

# CONFIRMED

## LIVERPOOL HOPE UNIVERSITY

### SENATE: 14<sup>th</sup> March 2018

**PRESENT:** Professor G J Pillay (in the Chair), Dr P Bamber, Ms S Beecroft, Dr J Bennett, Dr W Bignold, Mr A Catterall, Professor D Chester, Dr R Cousins, Ms S Cronin, Dr G Cuthbertson, Mr F Doolin (Vice-President, Students' Union), Ms J Egerton, Professor N Ferguson, Mr D Frost, Ms C Harvey, Dr P Haughan, Mr M Hill, Professor D Jeyaraj, Mr J Johnson (President, Students' Union), Dr O Khaiyat, Professor M Lavalette, Dr D. Kurek-Chomycz, Dr P McGrail, Dr L McLoughlin, Ms S Murray, Professor A Nagar, Dr B Olmos Giupponi, Dr A Owen, Professor G Paramei, Ms M Pearson, Dr C Penketh, Professor S Piasecki, Dr D Reid, Dr K Spohrer, Dr S Tiernan, Professor I Vandewalle, Dr C Wakefield, Dr C Walsh, Ms L Warham (39 members)

Mr D. Dykins (Secretary and Minutes)

**APOLOGIES:** Dr Z Kinsley, Professor G Mair, Dr J Miller, Revd Canon Professor K Newport, Ms J. Singleton.

#### 1. Minutes of the previous meetings

The minutes of the meeting of Senate held on 8<sup>th</sup> November 2017 were **APPROVED** as a correct record.

#### 2. Matters arising

All matters arising were covered elsewhere on the agenda.

#### 3. Vice-Chair's Report

The Chair invited the Vice-Chair, Professor Vandewalle, to report on management decisions taken between meetings of Senate.

##### Appointments

Professor Vandewalle reported that the following appointments had been made:

*Dr Mark Chater as Research Fellow within the Centre for Christian Education and Pastoral Theology*

*Revd Canon Dr Rod Garner as Honorary Fellow in the Department of History*

*Catherine Hayes as Visiting Professor in the Faculty of Education*

*Professor David Canter as Visiting Professor in the Department of Psychology*

*Professor Kerry Howell as Visiting Professor in the Business School*

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## Open House Events for 2018

- Saturday 21st April 2018
- Wednesday 27th June 2018 (after A Levels)
- Saturday 7th July 2018
- Saturday 29th September 2018 (week after Arrivals weekend)
- Saturday 3rd November 2018

## Big Hope 2

Members were advised that Big Hope 2 would take place from 13<sup>th</sup> June to 20<sup>th</sup> June 2018. Rectorate agreed that Academic Departments should be integrally involved in Big Hope 2, and asked Departmental Heads to create a subject specific Learning Track for the event. Groups of delegates would work on specific projects (Learning Tracks) relating to creative and performing arts or community-based ventures during the Congress. These would result in either a performance or an exhibition at the end of the event.

Action: HoDs to arrange the creation of subject specific Learning Track for Big Hope 2

## **4. Secretary's Business**

### (i) Academic Calendars 2018 to 2021

Members had received the Academic Calendar, which detailed principles behind the structure for each year. Dr Haughan explained that following feedback from the Students' Union and staff, dissertation submissions dates for undergraduate courses had been brought forward to the start of week 24. Ms Murray noted that with the amended compulsory closedown dates, the Faculty Learning and Teaching Day in the 2018-19 calendar would need to be moved from Friday 4<sup>th</sup> January 2019. For the same academic year, Dr Bamber noted that there was an additional teaching week for Level H in week 36. Dr Haughan said she would make the necessary alterations to both of these.

Senate **APPROVED** the Academic Calendars 2018 to 2021, subject to minor corrections as mentioned above.

Action: Mr Dykins to produce the final version calendars for the web

### (ii) Fitness to Study Policy

Mr Dykins advised that a wider consultation on the document had already been agreed, and feedback from interested parties would be sought before the final draft is presented to Senate.

## **Committee Reports**

### **5. Research Committee**

#### Minutes of 14<sup>th</sup> February 2018

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Professor Nagar presented the minutes of the meeting held on 14<sup>th</sup> February 2018. He highlighted the planning for, and monitoring of, the University's REF2021 submission, including measures to reduce the current level of 18% of unclassified submissions. The Chair noted that the University was more prepared for its submission than at any time for previous submissions. He advised that he would be meeting the Heads of the five Research Centre Directors to explore ways of raising the profile of the Centres both nationally and internationally. Professor Nagar said that he had requested Centres report on strategies for attracting external funding to support and sustain their work.

Other items of note included the launch of the online ethics platform, and measures being taken with Faculties to monitor strategic goals as part of the University's strategic framework.

### 6. Learning & Teaching Committee

#### Minutes of 21<sup>st</sup> February 2018

Dr Haughan presented the minutes of the meeting held on 21<sup>st</sup> February 2018. She highlighted the results of the recent review of LSPs which had resulted in a new, more user-friendly format, for LSPs for the next academic year; and discussions concerning the proposal for reformulating SSCA into two different groups, one operational, one strategic (presented under Academic Committee business). Dr Haughan also commended the work of the Registrar in her review of indicative assessment descriptors. Work was ongoing, but a proposal would be ready for presenting to Senate in June 2018.

The Committee had also been debating issues around dual/cross-faculty dissertations and the Registrar would be reviewing guidelines in this area in the coming months. Dr Haughan noted that, following a recent review by Professor Vandewalle, the Committee had been reviewing staff training and development needs.

Dr Haughan drew Senate's attention to the discussion around the Registrar's Review of the August re/assessment period, which was also discussed at Academic Committee. Dr Walsh reported that, following an analysis of student performance in August assessment periods, her predecessor had highlighted less than satisfactory student performance and had started to consider strategies that could support students retaking assessments at this time. Although Dr Walsh was still working on the review, she made two recommendations for Senate to consider in principle. The first was that for the current academic year, the deadline for coursework be brought forward to the end of Graduation Week, the rationale being that students resubmitting would have access to support from academic staff. The other recommendation was that an overarching single retake exam would be designed to cover all required learning outcomes; there would be further refinements so this was being recommended in principle for August 2019.

For the first recommendation, Professor Lavalette queried how feedback would be given, as academics may not be available to turn this around in the usual time. Dr Walsh said that it would be explained that feedback would not be available until after the original August deadline. The Chair expressed concern that this could still affect student workloads during the May examination period. Dr Haughan stressed that this would be an interim measure to assist students this year, and Mrs Harvey noted that Student Administration received a significant number of enquiries in August from

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students attempting to access support from academics with their resubmission of coursework.

The Chair said that he had concerns that the first recommendation would send out the wrong message to students. Although Mr Johnson agreed with the earlier deadline, it was felt by the other members of Senate that the status quo should remain for the current academic year to avoid any confusion amongst students. The Chair asked that the Registrar continue with her consultation and present alternative recommendations at the next Senate.

Action: Dr Walsh to consider refinements to the strategy with new recommendations for the next Senate

## 7. Academic Committee

### (i) Minutes of 28<sup>th</sup> February 2018

In the absence of Professor Newport, Dr Haughan presented the minutes of Academic Committee held on 28<sup>th</sup> February 2018. She drew members' attention to discussions at SSCA which advised that Ramadan would this year cover the entire examination period. Muslim students observing the fast would be able to claim for mitigating circumstances, though the Registrar would be proposing deferred or alternative assessments for such students.

### (ii) Curriculum Matters

Dr Haughan reported that the following programmes had been recommended for approval by Senate:

- BA Applied Social Sciences (Single)
- MRes Robotics Engineering
- BA Secondary Education with QTS
- MEd (Integrated) Primary Education with QTS
- \*PG Cert SENCo
- \*MA SENCo

For the BA Applied Social Sciences, Professor Lavalette confirmed that he, Professor Vandewalle and Professor Mair had met and assurances were given that there would be no duplication or overlap with other provision in the Faculty.

\*Dr Haughan noted that since the Academic Committee meeting, Professor Newport had taken Chair's Action on minor documentation relating to the two SENCo programmes, which had already been recommend for approval at last term's Joint Learning and Teaching and Academic Committee meeting.

The following courses were withdrawn or suspended:

- BSc Biological Sciences (withdrawn)
- SKE Computer Science (withdrawn)
- PGCE Classics (suspended)

Senate **APPROVED** the new provision, and the decisions on withdrawal and suspension of programmes.

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(iii) External Examiner Appointments

Dr Haughan drew attention to the list of External Examiners.

Dr Haughan advised that Chair's Action had been taken on the appointment of Mr J Brown as external examiner for the SENCo provision. She also noted that reassurance had been received from the Business School that a mentor would be provided for Olatubosun.

Senate **APPROVED** the appointments, extensions and reallocations of duty, as detailed in the appendix to these minutes.

(iv) Timetable of PG Examiners' Meetings and Related Events: January 2018 to December 2018

Members had received the PG timetable, which covered the remainder of the calendar year.

Senate **APPROVED** the timetable of PG Examiners' Meetings and Related Events: January 2018 to December 2018

(v) Management, Advancement and Guardianship of Liverpool Hope Academic Regulations and Governance

Members had received Dr Walsh's proposal for the proposed restructure of SSCA into two Registrar's Groups, one operation (ROG) and the other, strategic/advisory (RAG). The Chair agreed that the development aligned with the University's drive for more focussed attendance at meetings.

Senate **APPROVED** the proposal to create ROG and RAG.

(vi) Summary of Amendments to Academic Regulations

Members had received the summary of amendments, which Dr Walsh explained were mainly cosmetic to reflect recent updates to marking scales and reference to SSCA and did not affect process.

Senate **APPROVED** the amendments as laid out in the summary.

## 8. The Office for Student (OfS): Overview

Members had received Dr Haughan's overview, which she explained gave an indication of the scope and powers of the newly launched Office. She drew attention to the four main regulatory objectives, all of which put students at the centre of process to ensure they:

- are supported to access, succeed in, and progress from, higher education;
- receive a high quality academic experience, and their interests are protected while they study or in the event of provider, campus or course closure;
- are able to progress into employment or further study, and their qualifications hold their value over time;
- receive value for money.

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She noted that the QAA and HESA remained as assessors and data collectors respectively, though how they work with the OfS will change. Universities will need to apply to register with the OfS, with a requirement to meet initial conditions of registration in order to do so. Details of the extensive documentation required to demonstrate that conditions have been met were provided in the annex to Dr Haughan's overview. She advised that colleagues were already working on drafting the documents ready for submission by the deadline of 23<sup>rd</sup> May 2018.

Once accepted onto the register, providers will be monitored using data, reportable events and other intelligence; intelligence from the OIA is likely to feature in its monitoring. Using their own risk assessment, the OfS will decide if enhanced monitoring is required, and will also use random sampling to identify a small number of providers for more extensive assessment. If concerns are raised, the OfS will have powers to impose conditions such as enhanced monitoring and if breaches of conditions are confirmed it may impose sanctions ranging from fines to suspension or deregistration.

The TEF has been confirmed as a compulsory feature of registration. Unistats will be overhauled to provide more meaningful and user-friendly data for students. The Longitudinal Education Outcomes (LEO) dataset, which will look at 1, 2 and 10 years post-qualifying employment data, will also form part of the battery of statistics the OfS will employ to demonstrate value for money.

### 9. Chair's Business

The Chair noted the recent development of several Schools within the University, which had evolved by gathering cognate disciplines into one area. The latest of these was the School for Creative and Performing Arts (CAPA) which will be based at the Creative Campus. Additional space contiguous to Creative Campus will give the University an opportunity to relocate relevant provision from Hope Park for the next academic year, including Marketing, Media and Communication, and Secondary PGCE programmes for Music, Drama and Art. This will create a cohesive creative environment on one campus and bring together in a creative way all the cognate disciplines. Given the wide scope of the School, the post of Associate Dean for the School had been created, and the Chair announced that Professor Stephen Davismoon had recently been appointed to that post.

Dr Bennett requested that a posthumous award for a recently deceased member of staff partway through her PhD be considered. Dr Nagar confirmed that the member of staff had already been discussed at a recent PGR board and an award of MPhil had been agreed as enough progress had been made at the Confirmation of Registration Event (CRE). Professor Lavalette queried whether this stage was being recognised as an exit award; the Registrar confirmed that this was only available as a posthumous award and that each case would be considered on individual merits. Dr Piasecki thanked Senate for introducing the posthumous award, adding that it would bring comfort to the team.

**Dates of next meeting:** Wednesday 27th June 2018 at 2.15 pm

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## Appendix

### Appointment of External Examiners

(i) New Nominations

<b>Subject</b>	<b>Name</b>	<b>Institution</b>	<b>Commence</b>	<b>Comments</b>
Business Management (Major and Single Hons)	Dr Andrew Peter Hird	Sheffield Hallam University	December 2017	APPROVED
Accounting and Finance	Posi Olatubosun	University of Reading	September 2018	APPROVED
Law – LLB and BA	Dr Jay Cullen	University of Sheffield,	May 2018	APPROVED
iPgC/iPGC Teaching Practice – General; iPGC Professional Practice – General	Mr Jim Pugh	Staffordshire University	January 2018	APPROVED
MA Education MA International Education MEd Professional Practice MA Professional Practice MA Interdisciplinary	Dr Denise Hawkes	UCL Institute of Education	March 2018	APPROVED
National Award for SEN Co-ordination	*Mr Julian Brown	University of Northampton.	April 2018	APPROVED

\*Recommended for Approval by Chair's Action (Academic Committee)

(ii) Extensions and Reallocations of Duty

<b>Subject</b>	<b>Name</b>	<b>Nature of Request</b>
MA Police Leadership	Professor Stuart Kirby	<i>Extension of Tenure</i>
MA Education and Interdisciplinary Studies in Education Masters Programmes including relevant strands in stand-alone CPD modules or Education Professional Practice modules.	Dr Richard Race	<i>Reallocation of Duties</i>
BSc Electronic Engineering & MEng/BEng Electronic and Computer Engineering	Dr Nader Anani	<i>Extension of Duties</i>
BSc Combined & Single Honours Nutrition	Professor Basma Ellahi	<i>Extension of Tenure</i>
Human Biology	Dr Stephanie Dillon	<i>Reallocation of Duties and Extension of Tenure</i>