

Action: Ms Murray to coordinate with Dr Walsh to respond to FAQs including viva and SAA training

3. Course Approval and Review

- i) CVG/Course Specifications Approvals for New Courses: it was noted that the following courses had been considered and approved by USET. Members **RECOMMENDED THAT THE PROPOSALS BE TAKEN FORWARD TO CO-DESIGN.**

- Major Contemporary Craft
- Foundation Degree Disability and Inclusive Practice
- BSc Sport & Exercise Nutrition
- MA DJ Performance and Broadcast Techniques
- MA in International Criminology and Security Studies
- MBA (Masters in Business Administration)
- MSc Cybersecurity
- MSc International Business
- MSc Advanced Musculoskeletal Practice
- MSc Applied Social Psychology
- Major Acting (for 2025 entry)
- BA Economics (for 2025 entry)
- Major Digital Marketing (for 2025 entry)
- BSc Psychology in Business (for 2025 entry)
- BA Game Art and Design (for 2025 entry)
- Major Global Philosophy and Worldviews (for 2025 entry)
- Major Religion, Theology and Spirituality (for 2025 entry)
- MSc Bioinformatics (for 2025 entry)

Additionally, four course proposals have been approved in order to manage accreditation issues. These are: BSc (Hons) Computing; BSc (Major) Computing; BSc Maj Computing-

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Information-Technology; and BSc (Hons) Computing Artificial Intelligence. The Major Contemporary Performance title has been changed to Major Stage Design & Scenography and the Major Art & Design History is now Major Art History.

- ii) CVG/Course Specifications Approvals by USET for Existing Courses: It was noted that the following courses had been considered and approved by USET. **Members RECOMMENDED THAT THE PROPOSALS BE TAKEN FORWARD TO CO-DESIGN.**
- MA Disability Studies:
 - BSc (Hons) Sport Rehabilitation
 - PG Cert Specific Learning Difficulties, Dyslexia
- iii) It was noted that the Definitive Documents for the BA Early Primary Education with SEND (3-7) with QTS had been reviewed as the final stage in the reapproval process. Members **RECOMMENDED FOR APPROVAL TO SENATE** the BA Early primary Education with SEND (3-7) with QTS
- iv) Curriculum Overview 2024-25: it was agreed that as there are a large number of new courses being introduced, this will be received at the February meeting. It was noted that the MA English Literature course, currently suspended, will be reintroduced in September 2024.
- v) Quality Handbooks: For QH11 (Accreditation of Prior Learning), Dr Walsh had updated certain elements so the document is in line with current practice. Advanced Standing is also now clarified, particularly concerning returning students who did not complete their original award, putting a cap on students having multiple attempts at a particular year. Articulation is possible from certain qualifications, meaning that students with those qualifications are guaranteed an offer. Schools/Departments need to ensure that care is taken to consider the student's overall profile when making offers. Dr Walsh noted that Exam Boards had been more stringent when considering assessment only opportunities this year. Dr Haughan is considering how the other two handbooks on Programme Design and Approval, QH2 and QH3, can be developed.

Members **RECOMMENDED FOR APPROVAL TO SENATE** QH11.

4. Learning, Teaching and Assessment

- i) TEF Working Group documentation: members had received a range of documentation for information, including a timeline, metrics and minutes. Dr Haughan said she was grateful to colleagues in the group for the work they had put into this. She had attended an OfS conference on the TEF, but there was no commitment to a format for TEF 2027 at this stage. Most institutional outcomes, including Hope's, were published on 1st December and the Group is looking at these to help inform and prepare for the next TEF. Currently the Group is focussing on developing tools, information and documentation, such as the Metrics document. The aim to highlight issues now which can be addressed in time for TEF 2027 with milestones highlighted in the timeline. Ms Murray said that it is critical that we are planning much further ahead than for TEF 2023 where information was not readily available; staff should consider putting forward anything that could impact on TEF 2027. A TEF Moodle has been developed which may help to broaden out required information to certain colleagues. Dr Haughan said that the data is better but that it is difficult to influence the existing metrics. However, any information staff can provide can help with the narrative. It was agreed that TEF 2027 could potentially be the focus of the L&T Day in May. It was also agreed that the new Associate Deans, once appointed, will need to be part of this group

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- ii) Learning Spaces Group Minutes: Ms Murray said that Dr Bennett had run this group prior to the pandemic, and it has been reconvened this term with colleagues from support services and academic staff. She highlighted a range of discussions and actions relating to technology, including Panopto and the work underway to look out how systems are working. There is also some focus on provision for disabled students.
- iii) Identification of staff training and development needs: nothing specific was identified other than use of AI, covered previously.

5. The Student Journey

- (i) Graduate Outcomes Report: Members had received the report and supporting documentation which Ms Brownlie attended to present. She noted that although the general direction is positive, we are still behind sector averages; although Hope statistics are improving, so are those of the sector. She highlighted the 70% positive outcomes for eligible students, and 78% for the complete cohort which is 10% behind the sector average and 4% for the full cohort. The University's response rate was better than the sector average, which is especially important given the size of the University; 60% overall compared to 54% sector average. There was a decrease of 5% in those going to further study though more graduates secured high-skilled employment, up by 5% on last year. Overall statistics have changed due to the change to a 15-month post-graduation data collection point.

This year the University has introduced a new online jobs portal called "JobTeaser" and there has been excellent engagement with the platform. The Team are working closely with academic colleagues particularly in embedding employability into the curriculum where this is more powerful for students. The Student Employment Action Group continued from last year to share best practice between academic and professional services colleagues and there are ambitions to grow this.

The Student Services Award is continuing with input from different Departments to run projects and 35-40 students will graduate this year. There are only 9 students on placement this year, so there is significant work to do in this area, with more placements needed. Careers fairs have had good attendance and positive feedback from organisations represented. Ms Brownlie also highlighted the 12 tasks of Christmas project to keep students engaged over the closedown period. There is also a new alumni strategy with careers-focussed initiatives though alumni data needs to be improved to help with this. Prof Kelly stressed the importance of alumni as he is aware that many have expressed an interest in speaking to students.

- (ii) APP Monitoring Report Update: Members had received the progress update. New guidance for the APP should be available in January with the deadline for submission likely to be in July; as the Registrar is not available then, the APP must be ready for May. The new plan will start with progress on the old plan. Dr Walsh noted that the University schedule for closing gaps set out over 5 years. Areas which are highlighted on the Report indicate areas which need to be targeted. There are three substantive issues: the attainment rate for students from the poorest backgrounds as LHU has a high number with a 15% gap on target with no progress made to improve this; the attainment rates for BAME students are also of concern as the gap is 14% against a target of 4%; for movement to further study or employment for students with mental health issues, the gap is 17% and we are below target. The new APP will be ambitious and the Plan for the next period has been drafted; after the data is inputted this will be brought back to Academic Committee. It will be critical to engage students and get drafts out for consultation.

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Action: Dr Walsh to present the draft APP at the next meeting.

- (iii) The Retention Action Plan from Project 2028 was received for information.

6. Monitoring and Evaluation

- (i) Summary of Level H evaluations: Members had received the evaluations which are designed to assist in planning for NSS 2024; it was acknowledged that the response rate is variable. There are a number of areas of concern highlighted and Dr Haughan will contact relevant Heads to request action in those areas. Generally, issues relating to “Feedback on Work” will need attention, although it was noted that many Level H students have not yet been assessed which may explain the questionable result. Two additional questions were added to the Level H Course Evaluations which focussed on employability and we will need decide how to follow up on the responses. The Students’ Union question response could also be improved; Dr Haughan will speak to the SU President to suggest ways of improving this. It was agreed that the LSP question can be removed from future evaluations as this is covered by a separate Disabled Students survey distributed by Student Life; Ms Haines will be asked to circulate the results of this survey to Schools/Departments and she will be invited to attend the next meeting to share the results.

Action: Ms Haines to circulate results of the Student Life survey to Heads

- (ii) NSS Action Plan for Psychology and update on MCSE: These were received for information.
- (iii) NSS 2024: This will go live at the end of January, a week before Reflective Week. It is important in feedback from Heads to students that there is clarity that they are completing the NSS based on their entire undergraduate experience, not just Level H. This will be included in a briefing to all Schools/Departments.

7. Registrar

- (i) Minutes of the ROG meeting held on 18th October 2023 were received for information.
- (ii) Registrar’s Business: Dr Walsh proposed an amendment to the *Universal Conventions and Procedures 2023/24 Dissertations and Research Projects* which has arisen out of the PGT continuation award board where a number of students who had failed their proposal (or preliminary task) performed well in their dissertation. If the proposal is failed then this will be condoned if the dissertation passes except where there has been academic misconduct. A student who fails the preliminary task should be offered a resubmission capped at a bare pass.

Members **RECOMMENDED FOR APPROVAL TO SENATE** the amendment as a temporary measure but the Registrar should consider a long-term solution.

- (iii) External Examiner Nominations

Members had received for consideration the following new nominations. For Jess Mannion, it was noted that, as she did not have relevant experience, a senior member of staff will act as mentor/supervisor. An application was received from Dr Alexandra Ross (BA Art History and

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BA Fine Art) which was not approved at this stage as her experience had not been included on the form.

Subject	Name	Institution	Commence	Comments
BA Graphic Design (including legacy Graphic Design provision)	Paul Allen	Sheffield Hallam University.	July 2024	APPROVED
BA Hons Fine Art	Dr Robert Anderson	Open College of The Arts	September 2024	APPROVED
BA History BAC History pathway MA History	Dr Andrew Jackson	Bishop Grosseteste University	January 2024	APPROVED
BA Arts and Wellbeing	Dr Katharine Low	King's College London	September 2024	APPROVED
BA Health and Social Care Health and Wellbeing Major Social Care Major	Jess Mannion	Manchester Metropolitan University	January 2024	APPROVED
PGCE Primary 3-7 PGCE Primary 5-11	Nicola Tierney	St Mary's University	October 2023	APPROVED

Subject	Name	Nature of Request
BA Media & Communication	Dr Christopher Pullen	EXTENSION OF TENURE
BA Drama/Theatre BA Drama Major	Dr Matt Smith	REALLOCATION OF DUTIES

8. School Academic Committee Minutes including Network of Hope

General issues raised include errors in booking rooms and the quality of the accommodation for GES. Dr Haughan noted that all operational matters should be addressed by the School management team. It was highlighted that the size of GES is problematic but that the new Faculty structure will enable wider discussion to take place about how this can be managed. Dr Walsh said that the Law & Criminology minutes suggested that there had been no updates from RAG or ROG, but this is not the case. Both groups have met on a regular basis according to the published schedule.

Dr Walsh noted that the APP has to be a University-wide conversation that can capture relevant initiatives and successes, and highlighting these in minutes would be helpful. Similarly, any accreditations the School holds should be referenced to confirm that requirements are considered and being met. Student representation was noted as not always being evident and Schools should attempt to recruit representatives in June ready for the following year.

The Registrar noted that the School of Psychology had discussed combined honours students not going to Psychology School Boards and the Department's Assessment Coordinator not being invited to the University Board. However, combined honours students' outcomes are viewed at subject meetings in Schools/ Departments and it is requested that all subject

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meeting minutes include any comments that should be drawn to the attention of the University Board. The Registrar/Deputy always checks these subject minutes in advance of the Board. In addition, before the University Board, the combined honours students' transcripts are shared with the Department with a request for the transcripts to be reviewed and any comments sent ahead of the University Board. This is often in a short window but nevertheless there are clear opportunities for active involvement from the Department.

Minutes for MCSE were not received and this will be followed up with the School.

9. Partnership & Accreditations Committee Minutes

Members had received the minutes of the meeting held on 11th October 2023. The issues with BCS accreditation are covered by an action plan and following a meeting between the University and BCS in October we are waiting to see whether accreditation will continue. The team explained that there had been substantial changes but BCS still had concerns which have resulted in accreditation being taken this off advertising for 2025. BCS now wish to completely review the provision and we will push for full accreditation as soon as possible. PAC will focus on this over the coming months. Issues with BASRaT accreditation have been addressed and the University has received reaccreditation; the ITT accreditation process is expected to be complete by Easter. Assessment patterns have been amended on SITS to recognise qualifying elements for accredited courses and Ms Boote is compiling a comprehensive grid to review all requirements which will be received by the Committee. Annual Reports from Heads of Schools/Departments had been received though some were missing.

10. Library Steering Group Minutes

Members had received the minutes of the meeting held on 25th October 2023. Ms Murray highlighted student engagement activities which had received positive feedback. A New fines policy has been introduced related to the cost of living and renewal and loans process.

11. Any Other Business

Dr Haughan noted that there had been 21 entries for the Learning & Teaching prize which is the highest number ever received.

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