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LIVERPOOL HOPE UNIVERSITY

MEETING OF ACADEMIC COMMITTEE

Minutes of the Meeting held on 30th May 2023

- PRESENT:** Dr P Haughan (in the Chair), Professor D Bolt, Ms J Egerton, Professor S Kelly, Professor P McGrail, Ms S Murray, Dr K Wagner, Professor C Wakefield, Dr C Walsh
- Invitees:** Dr W Bignold, Ms E Smith
- Secretariat:** Mr D Dykins
- Apologies:** Mr N Thorley, Mr I McKenna

1. Minutes of the previous meeting

Members had received the minutes of the Academic Committee held on 22nd February 2023. These were **APPROVED** as an accurate record.

Post-Meeting Note: All Integrated Masters courses (except for those recruiting directly into Level C such as MEng) are suspended for 2023-24. However, the QTS Integrated Masters course is no longer suspended and will run in 2023-24.

2. Matters Arising

- (i) NSS Completion Rates: The final figure was 82%, with results expected in the first week of July.
- (ii) Inclusive COP Recommendations Pilot: Members had received details of the Inclusive COP Pilot. Prof McGrail said every subject in Humanities had been asked to participate and just under 50% did so. Staff were also sent a questionnaire about the documentation associated with the pilot, which raised a number of issues around repeated questions, LSPs and the traffic light system, which could be replaced with an NSS-type scale. Prof McGrail said the next version would address these issues. With the TEF in mind, it is proposed that staff use the checklist in September when planning for the year, as well as including this in there are discussions. The Head of Student Life had also been invited to discuss LSPs with staff. Ms Murray said that the inclusive practice COP met last week and there were concerns over the small size of the pilot and coverage of different subject types.
Action: Prof McGrail to discuss further with the COP, Mr Thorley to move forward the project; and Ms Haimes to be invited to the next meeting to discuss the use of LSPs.
- (iii) Lessons Learnt from the TEF Action Plan: Members had received the document. Ms Murray explained that the purpose of the document is to put the University in the best

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position for the next TEF exercise, though a working group reporting to Academic Committee will be needed to take the Plan forward with ownership of actions and linkage to the LTA strategy. Decolonisation could also be included.

Action: Mr Dykins to include the following items relating to data on the next Academic Committee agenda:

- Review of data collated in relation to students and consideration of whether this is the correct information to inform TEF submissions going forward. the data being collated still the more useful e.g. use of library from swipe data?
- Collation of information about projects in individual departments.

3. Terms of Reference

Members had received the Academic Committee Terms of Reference. It was agreed that reference to OfS condition B3 be included, and reference to approval of panel members and external assessors for approval events be removed.

Members **APPROVED FOR RECCOMENDATION TO SENATE** the Terms of Reference for 2023/24 with the agreed amendments.

4. Course Approval and Review

i) New Course Proposals

Members had received the proposal to move from BA Business Management to BA Business Management and Marketing (Holy Cross). The potential to offer BA Health and Social Care is also being investigated. Dr Wagner suggested inviting a member of staff from CAPA to be involved in this development.

Members **RECOMMENDED THAT BOTH PROPOSALS BE TAKEN FORWARD.**

ii) Withdrawals/Suspensions for 2022-23

Members noted that the PGCE Secondary Art & Design is suspended for 2023-24; and that the MRes Food and Nutritional Sciences has been withdrawn.

iii) Curriculum Overview

Members had received the Curriculum Overview for information. Members are to discuss any further amendments outside the meeting directly with Mr Dykins. Dr Haughan asked that Mr Kennedy, who has developed the new system, be thanked for his work on the new format. It was noted that BSc subjects are deemed to be BA when combined with a usual BA Major. A means of indicating this the Overview should be found.

Action: Mr Dykins to work with UEMs to identify BA and BSc subjects in the overview.

iv) Review of PGT/International Provision

Dr Haughan said that there are currently four reviews taking place and two of these, on international and PG provision are about to conclude. Following these there will be a longer-

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term UG review and there will be a scoping exercise on health-related provision. So far, meetings are encouraging.

v) Quality Handbook amendments

Members had received the revised QH1 Handbook, Principles of Course Design and Approval. Other than cosmetic changes, the main amendment is the addition of Course Viability Group recommendations to USET. The lodging of Def Docs with the Director of SEA rather than the Registrar should also be amended.

The other two handbooks related to course approvals (QH2 Approval of New Courses (new provision more than 50%) and QH3 Approval of New Courses (new provision less than 50%)) will be required review once these changes are agreed. This will be completed by chairs action.

Members **RECOMMENDED FOR APPROVAL TO SENATE** QH1 with the above amendment.

vi) ITT Courses and Accreditation

Members had received the update from the School of Education which reassured members that the accreditation was developing in the right direction and is being adhered to. Mr Rhys Jones, the newly recruited Director of ITE, is taking this forward.

vii) Foundation Year

Members had received the overview of the newly structured Foundation Year. The validation event has taken place and staff are working through comments. It is expected that the revised Definitive Document will be available and signed off prior to the Senate meeting. On staff training, it was agreed that Prof McGrail would discuss this further with the Education team to ensure that colleagues are appropriately equipped to support students with different backgrounds. Timetabling for 2023-24 is being worked on at the moment.

Action: Prof McGrail to take forward staff training for the Foundation Year

viii) Admissions Policy

Members had received the Policy and noted the minor amendment to Section 5.6.

5. Learning, Teaching and Assessment (LTA)

Members had received the draft Strategy. Ms Murray said that the draft had been developed over the current academic year with comments from staff and students. Members suggested considering rewording *community* in the introductory paragraph. Dr Haughan thanked Ms Murray for her work on the document.

Members **RECOMMENDED FOR APPROVAL TO SENATE** the draft Strategy.

6. The Student Journey: The Student Protection Plan (SPP)

Members had received the revised SPP which included some minor amendments.

Members **RECOMMENDED FOR APPROVAL TO SENATE** the revised SPP

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7. Monitoring and Evaluation

i) Access & Participation Plan: Reflective Statement

Members had received the Reflective Statement. Dr Walsh explained that the APP was not required until 2024 but she had used the same format as last year to monitor the current plan. Some access targets have fallen slightly behind, namely the gap in attainment in deprived areas and BAME, both of which are challenging areas. Progression for students from the lowest participation areas going onto graduate employment has also dropped; it is difficult to ascertain the causes from the data, but this will be monitored. The University has already closed some gaps and is making a positive impact.

Members **RECOMMENDED FOR APPROVAL TO SENATE** the Reflective Statement

ii) ARE Model: Draft Template

Members had received the Draft Template for information based on last year's model. Dr Walsh said that the design was based on the Theory of Change Model.

Action: Dr Walsh to run sessions with Heads so they understand what is being asked of them at their weekly meetings with USET Deans

Members **RECOMMENDED FOR APPROVAL TO SENATE** the Draft Template.

8. Registrar

i) Registrar's Business

Members had received the Registrar's Business paper.

ii) Minutes of: Joint RAG/ROG Meetings

Members had received the following minutes for information: RAG/ROG 8th March 2023; RAG 1st February 2023; and ROG Minutes 7th December 2022.

iii) Academic Misconduct Policy

Members had received the Academic Misconduct Policy for information as it had already been approved via Chair's Action. Dr Haughan explained that the new policy introduced in September 2022 included the requirement for independent consideration and this has proved overly burdensome. A different approach was agreed, to allow for students to request consideration. This new approach does not have a negative impact on students.

iv) Academic Appeals Policy

Members had received the Academic Appeals Policy for information, which was revised at the same time as the Misconduct Policy and was similarly problematic. The emphasis is on early resolution and reducing the number of appeals by dealing with more incidents at a School level.

v) PGR Academic Misconduct Policy

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Members had received the PGR Academic Misconduct Policy which has been designed to fit with the journey of a PGR student, and therefore has different remedies, penalties and outcomes to UG/PGT. It was agreed that ethical clearance must be received before commencing as appropriate for the study, and training for Chairs for viva voce assessment will be required.

Action: Dr Walsh to ensure inclusion of ethical clearance prior to commencement

Members **RECOMMENDED FOR APPROVAL TO SENATE** the Policy with the above minor amendment regarding ethical clearance.

vi) Assessment Calendar 2023-24

Members had received the Assessment Calendar for next year for information. Dr Walsh highlighted boards for the coming year as different to the current year.

Members **RECOMMENDED FOR APPROVAL TO SENATE** the Assessment Calendar.

vii) Integrated Masters Programme Regulations

Members had received the Integrated Masters Programme Regulations which now include reference to Foundation Year students (based on regulations from C to I and I to H) while recognising PSRB requirements.

Members **RECOMMENDED FOR APPROVAL TO SENATE** the integrated Masters Programme Regulations

viii) Degree Outcomes Statement

Members had received the Degree Outcomes Statement and associated data. The Statement is a requirement from the OfS and is published on the University's website. The profile for 2021/22 has now normalised at 71.6% in contrast to 78% across the country for First or Upper Second-class degrees. 77% of those entering with A/AS levels achieved a good degree in 2021/22 compared to 65% of those entering without A Levels. The latter are a group that should be considered as a potential pedagogical issue where intervention at Level C may be needed. Staff Development should consider both Foundation Year and students in Level C entering via non-traditional routes; this could be differentiated and dealt with via tutorial groupings. It was suggested that the Director of Learning and Teaching meet with Heads of Schools/Departments to discuss how tutorials are run and managed. It was also noted that disabled students are outperforming abled students.

The algorithm for degree classification will be discussed at a separate Heads meeting.

Members **RECOMMENDED FOR APPROVAL TO SENATE** the Degree Outcomes Statement

Action: Mr Dykins to discuss a suitable date when ALT can meet with Academic Committee

ix) PGT Regulations (except PGCE)

Members had received the revised PGT Regulations which Dr Walsh explained simplified the existing regulations. It was noted that part-time students are allowed a maximum of two calendar years plus a term to complete their studies. Dr Haughan requested that this is shared with Prof Lavalette to confirm that durations will work for Social Work and Youth Work and Community Development.

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Action: Mr Dykins to send to Prof Lavalette for checking

Members **RECOMMENDED FOR APPROVAL TO SENATE** PGT Regulations, subject to Prof Lavalette's comments.

x) UG Regulations (with Foundation Year)

Members had received the UG Regulations (with Foundation Year)

Members **RECOMMENDED FOR APPROVAL TO SENATE** the UG Regulations (with Foundation Year)

xi) External Examiner Nominations:

Members had received for consideration the following new nominations:

Subject	Name	Institution	Commence	Comments
IMBA	Dr Abdul-Razak Alhassan	University of Surrey	September 2023	APPROVED
PGCE Secondary	Dr Michael David Cassidy	Durham University	September 2023	APPROVED
BSc/BA Psychology Single and Combined honours (Core 1)	Dr Lynn Dunwoody	Ulster University	September 2023	APPROVED
MA Marketing Management	Dr Katrin Franke	South Bank University	September 2023	APPROVED
CAPA Foundation Year	Mr Ian Greenall	University Centre St Helens	October 2023	APPROVED
BSc Sport Rehab	*Mr John McCreddie	Edge Hill University	March 2023	APPROVED
Special Educational Needs Special Educational Needs & Disability Studies Disability Studies (MA)	Dr Jill Pluquailec	Sheffield Hallam University	September 2023	APPROVED

**Approved by Chair's Action*

The following request for an existing examiner was also approved:

Subject	Name	Nature of Request
BA Hons Early Childhood	Dr Jo McNulty	EXTENSION OF TENURE

It was noted that the Overview Template for the School External Examiner will be uploaded to the web.

9. School Academic Committee Minutes including Holy Cross:

Members had received minutes as follows:

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Business School 3rd May 2023; CAPA 26th April 2023; Education 3rd May 2023; Health and Social Science 15th February and 19th April 2023; Humanities 3rd May 2023; Maths, Computer Science and Engineering 10th May 2023; Psychology 1st March and 29th March 2023; Social Sciences 3rd May 2023; Law and Criminology 1st February and 17th May 2023; Holy Cross 25th January, 1st March and 19th April 2023.

General Comments: Dr Haughan noted that the involvement of the Student Voice in these meetings had improved. Good practice suggestions included tutors for Levels I and H to have a meeting with the relevant Level C tutor from the previous year. Discussion of the Academic Misconduct Policy was evident. It was noted that Mathematics, Computer Science and Engineering Computing had a small membership and the business was not always consistent with the TOR. It was suggested that there be a section at the bottom of all School Academic minutes "To Note for Academic Committee".

Action: Dr Haughan to write to the Head of MSCE to ensure their Committee is being run consistently with the ToR; and Mr Dykins to contact Chairs of School Academic Committees to request a "To Note for University Academic Committee" section.

Following comments from previous minutes and the recent course evaluations, Ms Smith was invited to the meeting to discuss concerns over the revised structure of Moodle from both staff and students. Prof Kelly said that feedback on the new structure had been negative with academics saying it was more complex than the tiles. Students said they struggled to locate important documents and found downloading these cumbersome. Ms Smith highlighted the system usability score and noted that the "Tile" format in 2020/21 was not popular so had been amended. However, there was little consistency with the use of the current format across blocks of study, though there were no complaints from those who did use the structure consistently. She noted that she had run a large number of training sessions for academics but these had been poorly attended. Suggestions from students include an explanatory video as part of Moodle induction, and to ensure that Holy Cross students were included; and to follow this up with something later in the year as students did not always pay attention during induction.

Ms Smith explained the revised structure which has been agreed for 2023/24 including quick links for students to make individual resources more visible. It was suggested that staff be surveyed about Moodle once this revised version is in place.

10. Partnership & Accreditations Committee Minutes: 9th May 2023

Members had received the minutes of the meeting held on 9th May 2023. Dr Walsh explained issues with the accreditation provided by the British Computing Society, where there are specific regulations concerning qualifying assessments and dissertations which differ from standard University regulations. Not all current students will meet these requirements and the current cohort are due to graduate shortly; there is no exit other than to the accredited course. BCS have been written to there but the University has not yet received a response. Dr Walsh reassured members that she was dealing with the matter and would keep members informed of progress. There is also an issue with BASRaT who accredit the University's Sports Rehabilitation course, concerning misconduct in an online exam for last year's exam. If either accrediting body instigates an investigation, the University will report the matter to the OfS.

It was noted that ITT accreditation is continuing and progress is being made. On the Lille partnership, there has been no progress but this should be captured in the review of international activity.

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11. Library Steering Group Minutes

Members had received the minutes of the meeting held on 18th April 2023. Ms Murray said there was a particular focus on wellbeing initiatives and support for students. Chapters is being piloted as a student kitchen and feedback from students is being reviewed. Fines for overdue items are now only charged if another student is waiting for the book. Ms Murray noted that the University is investing in a digital management access system, including for special collections which present a particular risk.

12. Any Other Business

- To note that the University's Turing Scheme Bid was submitted on time
- To note English language support for international students is being provided

13. Dates for Future Meetings: can be found [here](#)