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LIVERPOOL HOPE UNIVERSITY

MEETING OF ACADEMIC COMMITTEE

Minutes of the Meeting held on 21st February 2024

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, Associate Professor K Wagner, Professor C Wakefield, Dr C Walsh

Invitees: Ms S Haimes, Dr W Bignold

Secretariat: Mr D Dykins

Apologies: Mr N Thorley

1. Minutes of the previous meeting

Members had received the minutes of the Academic Committee held on 14th December 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 which is scheduled during the coming weeks.
- ii) Inclusive COP Recommendations: Ms Murray confirmed that Schools have received and are trialling the Checklist. Some feedback has already been received and this will be brought to the next meeting.
- iii) Student guidance on AI: Ms Murray confirmed that FAQs have been responded to and guidance was distributed at the start of this term, and uploaded to the L&T Moodle. It was noted that the training of SSAs around IA needs consideration, but this should be looked at once the Faculty Structure has been fully rolled out.
- iv) Results of Disabled Students Survey: Members had received the Summary Report which was presented by Ms Haimes. She noted that the survey had been conducted online and that of the 1,400 students who disclosed a disability there were 351 responses. There has been a steady increase in the number of LHU students disclosing over the past few years with the figure currently standing at 24% compared to the sector average of 16%. This is positive as LHU is seen as welcoming of students with a disability. 37% of those students are in receipt of DSA, and she suggested that more could be done so that more students submit a claim as this opens up different levels of support for them. Mental health disclosures are relatively new and there is now a bigger group of neurodiverse students. Most students are satisfied or very satisfied with the support they receive. There are some gaps which may be because some students are not discussing with their needs with their School.

There are a number of actions arising out of the survey which are being considered. The timing of the survey may have impacted on responses, as it was conducted so early in the year that not all students were aware of what was available. The review of LSPs to

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consider how this might be streamlined with headline issues should help to lighten the workload on Schools. DSA processes will also be reviewed, as well as communication regarding all opportunities available to students to ensure inclusivity. Ms Haines is setting up a group to look at such issues which meets termly; this could be led by an academic but there also needs to be support from senior leaders within the University. For reasonable adjustments, it was felt that the University could go beyond what is required by law to consider elements on how our curriculum is reflecting students' disabilities. The work of the Inclusive Practice COP may impact on this and on LSP requirements.

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.**

- BASH Music Production
- MRes Transnational Crime
- MRes Green Criminology and Environmental Crime
- MRes International Terrorism and Extremism Studies

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.**

- Major Music
- Music Production Major
- BASH Music
- *BSc Food and Nutritional Sciences.
- PG Cert Advanced Coaching and Mentoring

**UEB approved a title change from BSc Nutrition*

iii) noted that the Definitive Documents for the following existing courses had been reviewed as the final stage in the reapproval process. Members **RECOMMENDED THE COURSES FOR APPROVAL TO SENATE.**

- BSc (Hons) Computing (non-accredited)
- BSc (Maj) Computing (non-accredited)
- BSc (Hons) Computing (Artificial Intelligence) (non-accredited)
- BSc (Maj) Computing (Information Technology) (non-accredited)

iv) The School of Education had also requested that the *BA Early Primary Education with SEND (3-7) with QTS* course, which had been approved at Senate in November be renamed the BA Early Primary Education (3-7) with QTS to more accurately reflect the overall content of the course. Members **RECOMMENDED THE COURSE TITLE CHANGE FOR APPROVAL TO SENATE.**

v) Withdrawals/Suspensions: none had been received.

vi) Curriculum Overview 2024-25: Members had received the latest Overview. Mr Dykins noted that The BA Contemporary Performance courses will not appear on the next version, and the BA Arts & Wellbeing courses (without Foundation) will be included. The 5-year review date is in the process of being corrected.

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- vii) Members had received revised versions of three Quality Handbooks for Programme Design and Approval: QH1 (Principles), QH2 (new provision more than 50%), QH3 (new provision less than 50%). Dr Haughan explained that the revisions now include the Course Viability Group (CVG) in the process. If there are any further comments these should be sent directly to Mr Dykins. External input, including the number of external reviewers required will be reviewed outside meeting.

Members **RECOMMENDED FOR APPROVAL TO SENATE** QH1, QH2 and QH3.

4. Learning, Teaching and Assessment

- i) TEF Working Group: There was no substantive update at this time.
- ii) Learning Spaces Group: Ms Murray gave a verbal update and noted that the current focus was on technology, including the software and hardware that should be in a standard room. Mr Beecroft has data that can then be used to progress this. Members also noted that standard room configurations in terms of furniture also needs to be considered, particularly at CAPA, and it was suggested that a representative from CAPA join the Learning spaces Group.
- iii) School Learning & Teaching Days Report from January 2024: Members had received the Report. Dr Haughan suggested looking at elements which could be included in the newsletter. It was felt that not all items on agendas were directly connected to L&T and that guidance to Heads about what might be appropriate for School to focus on should be produced which Executive Deans could help with. Ms Murray noted some useful discussions on skills and mapping for students to better understand what they have achieved. She will share this through the Learning & Teaching Group.
- iv) Identification of staff training and development needs: none were reported though it was noted that some training may be needed in the future to address the challenge for academics of teaching outside their normal area of expertise. Dr Haughan said the Executive Deans should identify where this might be necessary.

5. The Student Journey

- (i) The New APP: originally it was anticipated that this would be due in the summer but the OfS have now confirmed that the University deadline will be 1st October. The first draft has been produced and is currently being reviewed. Dr Walsh said that she is halfway through the data analysis noting four areas which will need interventions: student success; movement into further study/employment for students with a disability; access for male students; and access for BAME students. The OfS have appointed someone who will audit and monitor the University's evaluation. Dr Walsh stressed that this will be a major commitment and will require a publication strategy which could be facilitated by setting up an evaluation hub by reinstating Prime.

Action: Dr Walsh to provide a draft at the next Academic Committee meeting.

- (ii) Fitness to Study Policy: Members had received the Policy which had minor updates to the Panel Chair, with the Deputy Vice Chancellor receiving appeals.

Members **RECOMMENDED FOR APPROVAL TO SENATE** the Fitness to Study Policy.

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- (iii) Academic Calendars: These were provided for information. It was noted that the 8-week term means there is a long break at Christmas and Dr Haughan agreed to review the structure of the academic year in due course. She noted that a page on the website had been developed to share good practice on student activities in the Christmas break which included an excellent range of suggestions. Professor Wakefield said that her department had referred to this as *enrichment week* with a range activities and short courses for students to be involved in. This area could be further developed at the next L&T Day.

6. Monitoring and Evaluation

Dr Haughan noted that NSS 2024 had been running for 4 weeks and with a current completion rate of 67%, which is similar to last year.

7. Registrar

- (i) Members had received the minutes of the RAG meeting held on 31st January 2024. Dr Walsh noted that the Group considered the Dissertation Convention which had not been reviewed for some time. Clauses around the February start dates and the academic calendar for PGT has an impact on the Convention and this will be discussed further outside of the meeting prior to Dr Walsh making recommendations to Academic Committee. It was noted that the results release date had been moved from 23rd to 24th September.
- (ii) Members had received the Registrar's Business, which included a proposal for a single algorithm for all new entrants from September 2024. Once implemented, this would impact those students graduating from June 2027. She also noted that the APEL policy will need amending to consider experiential learning, and the External Examiner handbooks and forms have been updated with minor cosmetic changes to make the form clearer.
- (iii) Programme Regulations for Foundation Degrees: Members had received the proposal regulations where it was noted that currently there is no curriculum structure; this will be individual to the nature of each course and placement will be central. It was noted that the abbreviation FDa will also need FDSc including.

Members **RECOMMENDED FOR APPROVAL TO SENATE** the Programme Regulations for Foundation Degrees

- (iv) Framework of Qualifications: Members had received the updated Framework which has been amended to include Foundation Degrees, and the Professional Graduate Certificate in Education which those on a PGCE course can be awarded, but without QTS.

Members **RECOMMENDED FOR APPROVAL TO SENATE** the Framework of Qualifications.

- (v) Programme Regulations for PGCE: Members had received regulations for Standard courses and Non-Standard courses.

Members **RECOMMENDED FOR APPROVAL TO SENATE** the Programme Regulations for PGCE Standard and Non-Standard Courses.

- (vi) External Examiner Nominations

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Members had received for consideration the following new nominations. For Paul Hogan, it was noted that he was a recent Hope graduate (from 2021) and therefore had to be rejected as the regulations state that former staff and students can only be appointed as External Examiners for the same institution after a period of not less than five years has passed since leaving the institution or when all students taught by or with the proposed External Examiner have completed their programme(s), whichever is the longer.

Subject	Name	Institution	Commence	Comments
Suite of Education Masters programmes	Dr Jess Bishop	Coventry University	September 2024	APPROVED
MA Youth Work and Community Development	Paul Hogan	University of Central Lancashire	February 2024	REJECTED
MA DJ Performance and Broadcast Techniques	Dr Dave Payling	Staffordshire University	September 2024	APPROVED
Creative Industries Business Management	Emma Pritchard	Southampton Solent University	October 2024	APPROVED

The following existing external examiner was proposed and approved for an amendment to their tenure:

Subject	Name	Nature of Request
BA Music (Single Honours & Major) BA Music Production (Major) BA Digital Creativity	Dr Ewan Stefani	REALLOCATION OF DUTIES

(vii) LHU Examiners at other HEPs: Members had received the list for information

8. School Academic Committee Minutes including Holy Cross

A number of items were highlighted:

- The Business School has withdrawn Single Hons Marketing;
- Humanities: The Student Rep engagement is positive; English literature is currently being reviewed
- Law: there is a need to review elements of the evaluations which are highlighted as being of concern and therefore need addressing.
- Maths, Computer Science and Engineering: The Committee raised concerns to be directed to Prof Xenitidis about attendance at School meetings and also plagiarism. There is no reference to accreditation matters being discussed at this meeting, which requires highlighting.
- Holy Cross: Dr Walsh said that the purpose of the meeting now that there is only remaining Network member should be considered.
- Psychology: The request (and rejection) of DBS costs; Mr Dykins will write to Prof Donnelly for clarification.

9. Partnership & Accreditations Committee

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- (i) Summary of meeting held on 13th February 2024: Members had received the summary. An increase in potential partnerships being proposed was noted, as well as measures to assure that approvals of partnerships are being dealt with appropriately.
- (ii) Summary of Accreditation Requirements: Members had received the document which gives a user-friendly view of all requirements for each accreditation to ensure that each requirement is checked, particularly within SITS.
- (iii) Accreditation Updates for BASRaT, BCS and ITE: Members had received a summary of the state of play for the three key accreditations:
 - On 31st January there was a positive co-design event involving BASRaT representatives which is working towards a resubmission at the end of March.
 - The BCS summary does not accurately reflect the current situation. Accreditation ended in August 2023, so the latest cohort is not part of the accreditation. As BCS failed to remind the University about this, they have allowed a fast-track reaccreditation which will be backdated. There is a caveat in programme information to show that this is subject to retrospective accreditation. The Team are working on a new Definitive Document as part of the reaccreditation.
 - ITE accreditation should be signed off at the end of March. There are no outstanding conditions but the conditions of the accreditation will need to be kept as they will be monitored by Ofsted.

Action: Mr Dykins to ask for an update version of the BCS summary to better explain the above

10. **Library Steering Group Minutes:** The minutes of the meeting on 17th January 2024 were received. Ms Murray highlighted the Sensory Map that is planned following a Sensory Audit working with Disabilities Studies students. The Information Skills plan will come to next meeting.

11. Any Other Business

Members highlighted rooming issues and were advised to raise with Dave Sennett.

12. **Next Meeting:** 23rd May 2024