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## LIVERPOOL HOPE UNIVERSITY

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

Wednesday 24<sup>th</sup> October 2018

- PRESENT:** Revd Canon Professor K Newport (Chair), Dr P Haughan (Vice Chair)  
Dr J Bennett, Dr L Bourke, Dr R Cousins, Ms S Cronin, Mr P Glover,  
Ms C Harvey, Professor O Khaiyat, Professor G Mair, Ms S Murray,  
Professor A Nagar, Dr A Owen, Ms M Pearson, Dr F Pogson,  
Professor I Vandewalle, Dr C Walsh
- By Invitation:** Ms R Dalton
- Apologies:** Mr F Doolin, Dr L McLoughlin, Professor S Davismoon and Mr L  
Skilbeck
- Secretariat:** Mr D Dykins

#### 1. Minutes of the previous meeting

Members had received the minutes of the meeting on 30<sup>th</sup> May 2018. These were **APPROVED** as an accurate record.

#### 2. Matters Arising

##### Programme Withdrawals (actum 5iv)

It was confirmed that the BA Media and Communications Single Honours had not been withdrawn for 2019/20.

#### 3. Deans' Annual Review & Enhancement (ARE) Reports for 2017-18:

Overall, it was felt that the package of data for ARE reports and how it was presented required reviewing. Professor Nagar said that PGR was currently limited so was not included in the data set. Dr Pogson noted that majors in combined honours were problematic to capture accurately in the ARE. Dr Haughan said that there were sector-wide issues when dealing with combined honours and agreed to look again at the data and how it was used.

**Action:** Dr Haughan to review combined honours data and presentation

Professor Newport, echoing concerns expressed by Professor Vandewalle, noted that metrics did not always provide useful indicators. For example, attendance did not necessarily correlate with achievement and there were disparities between External Examiner comments and NSS results. He also expressed the view that the University should be in a far better position than it currently is in terms of understanding the reasons for some of the data. For example, the very low rate of "good" degrees in

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one subject and the very high one in another. Professor Vandewalle said there was no clear holistic view presented by documentation though reflective meetings did provide a truer narrative. Professor Newport felt that there were issues with the University's ability to draw assurance from the ARE process. He also drew attention to the lack of any follow-up by the relevant committees to the apparently confusing situation to which Professor Vandewalle had drawn attention. He agreed with Professor Vandewalle that the current ARE process was in need of revision. It was also noted that the current process did not capture Faculty performance in terms of Equality & Diversity.

University-wide issues for consideration included: whether the re-presentation and re-assessment policy could be further refined; early coursework submission deadlines; the new numerical/letter based marking scale; and anonymous marking.

### (i) Faculty of Education

Members had received the ARE from the Faculty of Education. Professor Newport highlighted the success of the School of Teacher Education in the NSS but cautioned that although student recruitment was good, there was nervousness around UG recruitment. Plans were going well for the introduction of the integrated MEd with QTS with some 39 students currently interested. The creation and launch of the Foundation Year has also helped recruitment with 61 students registered and progressing well. Programmes in the UAE were proving popular with 23 students who had already graduated and 43 due to graduate this year. In terms of enhancement, Key Practitioners in Learning and Teaching were now well established and there were now a number of Senior Fellows of Advance HE in the Faculty.

Professor Newport noted issues with dashboard data which led to a distorted picture for some courses, e.g. PGCE; this could be resolved by including completion data over a two-year period.

Mrs Harvey asked whether the structure of the Integrated MEd would allow for direct entry into Year 4 of the course. Professor Newport said that this was a possibility but had not yet been decided upon. He noted that other integrated MEd provision was being developed to include Early Childhood, Disability and Education Studies.

### (ii) Faculty of Science

Members had received the ARE for the Faculty of Science. Professor Nagar highlighted a number of significant curriculum developments including the introduction of MRes and MEng/BEng in Robotics, and the renewal of BPS accreditation. He noted Departments had maintained, or only had a slight decrease, in their NSS scores.

Risks highlighted included: staff engagement in student recruitment; maintaining NSS/Employability metrics for TEF; staffing in small departments; and the number of students repeating exams and/or year. Professor Nagar also felt that the marking scheme required clarification.

Dr Bennett noted that the co-design process connects well with industry and can produce mentoring opportunities for work placements which can help to ensure a quality experience for the student. Members were advised that Student Development and Employability would be attaching a placement officer to each Faculty.

### (iii) Faculty of Arts and Humanities

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Professor Vandewalle commended the work of Heads of Department for the reports they had submitted to him. Achievements included the rise of History & Politics to first place in the NSS.

Risks connected to the building programme at Creative Campus were mitigated, though concerns remain over the performance of both Law and Social Work.

## 4. Faculty External Examiner Reports for 2017/18

### (i) Faculty of Education

Members had received the Faculty External Examiner Report and Dean's Response for the Faculty of Education. Overall, the report was positive.

### (ii) Faculty of Science

Professor Nagar said that the External Examiner Report and Dean's Response would be available at the next meeting of Academic Committee.

### (iii) Faculty of Arts and Humanities

Members had received the Faculty External Examiner Report and Dean's Response for the Faculty of Arts & Humanities. Professor Vandewalle noted that there were no major recommendations. The External Examiner highlighted concerns around the new grading system stifling flexibility and restricting use of the full marking scale. However, Professor Vandewalle responded to say that this was not the case, and was more likely a lack of understanding of the scale. On the issue of the low level of external examiners' pay, Professor Vandewalle noted a recent exercise conducted for Rectorate Team which compared the University's rates of pay with other HEIs, showing that the University was more or less in the middle of these pay rates.

## 5. Academic Curriculum

### i) New Programme Proposals

Members had received for information details of the following programmes: Foundation Year (Education and Social Science); BSc Computer Science with a Year in Industry; and the MSci Clinical Nutrition. Professor Newport said that the Foundation Year would be labelled Level F and would undergo an initial review following evaluations.

### ii) Withdrawals/Suspensions for 2018/19 taken by Chair's Action

Members received for information details of withdrawals and suspensions taken since Senate on 27<sup>th</sup> June 2018:

- MA Business and Management (Withdrawn)
- MA Marketing Management for Sep 2018 (Suspended but available for Jan 2019)
- MA Peace Studies (Suspended)
- BSc Human Biosciences (Withdrawn)

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- SKE Computer Science (Withdrawn)
- MSc Sport and Exercise Nutrition (Reinstating for January and September 2019)
- BSc Electronic Engineering (Suspended)
- MSc Advanced Computer Science and Informatics (Suspended)
- MSc Applied Exercise Physiology (Suspended)
- MSc Diabetes (Suspended)
- MSc Exercise and Ageing (Suspended)
- MSc Skill Acquisition and Human Movement Science (Suspended)

### Curriculum Overviews

Dr Walsh asked Faculties to consider offering more courses with a part-time option as this could be used as part of the University's widening participation strategy.

#### iii) Education Curriculum Overview

Members received the Curriculum Overview for 2019/20 for Education.

#### iv) Science Curriculum Overview

Members received the Curriculum Overview for 2019/20 for Science. It was noted that the BSc Sport Rehabilitation would only be available as a full-time course.

#### v) Arts & Humanities Curriculum Overview

Members received the Curriculum Overview for 2019/20 for Arts & Humanities. It was noted that BA Media & Communications would be withdrawn. Ms Harvey advised that the BA Health & Social Care course required DBS procedures for provision at Carmel College.

Members had also received details of withdrawals and suspensions for Arts & Humanities for the current academic year and 2019/20:

- MA Human Resource Management & Development (Suspended October 2018)
- MA Police Leadership (Withdrawn October 2018)
- MA Business Management (Withdrawn October 2018)
- MA International Relations (Suspend for 2018/19)
- MA Peace Studies (Withdraw From October 2018)
- MA Christian Theology (Withdraw From October 2018)
- MA Theology and Religious Studies ( Withdraw From October 2018)
- MA Theology and Religious Education (Withdraw From October 2018)
- PG Cert Biblical Studies (Withdraw From October 2018)
- PG Cert Contemporary Philosophy of Religions (Withdraw From October 2018)

A number of courses were suspended for January 2019 with the intention of reinstating in October 2019:

- MA Art History & Curating
- MA Beatles, Popular Music & Society
- MA by Creative Practice

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- MA Film, Media & Society
- MA Museum & Heritage Studies
- MA Music
- MA English Language
- MA English Literature
- MA Biblical & Pastoral Theology (Suspend October 2018 to January 2019)

**Action:** FEOs to amend overviews as above

**Action:** Mr Glover to discuss DBS procedures further with Carmel College

### 6. External Examiner Nominations

- (i) Members had received for consideration the following new nominations and extension of tenure/reallocation of duties; Professor Goodwyn and Ms Stewart's nominations were received at the meeting. Education advised that a nomination for Mr Collen had been withdrawn, as was the nomination for Dr Kandiko Howson. Members were asked to take care that forms were completed accurately and in full before submission.

Subject	Name	Institution	Commence	Comments
Dance	Dr Antje Hildebrandt	Coventry University	Sept 2018	RECOMMENDED FOR APPROVAL
BA Childhood and Youth	Dr Erika Laredo	Leeds Beckett University	Sept 2018	RECOMMENDED FOR APPROVAL
MA Youth and Community Work with JNC recognition	Dr Fiona Cullen	St Mary's	Oct 2018	RECOMMENDED FOR APPROVAL
Popular Music	Dr Robert Wilsmore	York St. John University	Oct 2018	RECOMMENDED FOR APPROVAL
BAQTS Primary Education	Professor Chris Wilkins	University of Leicester	Oct 2018	RECOMMENDED FOR APPROVAL
PGCE Secondary Sciences	Dr Leigh Jane Hoath	Leeds Trinity University	Oct 2018	RECOMMENDED FOR APPROVAL
BA/BSc Psychology	Prof Neil Cooper	University of Sunderland	Sept 2018	RECOMMENDED FOR APPROVAL
PGCE Secondary Arts	Amy Lilley Stewart	University of Gloucestershire	Oct 2018	RECOMMENDED FOR APPROVAL
*SEN (Major) Disability Studies in Education (Single Honours) Disability Studies (MA)	*Dr Kirsty Liddiard	*University of Sheffield	*Oct 2018	*RECOMMENDED FOR APPROVAL
*PGCE Primary 5-11	*Alison Griffiths	*Goldsmiths University	*Oct 2018	*RECOMMENDED FOR APPROVAL
*PGCE Secondary languages	*Claire Stenning	*University of Sussex	*Nov 2018	*RECOMMENDED FOR APPROVAL
*PGCert LTHE	*Dr Lydia Arnold	*Harper Adams University	*Jan 2019	*RECOMMENDED FOR APPROVAL

*\*Approved via Chair's Action post-meeting*

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Subject	Name	Nature of Request
Business Management (Major and Single Hons)	Dr Andrew Peter Hird	<i>Reallocation of Duties</i>
BA Marketing Major	Dr Lillian Clark	<i>Reallocation of Duties</i>
BA History Single Honours BA History Major MA History	Roisin Higgins	<i>Reallocation of Duties</i>
Professional Qualification for Middle Leaders in Church Schools Professional Qualification for Church School Governance	Dr Ann Elizabeth Casson	<i>Reallocation of Duties</i>
EdD (Newman University)	Professor Andy Goodwyn	<i>Reallocation of Duties and Extension of Tenure</i>

It was noted that although Dr Cullen was a lecturer at St Mary's University, this did not present a conflict of interests.

All new proposals, and proposals to extend tenure and/or reallocate duties, were **RECOMMENDED FOR APPROVAL** to Senate.

### 7. Collaborative Provision Sub-Group

#### Collaborative Provision Sub-Group 18th October 2018

Members were advised that the minutes of the meeting held on 18th October 2018 would be received at the next meeting. It was noted that the meeting had largely focussed on discussion of AREs, in particular focussing on the student experience.

### 8. Registrar's Business

Members had received the Registrar's summary document outlining amendments to regulations. Dr Walsh explained that amendments included additions to capture the Foundation Year.

#### (i) Programme Regulations and Assessment Descriptors

Members had received the amended Programme Regulations for UG awards with Foundation Year and the Indicative Assessment Descriptors.

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Dr Walsh noted that the Regulations precluded a student from progressing from Foundation Year to Level C by either compensation or condonement. Professor Newport suggested that the lack of compensation or condonement for subject blocks where a student is progressing to a Single Honours was punitive. The Registrar agreed to review this.

**Action:** Dr Walsh to review compensation rules for 4-year UG regulations.

Members **RECOMMENDED FOR APPROVAL** to Senate the summary document for Programme Regulations for UG awards with Foundation Year (with the amendment referred to above) and the associated Indicative Assessment Descriptors located in UG4 of the Universal conventions.

- (ii) Members had received for information the minutes of the joint meeting of RAG and ROG held on 12th September 2018 and the meeting of ROG held on 10th October 2018.

- (iii) Amendments to Policy on Accreditation of Prior Learning

Members had received the new policy which clarified a number of items around credit transfer, including certificated learning, the timeframe for currency, the rules for entry to MA Social Work, articulation and double counting, and the maximum total APCL for UG provision. Awards from a recognised education provider can be used, rather than being limited to HEI awards; this includes NPQ awards, which have now been carefully mapped to relevant University provision. A fee is charged where APCL is from a provider other than another HEI.

Members **RECOMMENDED FOR APPROVAL** to Senate the amendments to the Policy on Accreditation of Prior Learning.

- (iv) Timetable of Examiners' meetings & related events:

Members had received the Schedule of 2019 Examiners Meetings for UG and PGT. Dr Walsh thanked the meticulous work of Ms Marshall in producing the draft but asked members to check details carefully with departments. Dr Walsh noted the change in date for publication of PGT reassessment results (September 17<sup>th</sup> 2019) which is one week later than currently shown in the academic calendar (September 10<sup>th</sup> 2019).

**Action:** Faculty members to check all dates with departments and contact her directly with any amendments in time for Senate on 14<sup>th</sup> November 2018.

Members **RECOMMENDED FOR APPROVAL** to Senate the Schedule of 2019 Examiners Meetings for UG and PGT.

### 9. Faculty Boards

- (i) Arts & Humanities Faculty Boards

Members had received for information the minutes of meetings held on 18<sup>th</sup> June 2018, 26<sup>th</sup> June 2018, 16<sup>th</sup> July 2018 and 10<sup>th</sup> October 2018.

- (ii) Education Faculty Boards

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Members had received for information the minutes of meetings held on 6<sup>th</sup> June 2018 and 16<sup>th</sup> July 2018.

(iii) Science Faculty Boards

Members had received for information the minutes of the meeting held on 20<sup>th</sup> June 2018 and 3<sup>rd</sup> October 2018.

(iv) Network of Hope

Members had received for information the minutes of the meeting held on 5<sup>th</sup> September 2018 and 3<sup>rd</sup> October 2018. It was noted that staff were being consulted on refocussing meetings in order to avoid unnecessary discussion of operational issues.

Dates for next meetings:

**Academic Committee**

- Wednesday 27th February 2019 2.15 pm
- Wednesday 29th May 2019 2.15 pm

**Learning and Teaching Committee**

- Wednesday 28th November 2018 at 2.15 pm
- Wednesday 20th February 2019 at 2.15 pm
- Wednesday 22nd May 2019 at 2.15 pm