

# CONFIRMED

## LIVERPOOL HOPE UNIVERSITY

### MEETING OF ACADEMIC COMMITTEE

#### Minutes of the Meeting held on 23<sup>rd</sup> February 2022

**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, Ms C Priestley

**Secretariat:** Mr D Dykins

#### 1. Minutes of the previous meeting

Members had received the minutes of the Academic Committee held on 15<sup>th</sup> December 2021. These were **APPROVED** as an accurate record.

#### 2. Matters Arising

- i) Update from the Registrar on Law School assessments: Members had received the update from Professor Rizzuto. Dr Walsh noted that there had been substantive issues around assessments last year which have been resolved and the School now have their own assessment coordinator.
- ii) School/Department Examiner and Reports for: MCS&E; Psychology; Geography & Environmental Science; and Health & Sport Sciences: this issue is unresolved.

**Action:** Mr Dykins to contact Professor Nagar for clarity

- iii) Employability Strategy; Members had received the amended version following comments at the last meeting.

Members **RECOMMENDED FOR APPROVAL** to USET the Employability Strategy.

- iv) Decolonisation of the Curriculum CoP: Members had received the summary paper. The Chair noted that some of the recommendations are for the Equality & Diversity Steering Committee (EDSC) rather than for the curriculum and asked Dr Walsh to consider these as Chair of that group. Dr Haughan proposed the setting up of a University-wide group to consider matters relating to decolonisation of the curriculum and for responsibility for this area to be included in the job description for the Director of Learning & Teaching. The new Director will consider how the process has already worked in certain co-design events so that it can be cascaded to all subjects. This will entail some training for Co-design chairs. The relevant Quality Handbooks will also be revised to include decolonisation in the Co-design and Review process.

**Action:** Dr Walsh to progress relevant recommendations within the EDSC

# CONFIRMED

- v) Augur: Dr Haughan noted that recommendations from the Augur Report have been leaked and it is likely that the Foundation Year will continue in future years but with a reduced fee.
- vi) Dr Haughan reported that the University was piloting an award similar to SALA, but one that would include a scholarship. The award offers practical experience as part of an individual student's development. So far there had been a good uptake from students.
- vii) It was noted that the Committee were awaiting the Psychology ARE in the agreed format.

**Action:** Mr Dykins to chase the Psychology ARE report

### 3. Course Approval and Review

#### i) Course Reapprovals

Courses listed in Appendix 2 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:**

- BAC Major Contemporary Fashion Design
- BASH Arts and Wellbeing: the title change from Creative and Performing Arts & Health and Wellbeing was noted.
- BA Youth and Community Development with the changed title of BA Youth *Work* and Community Development; and
- MA Youth and Community Development with the changed title of MA Youth *Work* and Community Development;

**Action:** Mr Dykins to ensure that the title of the BA Arts and Wellbeing is changed on the online system

#### iii) Withdrawals/Suspensions for 2022-23

The Chair noted the withdrawal of the PG Cert Data Science & Security, which had not recruited since its introduction.

#### iv) Curriculum Overview and Network of Hope Curriculum (2022-23)

Members had received the Curriculum Overview and Network of Hope Curriculum for information. Dr Rao explained that PLD and Education courses on the Curriculum Overview are grouped differently due to how blocks are delivered. She has prepared a paper giving more details. The Chair noted that St Mary's is currently being taught out and will formally close this summer. She also noted that for all NoH provision, including Spurgeon's College, viability of courses may be late being confirmed, though timetabling and staffing should

# CONFIRMED

proceed as per the courses that are planned to run. On the Network of Hope provision, Mr McKenna noted an amendment to the Business Management and Marketing Majors, and Professor Wakefield an amendment to the sports courses.

**Action:** Mr Dykins to send out explanatory paper on behalf of Dr Rao

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

### i) Annual Review and Enhancement (ARE)

Members had received for information ARE reports from PLD via the School of Education: PGCert NASENCO; PGCert SpLD; and SCITT.

### ii) ARE Process

Members had received the ARE Presentation and ARE process for the academic year 2020-21 which Dr Haughan said would need reviewing for 2022-23. Mr McKenna said was there were some inconsistencies when collating reports and a more structured approach would help to focus on important elements, though some commentary sections could be incorporated. Dr Walsh noted that it was now clear that the OfS will regulate HEIs in a different way, and that the proposed method of B3 monitoring poses a risk to some courses. She proposed sections on the ARE which would in some way match those stipulated by B3 possibly with a template prepopulated with relevant available data to guide Schools in their commentary. Members queried whether it would be possible to do the ARE at subject level. The NSS and APP should also be incorporate into the ARE.

**Action:** Mr Dykins to circulate documentation on the current OfS consultations to the Committee and to Heads of School; the Registrar to draft a possible template for ARE

### iii) Review of LTA Strategy

Dr Haughan noted that there would further discussion of the process of review in due course.

### iv) Moodle Framework

Members had received the Framework document produced by Ms Smith, and also Students' Union Feedback. Ms Priestley noted suggestions from students such as including peer and chat spaces. Small inconsistencies were also highlighted between subjects and guidance on expectations in assessments was not always clear. It was agreed that Ms Smith should incorporate the recommendations from the SU into the Framework review. Dr Rao said she would also to write to Ms Smith with suggestions.

**Action:** Mr Dykins to advise Ms Smith to incorporate SU suggestions in her review

### v) Staff Development

It was noted that the University is withdrawing from Advance HE accreditation for the PGCert LTHE due to concerns over the burden of work for this. A proposal for a suite of more accessible new staff development in L & T courses is currently being drafted by a working group which should be more user-friendly. The proposal will come to the next meeting and Dr Rao suggested the University consider a framework-wide accreditation instead.

**Action:** Dr Rao to write to Dr O'Siochru with her proposal.

# CONFIRMED

## 5. Academic Calendars

Professor Kelly said that he encouraged staff to do some research in reflective weeks and asked that USET consider how these are used. It was noted that Social Work will use a different pattern as will QTS courses, though the BA QTS dates have not yet been agreed.

**Action:** Mr Dykins to include on the USET agenda

Members **RECOMMENDED FOR APPROVAL** to Senate the Academic Calendar structure.

## 6. Monitoring and Evaluation

### i) Access & Participation Plan

Members had received the Next Steps for the University APP document from Dr Walsh. She noted that the OfS have considerably reviewed the APP, with a major focus on disadvantaged groups and the influence universities can have at primary and secondary school level. The current plans will be monitored with institutional data released in March 2022 and universities must demonstrate engagement with the future APP cycle. The timeframe for completion is short, and the University will be required to publish an institutional impact statement in the autumn, though it must submit revisions to plans possibly as early as May. The OfS will establish groups of schools and work with universities in a particular region, using external assessors to evaluate plans. Any missed targets could mean that the OfS will intervene. Dr Haughan noted that the Shaping Futures project already does some of this work. She stressed the importance of the minutes of the APP Implementation Group as evidence.

**Action:** Dr Walsh to update members at the next meeting

### ii) NSS Update

Dr Haughan noted that the completion rate is currently 51% though some large subjects are still under 50%.

### iii) Ofsted & ITT Accreditation and BA QTS MMAP

Members had received both documents so that they were apprised of the situation with regard to the next Ofsted inspection and ITT accreditation. It was noted that strategic boards are being developed to oversee these areas. The MMAP document is being received as this is significant; even though this is not a full reapproval, the curriculum has had to be reconstructed. Members were reassured that this has been done appropriately.

### iv) Update on consultation in relation to TEF and conditions of registration with OfS

The Chair said that in tandem with the APP are the new B3 requirements and the new iteration of TEF. The Indication is that the TEF will happen in September, and then every 4 years. The first iteration will include data from 'covid years' which is not typical of the normal performance of the University.

## 7. Registrar

### i) Registrar's Business

## CONFIRMED

Members had received the Registrar's Business paper, the RAG minutes of 2<sup>nd</sup> February 2022 and three policy updates: Academic Misconduct; Academic Appeals; and Mitigating Circumstances.

Dr Walsh noted that the policies devolved decisions to Schools, such as penalties for misconduct, and that next year, the University would revert to its standard policies. Learning Support Plans will cover arrangements for extensions, and it is important that they state clearly what any reasonable adjustments might be. She said she would be working with Mr Ryan to avoid students with an LSP asking for extensions. Professor Kelly brought up the role of the Senior Academic Advisors (SAAs), including appointments and the annual update of training, particularly with the changing role. Dr Walsh said that mentors were needed and said she would consider who might be available to do this. Professor Bolt suggested a video for training and Dr Wagner suggested separate SAAs for different responsibilities.

**Action:** Dr Walsh and Dr Haughan to consider the approach to the training of SAAs, and include a review of the number of SAAs and their roles

On Appeals, the new system involves a trained appeals officer who will ensure that at least one of the three grounds for appeal have been met before escalating to the School. Dr Rao queried the consistency of decisions and it was agreed that a system is needed to record and monitor to ensure consistency.

**Action:** Dr Walsh to make minor amendments to the Appeals policy and recirculate to members

Members **RECOMMENDED FOR APPROVAL** the three policies.

Dr Walsh also advised that the deadline for results is 23<sup>rd</sup> June to allow for School Boards to take place in time for graduation. Examinations for Level H students will take the form of timed assessments with Heads of Schools/Departments putting all the information into a standard format. Level I examinations will go ahead in the examination hall. Any non-examination assessment should be structured so as to avoid collusion. The Level H assessment timetables will be advised in March.

The chair asked Dr Walsh about the follow up of issues raised at the Autumn Assessment Boards. The Registrar confirmed that she would be following up some outstanding issues, particularly those associated with assessment in some subjects, particularly Psychology and Computer Science.

### ii) External Examiner Nominations

Members had received for consideration the following new nominations:

Subject	Name	Institution	Commence	Comments
Degrees with Foundation Year	*Mr Gareth Henry	Nelson and Colne College	December 2021	RECOMMENDED FOR APPROVAL
SCITT programmes	*Dr Paul McFlynn	Ulster University	January 2022	RECOMMENDED FOR APPROVAL
Disability Studies	Dr Antonios Ktenidis	Leeds Beckett University	April 2022	RECOMMENDED FOR APPROVAL
MSc Sport Medicine, Exercise and Health	Dr Karl New	University of South Wales	February 2022	RECOMMENDED FOR APPROVAL

# CONFIRMED

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

It was noted that the EXN1 from for Ktenidis had not been signed. The Committee noted that although his experience is limited, there will be mentoring arrangements in place.

**Action:** Mr Dykins to chase signatures

## **8. School Academic Committee Minutes including Network of Hope**

Members had received minutes as follows: CAPA: 2<sup>nd</sup> February 2022; Social Sciences: 31<sup>st</sup> January 2022; Business School: 6<sup>th</sup> October 2021 and 9<sup>th</sup> February 2022; Humanities: 8<sup>th</sup> December 2021 and 2<sup>nd</sup> February 2022; Education: 8<sup>th</sup> December 2021; Maths, Computer Science & Engineering: 9<sup>th</sup> February 2022; Psychology: 26<sup>th</sup> January 2022; and NoH EAQ: 11<sup>th</sup> November 2021.

Areas highlighted:

- The Business School has a small working group looking at Access & Participation.
- Psychology have an issue with student representation at Committee meetings; and the Departmental Response to External Examiner Reports are not yet available.
- It was noted by Humanities that the Students at Risk Register had not yet been released.

**Action:** Ms Priestley and Professor Donnelly to work together to ensure student representation at meetings

**Action:** Mr Dykins to follow up the Departmental Response to External Examiner Reports for Psychology; also, to contact Mr Beecroft about an update the Students at Risk Register.

## **9. Library Steering Group Minutes**

Members had received minutes of the meeting on 19<sup>th</sup> January 2022 for information.

## **10. Consumer Protection Group Report 2020-21**

Members had received Consumer Protection Group Report 2020-21 for information.

## **11. Student Services Group**

Members had received the minutes of the SSG meeting held on 24<sup>th</sup> January 2022, the Well-being Services Update and the Annual Monitoring Report on Well-being Services.

## **12. Partnerships and Accreditation Committee:**

Members had received the minutes of the meeting held on 15<sup>th</sup> February 2022. The Chair noted that the standard agenda was not being followed by all School/Department Academic Committees meaning that certain items, including Partnerships and Accreditation, were not routinely considered.

## CONFIRMED

**Action:** Mr Dykins to contact the Chairs of School Academic Committees to ensure that a standard agenda is followed for their meetings

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

Ms Priestley queried whether incentives for attendance at sessions could be considered. It was suggested that attendance could be included on the HEAR.

*Post-meeting note on Transitional Arrangements for the current academic year: In November, USET approved the transitional arrangements for 2021/22.*

# CONFIRMED

## Appendix 1. Notes following the meeting of Academic Committee

### 1. Chairs Action taken to approve minor changes to the following Quality Documentation:

New version of QH13 Recruitment and Admissions policy with a minor amendment to add the CASE accreditation IELTS requirement of 7 with no score less than 6.5.

New version of QH12 External Examiners Handbook with a minor amendment of changes to the relevant dates for this academic year.

The new versions of these Quality Handbooks are **RECOMMENDED TO SENATE.**

### 2. Chairs Action taken to add the following new course to the list in section 3 (ii) in the minutes and for the following new course to be **RECOMMENDED to SENATE THAT IT be taken forward to co-design:**

- MA Business and Sustainability

### 3. Final Approvals signed off by the Chair and **RECOMMENDED TO SENATE for addition to the University portfolio:**

New definitive document for BAC Major Drama (reapproval)

Initial definitive document for PG Musculoskeletal Ultrasound (New Provision)



# CONFIRMED

## Appendix 2. Course Reapprovals (see section 3(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.

- BA History
- MA History
- BA Politics and International Relations
- BA SEN & Disability Studies
- BAC Major International Relations
- BAC Major Politics
- BAC Major SEN (Hope Park)
- BAC Major SEN (NoH)
- BAC Major Media and Communications

Following the meeting of Academic Committee, Chair's Action has been taken on a number of courses due for reapproval, which have been considered by USET. These are also **RECOMMENDED TO SENATE to go forward with the reapproval process**

- BAC Major Creative Writing
- BSc Artificial Intelligence
- BSc Computer Science
- BEng Electronic and Computer Engineering
- BSc Data Science
- BEng Robotics
- BSc Software Engineering
- BEng Software Engineering
- BA Business Management
- BA Marketing
- BAC Major Law
- LLB Law
- BA Accounting and Finance
- BAC Major Accounting and Finance
- BAC Major Business Management
- BAC Major History