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LIVERPOOL HOPE UNIVERSITY

JOINT MEETING OF ACADEMIC COMMITTEE & LEARNING & TEACHING COMMITTEE

Minutes of the Meeting held on Wednesday 23rd October 2019

PRESENT: Dr P Haughan (Joint Chair), Professor Michael Lavalette (Joint Chair)
Associate Professor F Amirabdollahian, Mr M Baxendale, Dr J Bennett
Dr W Bignold, Dr C Boyle, Ms C Cairns,
Associate Professor Rebecca Chandy, Professor S Davismoon,
Ms C Harvey, Ms Z Marshall, Associate Professor P McGrail,
Mr I McKenna, Dr D Merryweather, Dr D Moloney, Professor A Nagar
Professor K Newport, Dr C Penketh, Mr H Rashid, Dr C Wakefield,
Dr C Walsh

By Invitation: Mr C Leyland, Ms S Meir

Apologies: Ms J Burgess, Professor Simon Piasecki

Secretariat: Mr D Dykins

1. Minutes of the previous meeting

Members had received the minutes of the meeting of Academic Committee on 29th May 2019. These were **APPROVED** as an accurate record.

2. Terms of Reference for Academic Committee

Members had received the current terms of reference for the Academic Committee. It was noted that future meetings of Academic Committee would receive Faculty Quality Learning and Teaching Minutes to ensure oversight of quality matters.

Action: Mr Dykins to include FQLT minutes on future Academic Committee agendas

3. Matters Arising

i) Revised Progression Regulations

The Registrar clarified progression requirements for Masters Courses as being: a minimum aggregate mark of 54.5% for 120 credits at Level I; and completion of Level H.

4. Quality Assessment Model

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Dr Haughan presented the new University web pages for Quality which were now aligned to the UK Quality Code. She noted the range of resources currently available via internal links to University documentation and external links to the QAA. She noted that there was still some work to do with certain documentation, but given the scale of the task, she would prioritising tasks accordingly. She requested that any feedback on the pages be sent directly to her.

5. Deans' Annual Review & Enhancement (ARE) Reports for 2018/19

Members noted that, with the merging of Faculties into LAESS, a new approach to ARE reporting was needed to manage such a wide variety of subjects. Dr Haughan said she would be reviewing the process as part of the overall quality review for the University. Dr Bignold said that all the reports referred to risks associated with recruitment but none had included reference to international potential.

Action: Dr Haughan to review the ARE process

(i) Faculty of Education

Members had received the Report for Education. Dr Penketh noted that there was no reference to Disability in the Report. It was suggested that Professor Newport discuss this further with Dr Bamber.

Action: Professor Newport to discuss the omission of Disability with Dr Bamber

(ii) Faculty of Science

Members had received the report for Science. Professor Nagar noted the number of new accreditations that had been approved, and the addition of new courses within the Faculty. He highlighted a number of initiatives that were currently part of the Faculties enhancement strategy.

(iii) Faculty of Arts and Humanities

Members had received the report for Arts & Humanities. Professor Newport noted that his concerns were around how the University could ensure it had control of matters affecting student satisfaction with their course. Dr Bennett suggested that the University was undergoing a profound cultural shift with changes to the student body (particularly with the introduction of the Foundation Year) and new approaches and changes in teaching styles might be needed.

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

(i) Faculty of Education and the Faculty of Arts & Humanities

Members had received the Report and Response for Education. There were no issues highlighted. The Report for Arts & Humanities was late being received and would be submitted at the next meeting of Academic Committee. However, Professor Newport said that both Reports gave assurance that the external examining process was robust.

(ii) Faculty of Science

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The Report was late being received from the examiner and would be submitted at the next meeting of Academic Committee. Similar to Professor Newport, Professor Nagar said that the Report gave assurances concerning the external examining process.

(iii) Faculty of Arts and Humanities

The Report will be received at the next meeting of Academic Committee

7. Curriculum Overview and New Course Proposals

i) Course Approvals (Validations and Revalidations)

The following courses had completed the approval process: PGCert Advanced Mentoring and Coaching; MA by Research [subject]; MA Bible and Pastoral Contexts; MA Criminology; MA Sociology; MA Social Policy; BA Applied Childhood and Youth Single Honours; BA Childhood and Youth Major; BA Music Single and Major; BA Music Production Major; MA Contemporary European Affairs; BA Philosophy, Ethics and Religion Single Honours; BA Philosophy and Ethics Major; BA Religious Studies Major; BA Applied Social Sciences Single Hons; BA Social Policy Major; PGT Education Suite; MSci/BSc Artificial Intelligence (with year in industry); BSc Physical Education & Sport Science; Foundation Year Science; Geography & Environmental Science Suite; MRes in Robotics.

ii) New Course Proposals approved at Rectorate Team

The following courses had been approved by Rectorate Team: BSc Psychology in Education; BSc Physical Education & Sport Science for NoH; Professional Doctorates; BSc Physical Activity, Nutrition and Health. Professor Nagar said that the BSc could be removed from the Science curriculum overview as it already appeared in the Education overview.

Members requested the approval documentation for review from Mr Dykins.

Action: Mr Dykins to circulate the documentation for the four courses for feedback

There was also

Curriculum Overviews

Curriculum Overviews were received from both LAESS and Science. A number of anomalies were noted on the overviews, mainly due to overviews being a mixture of 2019/20 and 2020/21 provision. It was agreed that Mr Dykins and FEMs meeting outside the meeting to consider how very recent changes in provision can be captured and presented at future meetings.

Action: Mr Dykins to liaise with FEMs to finalise approach to Curriculum Overview

The re-introduction of Human Biology as a major was noted and would be discussed further outside the meeting.

8. External Examiner Nominations

It was noted that certain templates being used were still out-of-date. It was agreed that when the template was updated a tick box to indicate whether the proposed EE had

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undergone AdvanceHE external examiner training should be included. Dr Haughan noted that the University was currently part of a pilot training programme for external examining with AdvanceHE.

Action: Dr Haughan to update the template; FEOs to check that all templates for future appointments are up-to-date

(i) Nominations

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

Subject	Name	Institution	Commence	Comments
BA (Hons) Health and Social Care Social Care Major Health and Wellbeing Major	*Mr Bren Cook	University of Bolton	September 2019	RECOMMENDED FOR APPROVAL
MA Marketing Management	*Dr Carl Clare	Leeds Beckett University	August 2019	RECOMMENDED FOR APPROVAL
BA Criminology (Single/Major) MA Criminology	*Associate Professor Jones	Swansea University	September 2019	RECOMMENDED FOR APPROVAL
BA Early Childhood	Dr Joanne McNulty	Manchester Metropolitan University	October 2019	RECOMMENDED FOR APPROVAL
MEd QTS	Dr Benjamin Screech	University of Gloucestershire	October 2019	RECOMMENDED FOR APPROVAL
IMBA, MBA Educational Leadership, MA Police Leadership	Professor Lawrence Bellamy	University of Sunderland	September 2019	RECOMMENDED FOR APPROVAL
BSc Sports Rehabilitation	Dr Karen Hambly	Kent University	October 2019	RECOMMENDED FOR APPROVAL

Subject	Name	Nature of Request
MA Art History and Curating MA Museum & Heritage Studies	*Dr Laura Perry	<i>Reallocation of Duties</i>
MA Biblical and Pastoral Theology	*Revd Dr. Andrew Gregory	<i>Reallocation of Duties</i>
BA Theology and Religious Studies (S/H Religious Studies components) Religious Studies (Major)	*Prof Melissa Raphael	<i>Reallocation of Duties</i>
BA and MA Social Policy	Professor Tony Fahey	<i>Additional Duties</i>
BA Childhood & Youth	Dr Erika Laredo	<i>Reallocation of Duties</i>
BSc Single & Major Human Biology and Biology	Dr Stephanie Dillon	<i>Extension of Tenure</i>

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**Approved via Chair's Action between meetings*

It was noted that Dr McNulty had worked at the University previously, but as she left in 2013, this was over five years ago and therefore presented no conflict of interest. It was highlighted that both she and Dr Screech did not have previous examining experience. Members were satisfied that Dr McNulty had been on HEA External Examiner training and would be mentored by an experienced external examiner; they were also reassured that Dr Screech would be mentored and would be dealing with a very small cohort initially. Dr Dillon's extension of tenure was exceptionally agreed for a sixth year.

All new proposals, and the proposals to reallocate/give additional duties, were **RECOMMENDED FOR APPROVAL** to Senate.

9. Partnerships and Accreditations Committee

The minutes of the meeting held on 17th October 2019 will be received at the next meeting of Academic Committee. Dr Bignold, The Chair of this Committee, advised that this would now take the place of the Collaborative Provision Sub-Group. She said that one of the items was reviewing the Terms of Reference. Mr Dykins requested that these be given to him so that he can discuss further with the Vice Chancellor.

Action: Dr Bignold to send Mr Dykins the ToR for the Committee

10. Registrar's Business

i) Minutes of the ROG meeting

Members had received the minutes of the meetings held on 8th and 31st May 2019. The Registrar noted that regulations for self-certification had not changed. She also advised that the Academic Misconduct policy had been revised and was now available via the website.

ii) Registrar's Business

Members had received an overview of amendments to universal regulations and conventions/guidelines, and guidance for the implementation of accreditation of prior learning. Members discussed possible confusion over an existing Foundation Certificate (which was available for certain CPD-related courses) and the newly proposed one to cover the Foundation Year. It was agreed that the University could have a generic Liverpool Hope University Certificate for students gaining 30 credits at Levels 4, 5 and 6. Dr Haughan agreed to look into how this would work for CPD as part of the review of QA documentation.

Action: Dr Haughan to review documentation/certification for CPD

iii) Timetable of Examiners meetings & related events

Members had received the draft timetables for PGT and UG examiners meetings and events. Ms Marshall explained that boards would now be School based to align better with the new Schools structure and that consequently both sets of timetables should be read in tandem for the summer term. She had attempted to increase marking times from last year within the constraints of the academic calendar. Mr

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Rashid noted that the turnaround for marking often put pressures on students and this needed to be considered in the timetables. The Registrar said she was already working on the examination timetable for next May with a view to allowing maximum marking times between boards. It was agreed that the Carmel Foundation Year board could move into the School of Health Sciences boards. For the Network of Hope generally, Dr Haughan advised that a slightly staggered start date had been agreed so a different assessment board would be required.

11. Faculty Boards

(i) LAESS

Members had received for information the minutes of meetings held on 9th October 2019. It was noted that this was the first meeting of the newly merged Faculty and focussed on matters concerning the ARE previously discussed under item 5, and similar issues around the Faculty External Examiner Report and Dean's Response.

(ii) Arts & Humanities

Members had received for information the minutes of meetings held on 19th June 2019.

(iii) Education

Members had received for information the minutes of meetings held on 3rd April 2019 and 12th June 2019.

(iv) Science

Members had received for information the minutes of meetings held on 19th June 2019.

(v) Network of Hope

Members had received for information the minutes of the meeting held on 1st May 2019, 2nd July 2019 (Review Day) and 4th September 2019. Dr Walsh noted that at the Review Day the breakdown of the Network results had shown improvement in good degree outcomes on previous years.