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LIVERPOOL HOPE UNIVERSITY

MEETING OF ACADEMIC COMMITTEE

Minutes of the Meeting held on Wednesday 24th February

PRESENT: Dr P Haughan (in the Chair), Professor D Bolt, Associate Professor S Kelly, Mr I McKenna, Mr H Pearce, Dr K Wagner, Associate Professor C Wakefield, Dr C Walsh and Dr N Rao (representing Assoc. Prof. Bamber)

By Invitation: Dr J Bennett, Ms S Anton (item 4)

Apologies: Associate Professor P Bamber, Ms J Egerton, Ms C Harvey

Secretariat: Mr D Dykins

1. Minutes of the previous meeting

Members had received the minutes of the Academic Committee held on 21st October 2020. These were **APPROVED** as an accurate record.

2. Matters Arising

Registration and Retention Data: Student Achievement and Final Degree Results (actum 6iii): Dr Walsh said that the situation with regard to removing the dual algorithm was ongoing. She suggested waiting until there was a directive from the QAA before this was finalised and that the dual algorithm should remain until then. She indicated that the 25/75 split for Levels I and H was more beneficial to the vast majority of students.

External Examiner for Master of Creative Industries: It was noted that Dr R Dean had been appointed to this role; this is confirmed in the relevant minute below.

3. Course Approval and Review

i) Course Approvals (Validations and Revalidations)

Members had received reports on the status of approvals in the Schools of Humanities and Health Sciences. The Chair had requested these as, during the Covid period, there had been some issues with the approval system, meaning certain items had not completed their progress through the system as expected and their status was currently unclear.

The School of Humanities drew Academic Committee's attention to the following courses. All were currently in the system but approvals were not complete. The School presented plans to Academic Committee which detailed how each of these would be taken forward. They would be presented to Academic committee for approval at a later date:

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- MA Politics and International Relations
- MA Contemporary European Affairs (It was also noted that the MA Contemporary European Affairs was now being put forward as a Hope award rather than jointly with a partner institution.)
- Master of Ministry (MMin)
- Doctor of Ministry (Dmin)
- MA English Literature
- MA English Literature and Professional Writing
- MA English Literature with Professional Writing
- PG Cert Professional Writing
- MA by Research

The School of Health Science drew Academic Committee's Attention to the following two courses. These courses had been through review and codesign but the documentation was not yet available. These courses will be presented to Academic Committee for approval at a later date:

- BSc Sport & Exercise Science
- BSc Sport & Physical Education:

The School of Humanities also requested a delay on re-approval/review of a range of existing courses due to the disruption caused by the pandemic and in the case of Law, changes to the qualifying law degree. These were all due to be reviewed in 2021 having reached the end of the maximum five yearly review period. The Committee agreed to recommend to Senate that the review of these courses be delayed to academic year. These courses are:

BA Theology Major
BA Theology and Religious Studies Single Honours
BA Creative Writing Major
BA English Literature Single Honours and Major
BA Media and Communication Single Honours and Major
Law LLB and Law Major

Members **RECOMMENDED FOR APPROVAL** a revised date for review for all the above courses.

The Committee were also advised that Chairs action had been taken to approve documentation for two Integrated Masters courses, MCreate and MSocSci. The final versions of the approval documentation have been received.

ii) New Course Proposals

Members had received course proposals for the following courses:

- Musical Theatre (Major)
- MA Creative Music Practice
- MSci/BSc in Data Science

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MSci/BSc in Data Science: Dr Walsh queried whether there was a conflict with recruitment for other courses in the Computer Science area with this course. She asked for clarification whether this would attract additional students rather than move them from existing provision.

Dr Walsh also queried the overlap of this course with others in the School, including the online PgCert. She was particularly concerned with how this was managed in shared classes.

Action: Dr Bennett to raise these issues as part of the upcoming co-design event. A map of all related provision is to be included in the approval documentation.

It was also noted that two CPD blocks had been approved as standalone blocks: Principles and Practice of Effective Mentoring; and Coaching and Theory and Research in Effective Mentoring and coaching.

Members **RECOMMENDED FOR APPROVAL** all the above proposed courses with the proviso that a satisfactory response with regard to the MSci/BSc in Data Science is received.

iii) Withdrawals/Suspensions

Members had received the list of current suspensions/withdrawals which can be found in the appendix to these minutes. It was noted that a small number of these courses had not yet been discussed by USET.

Members **RECOMMENDED FOR APPROVAL** the withdrawal/suspension of these courses with the proviso that agreement is received from USET where it is still required.

Post-meeting note: the suspension of BSc Physical Activity, Nutrition and Health and withdrawal of a number of courses in Education were approved by USET on 1st March 2021. The withdrawal of the BA Applied Social Sciences was approved at USET on 8th March 2021.

iv) Curriculum Overviews

Members had received the Curriculum overviews for information, which gave an overview of proposed provision for 2021-22. Mr McKenna noted that the BA Leadership and management should be removed.

v) Discussion on the process for Curriculum Overviews

Mr Dykins said that the Curriculum Overviews were now being produced via SITS in a more consistent and effective manner. Dr Haughan said that there was a project underway to have all curriculum related documentation, including definitive documents, held in SITS to make a cohesive system for curriculum reporting.

4. Learning, Teaching and Assessment

i) Assessment Grid Update on Learning, Teaching and Assessment in respect of Covid

Members had received the Assessment Grid which gave an overview of alternative assessments in place for the end of the current academic year. Dr Wakefield noted that the subsequent to their internal agreement, the format of some alternative assessments in Health Sciences had been highlighted as inappropriate by external examiners. The Chair suggested that she maintain a dialogue with the Registrar on this matter. Mr Pearce

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highlighted that in students at Level H in 2021/22 not have experienced University exams run in the traditional way.

Action: Dr Bennett and Dr Walsh to work together to give students opportunities to experience the exam hall set up prior to the Summer examination period in 2022.

Dr Walsh said that the assessment timetable will be available by the end of this week. She confirmed that students with LSPs will have the time allowance for these assessments increased by 50%.

ii) Identification of staff training and development needs; Learning & Teaching Day

Ms Anton noted that since the last meeting a number of staff had applied for membership of Advance HE and the revised PGCert LTHE. No specific training needs were highlighted as a great deal of development has been planned and delivered since the start of the pandemic and is ongoing, relating mainly to online delivery and deep learning.

iii) LTA Strategy; members to agree a review date

Dr Bennett said that the call for a review was timely given the current trends relating to diversity and inclusivity (particularly around the Access and Participation Plan (APP)), the Covid legacy, and the decolonisation of the curriculum. He said he hoped to initiate this on Learning & Teaching day so the review process could be started this year.

iv) Replacements for Annual Monitoring: Process on innovations introduced in new academic year

Members had received the Heads of School/Department Quality/Enhancement. Reports. Members were impressed with the level of innovation that has been taking place in Schools over the past year. Dr Walsh stressed the need for staff to consider how underrepresented groups can feature in enhancement innovations and how this can be applied and linked directly back as evidence to support the various elements of the University's APP.

Members **RECOMMENDED FOR APPROVAL** the document as good practice to be disseminated between Schools.

Action: Mr Dykins to circulate report to all Heads.

Action: Mr Dykins to include a discussion of how Summer 2021 AREs can include a focus on underrepresented groups as an item on the agenda for the next Academic Leaders meeting in April.

v) Quality handbooks: Members had received four handbooks;

QH4 Review of Existing Courses: The Chair noted that the School Academic Committee makes the decision on when a review takes place (normally within 5 years) giving the School more control over the process. Dr Walsh suggested additional references to underrepresented groups as identified in the APP including the section on the ARE.

Post meeting note: This was done following the meeting. The amended version is presented to Senate.

QH5 Approval of Modifications to Existing Provision: there were no additional comments.

QH6 Withdrawal or Suspension of Courses: Dr Wakefield queried issues with progression from the Foundation Year to courses that do not then run in subsequent years. The Chair

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said that decisions were made at USET and this was considered when making any decision about withdrawals and suspensions.

QH9 International Student Placements, Exchange & Study Abroad: the Chair noted that some further amendments were needed following USET agreement of a new pattern for study abroad, so this would be re-presented at the next Academic Committee meeting.

Members **RECOMMENDED FOR APPROVAL** to Senate QH4, QH5 and QH6.

5. The Student Journey

(i) APP Monitoring: to agree an extraordinary meeting to consider the monitoring response

Dr Walsh confirmed that the OfS have now released details of their monitoring mechanisms. She will produce an initial draft during the first week of March and will agree a meeting for Academic Committee to meet and discuss further. She noted that she would need help from Subjects for this, particularly in providing detail of their work to address support of under-represented groups.

Action: Mr Dykins to advise members when a date has been agreed

(ii) Hope Charter Review

Members had received the current Hope Charter for review. Mr Pearce said that he felt there were no specific changes needed and that document reflected the appropriate relationship between Students, the University and the Student Union. It was noted that 'Department' should be changed to 'Department/School'.

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

(iii) Voter Registration

Dr Haughan reported that, as required by OfS, all students were given appropriate encouragement and documentation to register and vote. Additionally, all students are to be encouraged by the University to take part in the forthcoming census.

(iv) Academic Calendar 2021-22

Members had received the proposed structure of the Academic Calendar. There are extended exam weeks due to the two bank holidays in the first week though few exams will run in the second week. The Chair noted that some placement dates may still change. Members commended the structure of the calendar.

Members **RECOMMENDED FOR APPROVAL** to Senate the Academic Calendar 2021-22.

Action: Mr Dykins to produce separate calendars for individual cohorts based on the structure.

6. Monitoring and Evaluation

Evaluations Summary

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Members had received the evaluations summary for comment. The Chair commented that the response rates were generally poor. Members felt that this was due to the electronic format and suggested that paper format be reintroduced when it is safe to do so. It was agreed. Given the low response rate, pan-university matters were hard to identify but potential issues related to access to electronic resources and reading between classes were discussed. Mr McKenna said that the Business School had had meetings to look at what was needing to be addressed though it was acknowledged that it was difficult to draw any conclusions given the response rate.

7. Registrar

(i) Registrar's Business: Classification of PGT awards

Members had received the proposed revision of classification of PGT awards. Dr Walsh said that there had been a disproportionate weighting on the dissertation which had now been rectified. Other elements have been simplified and harmonised. Aggregates are calculated as would be expected, though borderlines will be based on students' achievements in 50% of their assessments. Student on phase 1 of the EdD will also be included in these simplified rules.

Members **RECOMMENDED FOR APPROVAL** to Senate the Classification of PGT awards.

(ii) Minutes of RAG and ROG

Members had received the minutes of the RAG and ROG meeting held on 7th October 2020 and ROG meetings held on 13th November 2020 and 10th December 2020. Dr Walsh said the Committees were keen to increase dialogue with Academics and provide answers to any queries they may have. It was noted that the terms of reference for RAG need to be reviewed.

Action: Dr Walsh to review Terms of Reference for RAG

(iii) External Examiner Nominations

Members had received for consideration the following new nominations and extension of tenure/reallocation of duties:

Subject	Name	Institution	Commence	Comments
MRes Sport & Exercise Science	*Dr James Fisher	Solent University	January 2021	RECOMMENDED FOR APPROVAL
MA Social Work	*Dr Harms Smith	Robert Gordon University	October 2020	RECOMMENDED FOR APPROVAL
BSc Geography BSc Physical Geography BSc Environmental Geography BSc Biogeography Geography - Major	*Dr Lashford	Coventry University	October 2020	RECOMMENDED FOR APPROVAL

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BSc Tourism Management Tourism (Major)	*Dr Davies	Glasgow Caledonian University	October 2020	RECOMMENDED FOR APPROVAL
PGCE Primary School Direct	Mr Stow	Canterbury Christ Church University (previous post)	December 2020	Additional information required
PGCE Secondary	Ms Wood	University of Bedfordshire	February 2021	RECOMMENDED FOR APPROVAL
Doctorate in Education Doctorate in Social Work Doctorate in Health & Social Care	Dr Jones	University of Reading	April 2021	RECOMMENDED FOR APPROVAL
PGCE Secondary	Mr Woodward	University of Worcester	February 2021	RECOMMENDED FOR APPROVAL; with appropriate mentoring arrangements

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

It was noted Mr Stowe did not have a PhD or HEI affiliation but his appointment was supported by the School. The Registrar had concerns as to how his skills and knowledge were in step with the sector.

It was also noted that all recommendations from the School of Education were presented on previous versions of the paperwork.

Action: Mr Dykins to request further information regarding Mr Stowe's about links with the sector and to request correct forms from the School

Subject	Name	Nature of Request
BA Media and Communication	*Dr Pullen	Reallocation of duties
BEng/MEng Electronic and Computer Engineering BEng/MEng Robotics, including with year in industry	*Dr Nader Anani	Extension of Tenure to November 2021
MA Performance Master of Creative Industries	*Dr Robert Dean	Reallocation of duties
MSc Psychology	*Dr Hazel Blythe	Reallocation of duties
MSocSci	*Mr Bren Cook	Reallocation of duties
UG History programmes (Levels, C, I and H) MA History and MA Museum & Heritage Studies (seeing out students)	Dr Higgins	Reallocation of duties Extension of Tenure to August 2022
The International MBA (IMBA)	Professor Bellamy	Reallocation of duties
PGDE in FE	Ms Croft	Extension of Tenure to August 2022

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

Members **RECOMMENDED FOR APPROVAL** to Senate all the above External Examiners and amendments to Examiner appointments; for Mr Stowe, confirmation of appropriate current sector knowledge will be required before his appointment can be approved.

Post meeting note: Details related to Dr Stowe have subsequently been provided by Associate Professor Bamber and he should now be considered as part of this list for approval.

Dr Bennett noted that the Advance HE qualification in External Examining might be having an impact; Dr Rao said she had been part of a pilot for this and there were opportunities for an initiative to have Merseyside-wide training which could form part of another pilot.

(iv) External Examiners for MSocSci

It was noted that External Examiners for the MSocSci were still needed.

Action: Mr Dykins to follow up.

(v) External Examiner Reports and Responses

Dr Walsh highlighted that some MA Social Work students found the dissertation element difficult. It was also noted that in Education there were a large proportion of students from Northern Ireland who appeared to be having integration issues with their course. Mr Pearce suggested contacting the SU Vice President for Welfare for ideas on how this might be tackled. It was noted that in one report there was mention of the potential for External Examiner criteria that could capture TEF requirements; there was a suggestion that the blended nature of courses due to Covid should be captured.

Action: Dr Bennett to work with the SU to investigate alternative solutions for integrating students from Northern Ireland that can be found

It was also noted that Psychology have additional restrictions on their word count limits but that these were within the regulations providing this has been communicated to their students.

Action: Registrar to consult with Professor Donnelly to ensure that students are being informed appropriately about word counts in Psychology.

8. School Committees including Network of Hope

Members had received a summary of items for note for the Academic Committee from School Boards. Dr Wakefield noted that there was a need for quality control for subject information sessions on applicant days. Dr Rao asked whether it would be possible to reinstate course handbooks. Dr Bennett said they had been replaced by tiles on Moodle to ensure currency but that he would look into whether information on Moodle could be electronically brought together to avoid duplicating work or having outdated information available to students.

9. Partnership & Accreditations Committee Minutes

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Members had received the PAC minutes of 9th February 2021. A need for a PAC strategy had been discussed and Dr Haughan advised that a quality handbook was being prepared which may help with this. The handbook would be focussed on at the next meeting.

10. Student Services Group Notes

Members had received the SSG notes of 7th December 2020. Dr Haughan highlighted the focus on the Student Development and Wellbeing Department and mental health issues to reassure the Committee that the University was monitoring this area very closely. She noted that waiting times were significantly reduced so students are being seen promptly.

11. Library Steering Group Minutes:

(i) Minutes of the Library Steering Group

Members had received for information the minutes of the LSG held on 20th January 2021.

(ii) Library Development Plan

Members had received and reviewed the Library Development Plan.

Members **RECOMMENDED FOR APPROVAL** to Senate the Library Development Plan.

(iii) Library and Information Skills Programme 2021

Members had received and reviewed the Library and Information Skills Programme 2021.

Members **RECOMMENDED FOR APPROVAL** to Senate the Library and Information Skills Programme 2021

12. OfS

(i) Consumer Protection Matters

Members received the recent communication from the OfS regarding consumer protection matters which underlines the approach of the OfS. Dr Haughan advised that the University was building a table of evidence which can be used to address any issues that may arise were the University to be audited in this area. Dr Walsh asked members to reflect on safety nets for students, particularly by looking at the University's Mitigating Circumstances Policy. Dr Haughan stressed the importance of ensuring that the University is able to evidence the work it has been doing to deliver its courses to an appropriate standard, as requested by the OfS. This is an area that students are increasingly being encouraged to consider by the OfS. Mr Pearce supported the University's approach and the manner in which it had been communicating and explaining its decisions to students and he felt that the University message that no students would be penalised due to issues related to the pandemic had been understood.

(ii) Ongoing Registration Assurance Document

Members had received the Ongoing Registration Assurance Document. Mr Dykins explained that this is a comprehensive list of the University's criteria for OfS registration and details

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how the University is monitoring itself in each criterion. This is a key document that is presented to University Council.

Members **RECOMMENDED FOR APPROVAL** to Senate the Ongoing Registration Document.

13. Any Other Business

(i) Anti-Semitism

Members had received the Dignity at Work policy but the University's agreed definition of anti-Semitism had not been included. It was agreed that this would be considered prior to Senate via an extraordinary meeting.

(ii) Study Abroad

Members had received the revised Study Abroad Programme. There had been a slight change to how this will be operated due to the 8-week term model. It was acknowledged that the overarching assessment structure required clarity on how this will align with home student assessments. Dr Haughan said she would clarify this with Dr Bignold.

Action: Dr Haughan to clarify assessment elements with Dr Bignold

Members **RECOMMENDED FOR APPROVAL** to Senate the Study Abroad Programme subject to the assessment elements being clarified.

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Appendix

- MRes Food and Nutritional Sciences.
- BA Single Hons Design for 2021/22.
- FY + BSc Nutrition
- PGCert Mathematics Education
- MEd Global Educational Leadership & Management
- MEd Professional Practice
- MA/MEd Interdisciplinary Masters, International Education
- MA/MEd Interdisciplinary Masters, Mathematics Education
- MA/MEd Interdisciplinary Masters, Religious Education
- MA International Education
- MA Professional Practice
- MA Education & English Literature
- MA Education & English Language
- MA Education & Music
- MA SEN CO-Ordination
- iPGC (Level 7) International Postgraduate Certificate in Educational Leadership
- iPGC (Level 7) International Postgraduate Certificate in Teaching Practice – Early Years
- iPGC (Level 7) Teaching Practice (Early Years)
- IPgC (Level 6) International Professional Graduate Certificate in Educational Leadership
- IPgC (Level 6) International Professional Graduate Certificate in Teaching Practice
- IPgC (Level 6) International Professional Graduate Certificate in Teaching Practice – Early Years
- IPgC (Level 6) International Professional Graduate Certificate in Professional Practice
- IPgC (Level 6) International Professional Graduate Certificate in Teaching Practice – Arabic as a First Language
- IPgC (Level 6) International Professional Graduate Certificate in Teaching Practice – Arabic as a Second Language
- iPgc International Professional Certificate in Educational Leadership
- iPgc International Professional Certificate in Teaching Practice
- iPgc International Professional Certificate in Teaching Practice – Early Years
- iPgc International Professional Certificate in Professional Practice
- iPgc International Professional Certificate in Teaching Practice
- iPgc International Professional Certificate in Teaching Practice – Arabic as a First Language
- iPgc International Professional Certificate in Teaching Practice – Arabic as a Second Language