

CONFIRMED

LIVERPOOL HOPE UNIVERSITY

JOINT MEETING OF ACADEMIC COMMITTEE & LEARNING & TEACHING COMMITTEE

Minutes of the Meeting held on Wednesday 19th February 2020

PRESENT: Dr P Haughan (Chair), Professor Michael Lavalette (Vice Chair), Mr M Baxendale, Dr J Bennett, Dr W Bignold, Dr C Boyle, Ms J Burgess, Ms C Cairns, Ms Z Marshall, Associate Professor P McGrail, Mr I McKenna, Professor A Nagar, Professor K Newport, Associate Professor C Penketh, Professor Simon Piasecki, Mr H Rashid, Dr L Sampson-Chappell, Associate Professor C Wakefield, Dr C Walsh

By Invitation: Ms G Mair, Dr L Hilditch, Mrs S Anton

Apologies: Associate Professor F Amirabdollahian, Professor S Davismoon, Ms C Harvey, Dr D Moloney, Dr D Merryweather

Secretariat: Mr D Dykins

1. Minutes of the previous meeting

Members had received the minutes of the Learning & Teaching Committee held on 16th October 2019 and the Joint Meeting of Learning & Teaching and Academic Committees held on 23rd October 2019. These were **APPROVED** as an accurate record.

2. Matters Arising

i) Guidance on Engendering Resilience in Students

Ms Pearson had advised that the publishers of the guidance said it could be rolled out more extensively at a cost per head per student.

ii) Lecture Capture

Dr Bennett said that the project was still developing, though signage had not yet been completed. There would shortly be an evaluation exercise to check progress.

iii) Repeat Students and retention

Dr Walsh said that communication with repeating students was in hand and that she was working on a series of actions to better manage this group of students.

CONFIRMED

3. Academic Calendars 2020-21

Members had received the draft calendars for UG, PGT and PGCE/PGDE for the next academic year. Members agreed there were no major issues, though some dates were still to be advised. Dr Haughan requested that all comments be sent directly to Mr Dykins.

Action: any amendments to be sent to Mr Dykins

4. Faculty External Examiner Reports and Dean's Response for 2018/19

Members had received for information both the Arts & Humanities and Science Faculty External Examiner Reports and Deans' Responses. Dr Walsh said that she had noted the comments on number scores and letter grades and was working on resolving the issue.

Members had also received the actions arising from the ARE exercise and Faculty External Examiner Reports 2018-19. The Chair said the final reports of actions on these would be a main agenda item at the next meeting.

5. Curriculum Matters

i) Members had received confirmation of validation of the TELLAL online provision, which had been designed to allow APL for teaching out existing students enrolled on the course delivered in the UAE. Professor Newport said that the Student Protection Plan had been actioned and responded to as a reportable event. Students were satisfied with the new arrangement.

ii) New course proposals

It was noted that the BA (SH) Leadership & Management would now be introduced in September 2021 at both the Network of Hope and the University rather than September 2020. This would give the Department time to research the content better and reposition the original course. Course Proposals were received for three courses: BSc Applied Biomedical Health; BA Early Education with QTS (Years 3-7); and Human Biology Major. All are for delivery in September 2020.

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

iii) Degree/Award Titles

Members noted the change in title from BA Disability Studies in Education to BA Special Educational Needs and Disability Studies (Single Honours). Members had also received suggested titles for Integrated Masters awards: MHum (Master of Humanities), MSocSci (Master of Social Sciences) and MBus (Master of Business).

Members **RECOMMENDED FOR APPROVAL** all the above titles.

iv) Withdrawals/Suspension

Members had received notification of withdrawals and suspensions:

Members **RECOMMENDED FOR APPROVAL** all the withdrawals and suspensions as appended to this document.

CONFIRMED

v) Curriculum Overviews

Members had received the Curriculum overviews for LAESS and Science. Members asked for clarification on the delivery of BA Business Management at Carmel College for September 2020 and for the MSc Cognitive Neuroscience.

Action: Mr Dykins to check on status of BA Business Management at Carmel College for September 2020 and for the MSc Cognitive Neuroscience

6. Partnerships and Accreditation Committee (PAC)

Members had received the minutes of the meeting of PAC held on 11th February 2020. Dr Bignold noted that the Terms of Reference were being updated to cover accreditations. She confirmed that the Committee had received the report on TELLAL. It was noted that Dr Hilditch was working on a revised QA handbook to cover partnerships.

7. External Examiner Nominations

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

Subject	Name	Institution	Commence	Comments
FY Music, Visual Arts and Performance	*Mr John Lansley	West Cheshire College	November 2019	RECOMMENDED FOR APPROVAL
PGCE Secondary School Direct	*Dr Emma Rawlings Smith	University of Leicester	April 2020	RECOMMENDED FOR APPROVAL
PGCE Secondary School Direct	*Ms Janet Ramdeo	University of Cambridge	April 2020	RECOMMENDED FOR APPROVAL
MAs: Education; International Education; Professional Practice (MA/MEd); Interdisciplinary	Dr Cathal Butler	University of Bedfordshire	June 2020	RECOMMENDED FOR APPROVAL
BA Design	Mr Jonathan Carson	UAL	September 2020	RECOMMENDED FOR APPROVAL
BA Drama (Major) and Drama and Theatre (Single)	Dr Kay Hepplewhite	University of Northumbria	October 2020	RECOMMENDED FOR APPROVAL
MA Early Childhood and Developmental Psychology (incl Interdisciplinary strands)	Dr Mary Dyer	University of Huddersfield	February 2020	RECOMMENDED FOR APPROVAL

Subject	Name	Nature of Request
BA Sociology	Professor Gayle Letherby	<i>Reallocation of Duties to 2022</i>

**Approved via Chair's Action between meetings*

It was noted that Mr Carson did not have a PhD or examining experience but had valuable practical experience with relevant creative output. Members were reassured that he would

CONFIRMED

be mentored by more experienced external examiners. Similarly, Dr Hepplewhite and Dr Dyer would require a mentor and could be overseen by the Dean.

All new proposals, and the proposal to reallocate, were **RECOMMENDED FOR APPROVAL** to Senate.

8. Implementation of the Learning, Teaching and Assessment Strategy

i) Communities of Practice, PG Cert LTHE and Learning Spaces

Members had received the Communities of Practice update and the PG Cert LTHE and Advance HE update. Dr Bennett informed the Committee of the University's intention to move to a 2-year rather than 1-year delivery model for the PG Cert LTHE. Ms Anton said that there had been a slight improvement in Fellowship since October 2019 and that the overall University percentage with Advance HE or a Teaching Qualification stood at 88%. She also highlighted the steady increase in Advance HE Fellowship over the last five years, starting at 41% and rising to the current figure of 72%. Ms Anton said she would be meeting Dr Rao to discuss Senior Fellowship training.

Action: Dr Bennett to contact Advance HE re proposed change in delivery pattern

Members had also received the minutes of the Learning Spaces Sub-Group of 28th January 2020. Dr Bennett reported that the meeting now had the relevant personnel attending and this had progressed matters effectively.

ii) Identification of staff training and development needs

Suggestions included a short version of the PG Cert LTHE for staff on short-term contracts. Professor Newport noted that Rectorate Team had given approval to expand the Foundation Year with a target of 250 students for September 2020 and that the University needs to ensure that staff are appropriately trained. It was noted that Dr Su was already scheduled to deliver a session on delivering the Foundation Year and that the recent CoP session had proved very popular. It was suggested that Network of Hope staff be included in future sessions relating to Foundation Year training.

Action: Dr Bennett to produce a version of the PG Cert LTHE for staff on short term contracts

9. Registrar's Business

i) Registrar's Business

Members had received an overview of amendments to universal regulations and conventions/guidelines. Dr Walsh explained that the integrated masters awards were now included in the Framework of Qualifications and that discretionary progression to these courses based on Level I performance was now confirmed. On progression, she reported that the supplementary exam would have two parts based on blocks of study, both of which would have to be passed. For courses which carry accreditation and therefore require a qualifying mark, the Board of Examiners will decide on the nature of the reassessment. The Academic Misconduct Policy now covered PGR and details of APL for UG awards were further clarified and would be included in offer letters.

CONFIRMED

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

ii) Student Transfer Policy

Members had received the Student Transfer Policy. Dr Walsh noted that this was an OfS requirement but that the document had been created by describing existing processes. All University partners have a similar policy.

Members **RECOMMENDED FOR APPROVAL** the Student Transfer Policy.

iii) Minutes of RAG/ROG meetings

Members had received for information minutes of the Joint RAG/ROG 11th September 2019, and minutes of ROG 6th November 2019 and 11th December 2019.

10. Student Success: Retention and Engagement

i) Access and Participation Plan Implementation Group (APPIG)

Members had received the APPIG update. Dr Walsh noted the four sub-groups and thanked members of staff for leading these: Dr Lynn Sampson-Chappell (Access); Ms Susan Murray (Success); Dr John Bennett (Progress); and Ms Helen McGarry (Data). She drew members' attention to the Terms of Reference for the group and said that the main focus was on closing gaps in attainment. She added that more people needed to be involved and the Chair asked for volunteers.

Action: members to consider volunteering or encouraging others to volunteer

ii) Student Engagement Group

Members had received for information the Student Engagement Group update. On attrition rates, it was noted that students who are successful at Level C on their first attempt are more likely to complete their studies.

iii) Student Data Group: Update on Recent Activities

Members had received for information the Student Data Group update.

11. Register to Vote

Members had received the "Facilitating Electoral Registration 2019/20" paper. The Chair explained the document confirmed the University's actions taken to comply with the OfS regulatory advice which aimed to facilitate the electoral registration of students. She added that there had been a great deal of student involvement in the process, including from the Students' Union.

12. Student Voice:

i) Outcomes of Level H Survey

CONFIRMED

Members had received the outcomes of the Level H Survey and were asked to review these to identify issues from the survey that require addressing across the University. Dr Walsh noted that there remained issues of perception amongst students which were creating some disappointing results. It was agreed that these would be discussed further at the next Learning & Teaching Day.

ii) Proposal to move to Electronic Course Survey

This item was carried over to the next meeting

13. Minutes of Faculty Quality Learning & Teaching Committees

i) LAESS

Members had received for information the minutes of 6th November 2019 and 18th December 2019. Dr Penketh also gave feedback on the meeting of 12th February 2020 which included feedback on the School-Level Learning & Teaching Day where each School had looked at enhancement. They had also discussed: Access & Participation activity and the employment passport; the Student Voice; and Peer Observation, which, it was felt could be reviewed to include areas such as academics identifying areas of practice to observe.

ii) Science

Members had received for information the minutes of 11th December 2019. Professor Nagar said that the Faculty was still gathering information from their Learning & Teaching Day and that they were seeking further advice on groupwork. It was noted that the FQLT Committee was currently under review; Dr Bennett asked that the Student Voice be captured by the Committee.

14. Faculty Boards & Network of Hope

i) LAESS

Members had received for information the minutes of 11th December 2019 and 5th February 2020.

ii) Science

Members had received for information the minutes of 17th October 2019.

iii) Network of Hope

Members had received for information the minutes of 2nd October 2019 and 6th November 2019.

15. Minutes of Student Services Group

Members had received for information the notes from 21st October 2019 and 27th January 2020.

CONFIRMED

16. Minutes of Library Steering Group

Members had received for information the minutes of 22nd January 2020. Ms Burgess noted that there was now new reading list software available which integrates with the new library system. This would be rolled out with staff training in July.

17. Any Other Business

The Chair advised that the Learning & Teaching Day, originally scheduled for Friday 22nd May 2020, would now take place on Monday 20th July 2020 (the day before Graduation).

Action: Mr Dykins to update online calendar

CONFIRMED

Appendix

WITHDRAWALS AND SUSPENSIONS

The following withdrawals have been approved by Rectorate Team for 2020/21 and will be reported to the OfS:

- PG Cert Composition
- PG Cert Electroacoustic Composition
- PGCert Musicology
- PGCert Performance
- MEd Christian Education & Leadership
- MA Police Leadership
- MA Education & English Language
- MA Creative Practice
- MA Film, Media and Society
- MA Beatles, Popular Music and Society
- MA International Education
- MA English Language
- LLM Law
- MA Christian Education and Leadership

The following suspensions have been approved by Rectorate Team for 2020/21:

- MA Education & English Literature
- MA Education & Music
- MA Strategic Leadership
- BA Single Hons CAPA: suspend recruitment for 2020/21.
- BA Single Hons Design: suspend recruitment for 2020/21