CONFIRMED

LIVERPOOL HOPE UNIVERSITY

<u>LEARNING & TEACHING COMMITTEE</u>

Minutes of the Meeting held on 19th June 2019

<u>**Present**</u>:	Dr P Haughan (Chair), Dr J Bennett, Dr L Bourke Dr R Cousins, Dr L Hilditch, Dr L McLoughlin, Ms S Murray, Ms M Pearson, Dr F Pogson, Mr L Skilbeck, Dr C Walsh
<u>**By Invitation:**</u>	Ms H McGarry (item 4)
<u>**Apologies:**</u>	Dr A Owen
<u>**Secretariat**</u>:	Mr D Dykins

1. Minutes of the Previous Meeting

Members had received the minutes of the meeting of Learning & Teaching Committee held on 22nd May 2019. These were approved as a correct record.

2. Matters arising

(i)   <u>Guidance on Engendering Resilience in Students</u>

Ms Pearson said she was waiting to hear back from publishers as to whether the guidance could be rolled out across the University.

(ii)   <u>Lecture Capture</u>

The Chair advised that a meeting had been set up with Mr Beecroft to progress issues with Panopto.

(iii)   <u>Self-certification for 7-day deferral of assessments</u>

Dr Walsh advised that there were concerns about uploading partially completed assignments to Moodle as evidence of progress. She did not intend to alter the guidance in this area, but rather leave it up to subject areas to decide how to handle such situations. Mr Skilbeck agreed with this approach.

(iv)   <u>Preparing Student for Group Work</u>

Dr Cousins said that, rather than create a Community of Practice in this area, the Faculty would be writing some guidance for students that could be included in course booklets.

3. Review of the Learning, Teaching and Assessment (LTA) Strategy

Members had received the revised LTA strategy and reviewed it prior to the meeting. There were no further significant changes advised. Individual members had already forwarded their comments to Dr Bennett and these had been acted upon.

The LTA Strategy was **RECOMMENDED FOR APPROVAL** to Senate.

4. **Access and Participation Plan**

Members had received the draft Access and Participation Plan (APP), the public-facing summary document, the target investments plan and the Fee information. The Chair commended the work of Dr Walsh and Ms McGarry in producing the documentation. Ms McGarry said that this was a development of the 5-year plan produced and submitted to the OfS last year. The methodology was slightly different as this time universities were supplied with student data from the OfS with an instruction to consider ways of closing gaps in performance relating to recruitment, retention and attainment of particular groups of students. An additional plan for disabled students had been added. The aim of the process is for universities to have closed these gaps by 2025. A greater depth of analysis and commentary was required and students were currently being consulted.

Dr Cousins noted that the cost of Learning Support could be included. Dr Walsh confirmed that this had been done. Dr Walsh advised that Network of Hope students were not factored into the figures as these student numbers belong to the Network Colleges. This means that opportunities for discussion of some successes relating to e.g. mature students had to be highlighted in the narrative rather than being reflected in the numerical data.

Dr Walsh said that the 5-year plan required buy-in at all levels, particularly with academics. Dr Bennett said he was planning to focus the September Learning and Teaching day on implementation of the APP across the University to develop staff understanding and contribution to success of the plan.

Action: members to advise any minor amendments to Dr Walsh and Ms McGarry

All APP documentation was **RECOMMENDED FOR APPROVAL** to Senate.

5. **Student Voice**

Members had received Dr Bennett's overview of findings from the Level C and I internal surveys. He highlighted specific issues in Graphic Design, Psychology (Level I) and Drama; It was noted that supportive interventions and strategies had worked well last year, particularly with Accounting.

Ms Pearson noted that Teacher Education do their own survey released at a different time to the standard schedule to ensure that placements do not interfere with response rates. It was agreed that the timing of the survey could be changed to more effectively capture Teacher Education feedback.

Action: Dr Bennett to create an action plan to address issues in specific subjects; and to liaise with Dr Walsh over possible interventions

6.   Inclusive Practice

Members had received the VP Education's paper that reflected on inclusive practice within learning and teaching initiatives. Mr Skilbeck said that he had been developing the ideas highlighted in the paper over his year as VP Education. The Chair said that it was a very helpful document and that the ideas within could be developed over the coming year. Dr Walsh noted the positive comments in the report and said she would look at tying in some aspects of the paper to the APP. Members thanked Mr Skilbeck for producing such a useful paper, and for serving diligently on the Learning and Teaching Committee for the past year.

7.   Registrar's Business

Members had received the proposed minor changes to marking scales and conventions.

The changes to marking scales and conventions were **RECOMMENDED FOR APPROVAL** to Senate.

8.   Other Business

Dr Cousins said that colleagues in her subject were looking at placement provision and what fees would be charged for students on placement years. She noted some disparity between the current fees model adopted in the Science Faculty and the Study Abroad scheme.

Action: The Chair to bring the issue of placement and study abroad fees to the attention of Mrs Beecroft.

Dr Bennett noted that a handbook template for Foundation Year had been developed in addition to those already available for other levels of study. 2019/20 versions of these had been emailed to all staff and are available on the L & T webpages.

The Chair said that the timetable and arrangements for induction week were being finalised by the engagement group with input from the 'Supporting Students' Mental Health' CoP and would be available shortly.