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## LIVERPOOL HOPE UNIVERSITY

### JOINT MEETING OF ACADEMIC COMMITTEE & LEARNING & TEACHING COMMITTEE

#### Minutes of the Meeting held on Wednesday 10<sup>th</sup> June 2020

**PRESENT:** Dr P Haughan (Chair), Professor Michael Lavalette (Vice Chair), Associate Professor F Amirabdollahian, Dr M Baxendale, Dr J Bennett, Dr W Bignold, Dr C Boyle, Ms J Burgess, Ms C Cairns, Professor S Davismoon, Ms C Harvey, Associate Professor P McGrail, Mr I McKenna, Dr D Merryweather, Dr D Moloney, Professor A Nagar, Professor K Newport, Associate Professor C Penketh, Mr H Rashid, Dr L Sampson-Chappell, Associate Professor C Wakefield, Dr C Walsh

**By Invitation:** Ms J Blackmore, Ms N Dermott, Dr L Hilditch, Mr C Leyland, Ms G Mair, Ms S Meir

**Apologies:** Ms Z Marshall, Mrs S Anton

**Secretariat:** Mr D Dykins

#### 1. Minutes of the previous meeting

Members had received the minutes of the Joint Meeting of Learning & Teaching and Academic Committees held on 19<sup>th</sup> February 2020. These were **APPROVED** as an accurate record.

#### 2. Matters Arising

i) Academic Calendars 2020-21

Dr Haughan advised that, due the pandemic, these were being revised but she hoped to have a working draft to present to Senate later this month.

ii) Network of Hope Provision

It was confirmed that the BA Business Management at Carmel College for September 2020 and the MSc Cognitive Neuroscience would not be running at the Network in the next academic year.

iii) Access and Participation Plan Implementation Group (APPIG)

Dr Walsh stressed the importance of the APP and asked for further volunteers at School level to help drive the plan.

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## 3. Actions Arising from ARE and Faculty External Examiner Reports

It was confirmed that the Science Faculty ARE and External Examiner Reports had been received.

## 4. Curriculum Matters

### i) Course Approvals (Validations and Revalidations)

Members had received confirmation of validation of the following courses:

- BA Economics
- BA/BSc Psychology in Education
- BA Early Years Education with QTS
- MBA Educational Leadership
- MEd Interdisciplinary Masters in Education
- PG Certificate International School SEN Provision
- PG Certificate Leading for Educational Advantage

The BSc Psychology in Education had been received. Professor Nagar queried whether this should be a BA award. It was also noted that BPS accreditation had not been yet confirmed.

**Action:** Ms Meir to discuss the BSc Psychology in Education course further

Members **RECOMMENDED FOR APPROVAL** all the above validated courses.

### ii) New course proposals

Two proposals had been received. Professor Lavalette said that the *BA (SH) Social Change* was an initiative following a similar course being launched at Queen Mary University to encourage future leaders to explore career opportunities in the social sector and tackle the wide range of global challenges that lie ahead. For the *MSc Sports Medicine, Exercise and Health* it was noted that there may need to be differential fees.

**Action:** Professor Lavalette to check on numbers

*Post-meeting note. The proposal for BA Drama and Theatre was received and approved by Chair's Action.*

Members **RECOMMENDED FOR APPROVAL** all these courses.

### iii) Suspensions

Members had received notification of suspensions:

Members **RECOMMENDED FOR APPROVAL** suspensions as appended to this document.

### iv) Curriculum Overviews

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Members had received the Curriculum overviews for all Schools and Departments. It was noted that the BA Musical theatre and Performance and BA Immersive Technology should be amended as they are suspended for 2020-21 and will need adding to the suspensions list. The BA Business Management at Carmel will also need amending. Dr Penketh asked that the title of relevant courses be changed to reflect Disability Studies. Dr Amirabdollahian advised that the BSc Nutrition combined honours was not an accredited course.

**Action:** Executive Offers to update spreadsheets and resend to Mr Dykins

### 5. Partnerships and Accreditation Committee (PAC)

Members had received the minutes of the meeting of PAC held on 22<sup>nd</sup> May 2020. Professor Lavalette noted continuing problems with the rollover of placements due to the pandemic. Dr Bignold said she would be following this up at the next meeting.

### 6. External Examiners Nominations

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

| Subject  | Name                 | Institution                         | Commence       | Comments                 |
|--|----------------------|-------------------------------------|----------------|--------------------------|
| BA Fine Art<br>BA Design<br>BA Graphic Design<br>BA (Majors) Art & Design<br>History | *Dr Cherie Driver    | Ulster University                   | September 2020 | RECOMMENDED FOR APPROVAL |
| PGCE Secondary History   | *David Ingledew      | University of Hertfordshire         | April 2020     | RECOMMENDED FOR APPROVAL |
| BA Hons Fine Art   | *Mr Dominic Shepherd | Arts University Bournemouth         | September 2020 | RECOMMENDED FOR APPROVAL |
| BA Drama (major) and BA Drama & Theatre (single honours)                             | Dr. Marissia Fragkou | Canterbury Christ Church University | October 2020   | RECOMMENDED FOR APPROVAL |
| BA (Hons) Marketing  | *Dr Seamus Allison   | Nottingham Trent Universit          | September 2020 | RECOMMENDED FOR APPROVAL |

| Subject                         | Name           | Nature of Request                    |
|---------------------------------|----------------|--------------------------------------|
| MRes Sport and Exercise Science | Ms Kirsty Sale | Extension of Tenure to August 2020   |
| MA Creative Practice            | Pat Dillon     | Extension of Tenure to November 2021 |
| MA Performance                  | Dr Robert Dean | Extension of Tenure to June 2021     |

*\*Approved via Chair's Action between meetings*

No issues were raised with any of the appointments though it was agreed that mentors would be arrange for those appointments without external examining experience.

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All proposals were **RECOMMENDED FOR APPROVAL** to Senate.

## 7. Implementation of the Learning, Teaching and Assessment Strategy

Dr Bennett gave a verbal update on Communities of Practice, the PG Cert LTHE/HEA Membership, and the Learning Spaces Sub-group. For the Communities of Practice, he noted that the schedule of meetings has transitioned well to online delivery though some sessions were affected by the industrial action. Dr Haughan advised that she had received a request to create a Community of Practice around Diversity.

With regard to the PG Cert delivery pattern, Dr Bennett said he was in contact with Advance HE and that the recent move to put two of the four modules online could solve the issue around attendance. Online delivery for the short course is also online. He said he would continue to liaise with Advance HE and report back at the next meeting. He thanked Dr Rao for her assistance in this area.

The Learning Spaces Sub-Group met on 28<sup>th</sup> April 2020 and focussed mainly on consideration of the scenarios likely in September and how asynchronous teaching and models of online learning will affect learning spaces.

In the light of the current curriculum development initiative around deep Learning, and the need for this to be ready for the new academic year, the Chair advised that the Learning & Teaching Day, originally scheduled for Monday 20<sup>th</sup> July 2020 had now been replaced at earlier dates, by a series of online drop-in sessions and webinars looking at a range of topics, including high level principles of deep learning, the new Moodle and additional learning and teaching resources.

## 8. Registrar's Business

### i) Registrar's Business

Members had received an overview of amendments to universal regulations and conventions/guidelines. Dr Walsh explained that some minor amendments had been made to regulations, particularly regarding plagiarism to clarify normal penalties for a first offence.

Members **RECOMMENDED FOR APPROVAL** the amendments to universal regulations and conventions/guidelines.

### ii) Emergency Regulations

Members had received the proposed Emergency Regulations document. Dr Walsh explained that these regulations were not just for the current pandemic but for use in any emergency going forward. She noted that the Vice Chancellor can ask to invoke these during a crisis; they are not permanent but are available if needed.

Members **RECOMMENDED FOR APPROVAL** the Emergency Regulations.

### iii) Academic Decision Making

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Members had received the document which outlined the key academic decisions the University had already taken already. Dr Walsh noted that Level C and I boards had recently taken place and had proved effective and efficient. Ms Cairns said she had received very positive feedback from students.

Members **CONFIRMED APPROVAL** of the Academic Decisions as outline in the paper.

iv) **Degree Outcomes Statement**

Dr Walsh explained that this was a requirement for all HEIs to give assurance of the quality of their degrees. It covered: the classification profile; assessment and marking practice; academic governance; award and progression algorithms; teaching approaches and resources; risks; and challenges. The OfS had concerns over the number of institutions awarding high degrees, but the University's outcomes profile meant it did not fall into this category. The University's decisions in all these areas this year are based on conventions it has been using over recent years.

Members **RECOMMENDED FOR APPROVAL** the Degree Outcomes Statement.

v) **Minutes RAG/ROG Meetings**

Minutes of meetings on 11<sup>th</sup> December 2019, 5<sup>th</sup> February 2020, 11<sup>th</sup> March 2020, and 6<sup>th</sup> May 2020 were received for information. Meetings had covered consideration of recommendations from external examiners, including a suggestion for a marking scale of 20 points in order to avoid borderlines. Dr Walsh said that over the coming year this could be looked at more closely to see whether undergraduate and postgraduate (taught) assessment could be harmonised within such a scale.

## 9. **Student Success: Retention and Engagement**

Referencing the Student Data Equality and Diversity Report (item 13), Dr Walsh said that the Data Analytics Group was looking through data to identify where students needed support. One of the issues identified was the gap between the number of good degrees for certain students and those of the general student cohort. Different characteristics relating to award type (i.e. Single Hons, Combined and QTS courses) highlighted that students with a disability struggle more with QTS courses than others. Other differences included students from low participation postcodes entering with alternative qualification to A-levels. This data will be disseminated to other APPIG groups to allow for targeted work in these areas. Dr Amirabdollahian volunteered to join the APPIG group for Health Sciences.

## 10. **Minutes of Faculty Quality Learning & Teaching Committees**

i) **LAESS**

Members had received for information the minutes of 12<sup>th</sup> February 2020.

ii) **Science**

Members had received for information the minutes of 12<sup>th</sup> February 2020.

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## 11. Minutes of Faculty Boards & Network of Hope

### i) LAESS

Members had received for information the minutes of 6<sup>th</sup> May 2020.

### ii) Network of Hope

Members had received for information the minutes of 29<sup>th</sup> January 2020, 4<sup>th</sup> March 2020, and 22<sup>nd</sup> April 2020. Dr Walsh noted that a great deal of work had gone into supporting students during the industrial action.

## 12. Minutes of Student Services Group

Members had received for information the notes of 27<sup>th</sup> April 2020. It was noted that there was high demand for services relating to mental health support particularly since lockdown and services had been extended.

## 13. Equality & Diversity

Members had received the Student Data Equality and Diversity Report. Dr Walsh noted that the data was similar to that being use for the APP, with the same gaps highlighted. Professor Lavalette said the initiative with Liverpool City Council was a result of low participation from BAME students. This might be something that could be reviewed to incorporate into the University's marketing strategy. Dr Penketh said that all groups highlighted in the reported needed to be factored into strategies for online delivery after the summer.

Members **RECOMMENDED FOR APPROVAL** the Student Data Equality and Diversity Report.

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## Appendix

Since the last Joint Academic and Learning & Teaching Committee, the following suspensions have been approved by Rectorate Team for 2020/21:

- MA Politics and International Relations
- MA Theology, Religion and Philosophy
- MA English Literature
- MA English Literature and Professional Writing
- MA African Christianity
- MA The Bible and Pastoral Contexts
- \*BA Musical theatre and Performance
- \*BA Immersive Technology

*\*Approved via Chair's Action between meetings*