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LIVERPOOL HOPE UNIVERSITY

MEETING OF ACADEMIC COMMITTEE

Minutes of the Meeting held on 19th October 2022

PRESENT: Dr P Haughan (in the Chair), Professor D Bolt,
Dr K Darby (standing in for Dr K Wagner), Ms J Egerton,
Professor S Kelly, Professor P McGrail, Ms S Murray, Mr N Thorley
Professor C Wakefield, Dr C Walsh

Secretariat: Mr D Dykins

Apologies: Mr I McKenna

1. Minutes of the previous meeting

Members had received the minutes of the Academic Committee held on 8th June 2022. These were **APPROVED** as an accurate record.

2. Matters Arising

(i) Terms of Reference for School Academic Committee: Members had received the ToR. Professor Wakefield suggested that where appropriate Heads might include a number of other roles as invitees to the Committee. This might include: The Student Voice Co-ordinator; the Assessment Co-ordinator; the PGT Lead; the Library Representative; the Widening Participation/APP Representative; and the Marketing and Recruitment Co-ordinator.

Members **RECOMMENDED FOR APPROVAL** to Senate the ToR for the School Academic Committee with the amendment to the membership.

(ii) Accreditations on certificates: Dr Walsh said that the Deputy Registrar would provide an update for the next meeting in December.

(iii) Attendance Monitoring: Members noted the introduction of new system. Mr Beecroft will be asked to give an update for the next meeting.

Action: Mr Dykins to liaise with Mr Beecroft for December

3. Course Approval and Review

i) Course Approvals (Approvals and Reapprovals)

Courses listed in Appendix 1 were **RECOMMENDED TO SENATE to go forward with the approval and reapproval process.** These had already been considered by USET.

In addition to the courses listed, Academic Committee noted that: the reapproval of ITE courses will be conducted during the 2023-24 academic year; and the School of Law is delivering its courses transitionally in 2022-23. LLB and Major courses will deliver the newly

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approved Level C, with a bespoke curriculum for Level I, and a run out for the final current Level H.

Post-meeting Note: Chair's action was taken to approve the first four weeks of the BA and MA social work, with a sign-off of the full documentation prior to the next Senate.

ii) New Course Proposals

Members **RECOMMENDED THAT THE FOLLOWING PROPOSALS BE TAKEN FORWARD TO CO-DESIGN:**

- PG Cert Strategic Leadership (Women in Leadership)
- LLM by Research Migration and Refugee Law

iii) Withdrawals/Suspensions

Members noted the list of Withdrawals and Suspensions, as listed in Appendix 2.

iv) Curriculum Overview

Members had received the Curriculum Overview for information.

4. Learning, Teaching and Assessment

i) ARE Reports

Members had received the ARE reports. Members said that the data was very helpful but it was noted that there was inconsistent reflection on data across the Schools and Departments. It was agreed that there be more specific questions added for future iterations to help reflect on what might help the University to address issues with more granularity. The Chair said that she would approach Heads of Schools/Departments to add more detail to the reflection on data, and that she would consider drafting an overarching action plan. It was agreed that this would be reviewed further at the December meeting of the Academic committee.

It was noted that the APP data cannot be given at subject level and Dr Walsh said it was difficult to consider how to approach the APP in areas with small numbers. The overuse of the procedure for granting extensions was noted.

Action: Dr Haughan to contact Heads of Schools/Departments regarding reflection on data

ii) School External Examiner Reports (and Response)

Members had received most of the Overview Reports and Responses; those that were not received would be submitted to the December meeting. Dr Walsh noted that academic standards were in line with other institutions with good benchmarking. There was some inconsistency in feedback quality, with suggestions that student expectations in this area should be managed, though reference to descriptors meant that the language used in feedback was consistent. Anonymous marking, which has been discussed previously and rejected by Senate was also mentioned, though this time in the context of removing bias as a way of bolstering the APP. Some students appeared to lose certain learning resources when licenses were due for renewal which put them at a disadvantage. Assessments were commended for their rigour and creativity, and it was clear that measures were being taken to ensure inclusivity, particularly around decolonisation. Specialist support in SDW at Creative Campus was commended.

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Several external examiners were not present at the relevant board, though upon investigation most appeared to attend via Zoom; in future, this should be notified to the Registrar in advance of the board. There was some disparity about best practice for Moodle access for examiners to avoid about multiple email exchanges and it was agreed that one platform would be more effective with a bespoke Moodle preferred. However, it was agreed that there was not a need to have a common policy as long as the process is secure and works for the examiner. Google drive is also acceptable as long as access is clearly restricted.

Action: Dr Walsh to double check external examiner presence at boards; and to check on the modes of access to scripts

iii) Identification of staff training and development needs

None were identified at this stage.

iv) Peer Observation Policy

This item is to be carried over to the December meeting.

v) Report on Learning & Teaching Day

Members had received the Report for information. Ms Murray said the day was a success with useful discussions in break out groups.

vi) LTA Strategy

Ms Murray said that the review of the “10 Principles” was discussed at the L&T Day to see if they are still fit for purpose. Information and views from breakout groups is being coordinated and distilled as it generated a great deal of discussion. Education Gain as part of TEF was noted, particularly on how to define it and tie into the LTA strategy. However, as a new version will be ready for the University’s TEF submission, the existing will suffice.

vii) TEF update

Members had received the update including details of the working group. Ms Murray noted that the University had now received its TEF data and guidance to for the University’s submission which was 24th January 2023. The University would work to the deadline of Christmas to ensure give ample time for management scrutiny. Dr Bignold will be the link between students and the student element of the submission. Students are invited to the group to ensure the data is understood. Currently the group were reviewing the indicators to see what data is needed. AREs and external examiner reports will be sources of information as well as the Partnerships and Accreditation Committee. The pandemic will also be referenced. It was noted that the narrative will be challenging to produce if we are to improve the University’s rating over data indicators alone.

5. The Student Journey

(i) Student Numbers for 1st Term

Members had received student numbers so far this year for information. Recruitment has been better than expected with 1,643 new students at the latest count.

(ii) Graduate Outcomes Report

This item is to be carried over to the December meeting.

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(iii) Data Group Report: Student Achievement 2021-22

Members had received the Report and Data. Dr Walsh highlighted 'good degree' outcomes which had declined. However, this was the first year after emergency regulations were lifted and figures were slightly higher than 2018/19, the real comparator. Grade inflation issues are no longer a problem as these outcomes are lower than sector averages. The number of 1st class awards at Holy Cross College have declined.

Dr Walsh said that there is pressure from the OFS to revert to a single algorithm based on for example, exit velocity or purely on Level H. She said that preliminary analysis of Hope data suggested that the 25/75 (2nd/3rd year) algorithm gave the best results.

Continuation from Level F to C was consistent as was Level I to H. However, Level C to I is concerning. It was also noted that the transition from Level F to C appears to be crucial to success. Once again, coming out of emergency regulations means that assessments appear more challenging, and it may be that the University needs to reflect on the approach to assessments during the pandemic to ensure that good practice created during that period is not being lost. Portfolios were also discussed.

Action: Dr Walsh to convene a sub-group of Academic Committee to create a proposal to improve continuation; she will also recirculate the paper on portfolios

(iv) Degree Outcomes Statement

Members had received the Degree Outcomes Statement which is an amended version of the statement from before the summer, required by the OfS.

Members **RECOMMENDED FOR APPROVAL** to Senate and Council the Degree Outcome Statement.

(v) Voter Registration

Members had received details of Student Voter Registration for information.

(vi) Academic Term Dates

Members had received the dates for review for Senate. It was agreed that we would move 2024-5 dates and those of subsequent years, forward by one week.

Members **RECOMMENDED FOR APPROVAL** to Senate that the term dates be amended as above.

6. Monitoring and Evaluation

(i) Student Protection Plan 2022-23

Members had received the updated Plan, and minor cosmetic changes were agreed.

Members **RECOMMENDED FOR APPROVAL** to Senate the Student Protection Plan.

(ii) Student Voice

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Mr Thorley said there had been positive attendance and good engagement with sessions so far this term. The volunteer and course representative training programme is currently underway. The main issue highlighted is around placement where single parents feel the location of the placement has not been considered in relation to individual situations.

Action: Professor McGrail to review placement issues in Education

(iii) NSS Action Plans

Members had received the action plans to confirm that issues are in the process of being addressed. These will be discussed in more detail at the next meeting.

7. Registrar

(i) Registrar's Business

Dr Walsh said that she had made some minor cosmetic amendments to regulations.

(ii) Regulation: Completion of Level M of an Integrated Masters Awards

Members had received the Regulation which is being introduced to align marking scales and descriptors with general PGT ones. Dr Walsh highlighted an issue around resubmission discrepancies when integrated Masters students are in the same group as standard Masters students. This could be remedied by limiting the number of resubmission opportunities.

Action: Dr Walsh to consider whether resubmission opportunities could be limited for all Masters students in future years

Members **RECOMMENDED FOR APPROVAL** to Senate the Regulations for the Completion of Level M, Integrated Masters.

(iii) Minutes of the ROG and RAG meetings

Members had received minutes of the ROG meeting held on 4th May 2022 and the Joint RAG and ROG meeting held on 15th June 2022 for information.

(iv) External Examiner Nominations

Members had received for consideration the following new nominations:

Subject	Name	Institution	Commence	Comments
BA Social Policy MA Social Policy	*Dr Jonathan Pratt	UCLAN	June 2022	APPROVED
SD Primary	*Ms Kate Glanville	Sunderland University	June 2022	APPROVED
English Literature BA and Major	Dr Cassie Gorman	Anglia Ruskin University	September 2022	APPROVED
BASH Drama & Theatre Studies, BACORE Drama	Dr Matt Smith	University of Portsmouth	September 2022	APPROVED
English Language BA and Major	Dr Sara M. Pons-Sanz	Cardiff University	September 2022	APPROVED
Philosophy and Ethics (Major)	Dr Danielle Sands	Royal Holloway	October 2022	APPROVED

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Philosophy, Ethics and Religion (Single Honours)				
BAQTS 3-7/5-11	**Mr Chris Warnock	Northumbria University	September 2022	**See note

For Dr Gorman, as she appeared to have minimal experience, additional support will be provided. It was confirmed after the meeting that Dr Smith had the requisite teaching experience.

**Professor McGrail to confirm that Mr Warnock is joining an experienced external examiner team before approval is given

The following requests for existing examiners were also approved:

Subject	Name	Nature of Request
BA Hons Early Childhood	*Dr Jo McNulty	REALLOCATION OF DUTIES
PGCE Secondary Art	Ms Amy Lilley-Stewart	EXTENSION OF TENURE
PGCE Primary	Ms Alison Griffiths	EXTENSION OF TENURE
PGCE Secondary Science / Lead Examiner	Dr Leigh Hoath	EXTENSION OF TENURE
PGCE Secondary Languages	Ms Clare Stenning	EXTENSION OF TENURE
BA Politics and International Relations Major and Single Honours MA Politics and International Relations MA Contemporary European Affairs	Dr Greig Charnock	REALLOCATION OF DUTIES
MMin	*Dr Todd Klutz	EXTENSION OF TENURE

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

It was also agreed that Professor McGrail would do a review within the School of Education to investigate the potential rationalisation of the external examiner cohort.

Action: Professor McGrail to undertake the above review

8. School Academic Committee Minutes including Network of Hope

Members had received minutes as follows: Business School 4th May 2022 and 27th September 2022; CAPA 29th September 2022; Education 21st September 2022 and 29th June 2022; Geography 11th May 2022; Health and Social Science 6th July 2022; Humanities 5th October 2022 and 6th July 2022; Law 12th October 2022; Maths, Computer Science and Engineering 5th October 2022; NoH 25th May 2022 and 21st September 2022; Psychology 4th May 2022, 15th June 2022, 7th September 2022 and 21st September 2022; Social Sciences 3rd October 2022.

Areas highlighted:

- The etiquette guide is being used
- The UG offering at Spurgeon's is not going ahead
- Student Representatives are better identified at the end of the previous year for Level I and H. Mr Thorley said he would consider how this can be included in guidance

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Action: Mr Thorley to consider more effective scheduling of appointment of student representatives

- Maths, Computer Science and Engineering minutes require more detail on their discussion on the Student Journey

Action: Mr Dykins to contact the School for more detail

- Course evaluation timeline should be reviewed and published for 2022/23.

Action: Dr Walsh to discuss the timeline with Ms McGarry

9. Partnership & Accreditations Committee Minutes

The minutes of the meeting on 12th October 2022 will be received at the next meeting.

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Appendix 1

Course Reapprovals (see section 3(i) in the minutes)

At the meeting of Academic Committee, a number of courses were **RECOMMENDED TO SENATE for reapproval or approval** after also having been considered by USET.

- BAC/BScC Major in Computer-Science
- BSc Computer Science
- BAC/BScC Major in Information Technology
- MSc Advanced Computer Science
- MSc Data Science
- MSc Robotics Engineering
- MSci Artificial Intelligence (undergraduate provision)
- BSc Artificial Intelligence
- MSci Data Science (undergraduate provision)
- MSci Software Engineering (undergraduate provision)
- BEng Software Engineering
- BSc Software Engineering
- BSc Psychology
- MSc Psychology*
- BAC/BScC Major in Psychology
- BAC Media & Communications for delivery at Spurgeon's College
- BSc Sport and Physical Education
- Law (Undergraduate Major)
- LLM By Research International Cyber Law and Policy
- BSc Sport Psychology
- BSc Sport and Exercise Science
- LLB Law
- BAC Special Educational Needs
- BA Special Educational Needs & Disability Studies
- BEng Electronic and Computer Engineering
- BEng Robotics
- MPsych
- BAC Contemporary Performance
- BAC Digital Creativity
- BAC Contemporary Fashion Design

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Appendix 2 (see 3ii in the minutes)

Withdrawals

- BSc Clinical Nutrition
- MSci Clinical Nutrition
- BSc Applied Biomedical Health
- MMin Ministry

Suspensions for 2022-23

- BSc Data Science
- MSci Data Science
- BAC Digital Creativity
- BASH Youth Work and Community Development
- BASH Creative Industries Business Management
- PGCE Secondary Computing
- MA Contemporary European Affairs
- MRes English Literature
- MRes Food & Nutritional Sciences
- MA Theology, Philosophy and Religion
- BAC Contemporary Performance
- MA African Christianity
- MA Criminology