

# CONFIRMED

## LIVERPOOL HOPE UNIVERSITY

### SENATE: 27<sup>th</sup> June 2018

**PRESENT:** Professor G J Pillay (in the Chair), Dr P Bamber, Ms S Beecroft, Dr J Bennett, Dr W Bignold, Professor D Bolt, Mr A Catterall, Professor D Chester, Dr R Cousins, Ms S Cronin, Dr G Cuthbertson, Professor S Davismoon, Mr F Doolin (Vice-President, Students' Union), Ms J Egerton, Ms C Harvey, Dr P Haughan, Mr J Johnson (President, Students' Union), Dr O Khaiyat, Dr Z Kinsley, Dr D. Kurek-Chomycz, Ms S Lewis-Beckett, Professor G Mair, Dr P McGrail, Ms S Murray, Professor A Nagar, Revd Canon Professor K Newport, 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 (37 members)

Mr D. Dykins (Secretary and Minutes)

By Invitation: Mr L Skilbeck (SU Vice-President Education Designate), Ms N Fearon (SU Vice Present Welfare and Community Designate), Ms L Gittins

**APOLOGIES:** Professor N Ferguson, Mr D Frost, Mr M Hill, Professor D Jeyaraj, Professor M Lavalette, Dr L McLoughlin, Dr J Miller, Ms J. Singleton

The Chair welcomed new members: Professor D Bolt, Professor S Davismoon and Ms S Lewis-Beckett; and invitee Ms L Gittins, plus the two officers-elect from the Students' Union.

#### **1. Minutes of the previous meetings**

The minutes of the meeting of Senate held on 14<sup>th</sup> March 2018 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 Laurence Jones as Visiting Professor in the Department of Geography and Environmental Science*

*Dr JC Bansal as Visiting Research Fellow in the Department of Mathematics and*

# CONFIRMED

*Computer Science*

*Professor Amit Konar as Visiting Professor in the Faculty of Science*

*Revd Dr David Hart as Honorary Research Fellow in the Department of Theology, Philosophy and Religious Education*

*Professor Steve Bartlett as Honorary Research Fellow in the Faculty of Education*

## Open House Events for 2018

- Saturday 7th July 2018
- Saturday 29th September 2018 (week after Arrivals weekend)
- Saturday 3rd November 2018

## Collaborative Provision

Members were advised that the University is collaborating with the Best Practice Network on NPQs/PG Certificates and that provision at the latest addition to the Network of Hope, Carmel College, will include delivery of a 4-Year Undergraduate Degree with Foundation Year.

## Accreditations

Professor Vandewalle updated members on progress with accreditations with external bodies. These included being registered with the National Association of Special Educational Needs (nasen) as a “quality provider” for the PG Cert in National SEN Coordination. The University was also re-accredited by the British Psychological Society on 5<sup>th</sup> June 2018, and the Business School has passed the latest stages of the AACSB accreditation process; the School was invited to submit a full application which was completed on 10th May 2018. The Computer Science/Maths department successfully passed the first stage in gaining accreditation with the British Computer Society.

An application for BASES programme endorsement for Sport and Exercise Science will be submitted by the end of July 2018 and IMA accreditation is being pursued for the new suite of Maths programmes, including the 4-year MMath and the new 4-year BSC (with a year in industry). Full re-accreditation for the Association for Nutrition is due to be submitted by April 2019, and for the Solicitors Regulation Authority by Spring 2019. Dr Haughan noted that the University had been accredited for Careers and Employability by MATRIX and which is valid for three years.

Unless OFSTED announce their visit within the next week, the earliest their visit can take place is the next academic year.

## **4. Secretary’s Business**

### **(i) Terms of Reference: Committees of Senate and Faculty Committees**

Members had received both sets of Terms of Reference. It was agreed that each of the Terms of Reference for Faculty Committees should include “Review and analysis of equality and diversity data for students within the Faculty.”

## CONFIRMED

Senate **APPROVED** the Terms of Reference for Committees of Senate and Faculties for 2018/19, subject to the amendment concerning equality and diversity data.

(ii) Calendar of Committees

Mr Dykins presented a calendar of committees, other meetings and major events for 2018/19. The Chair asked that members make every effort to prioritise dates as per the calendar.

Senate **APPROVED** the Calendar of Committees, Meetings and Events for 2018/19.

(iii) Fitness to Study Policy

Members had received the revised Fitness to Study Policy. The Chair thanked the Students' Union for their input, but expressed concern that the document and process may not work in the student's best interest. He suggested the document required further scrutiny. It was agreed that the current document be relabelled as "guidelines" for the time being, and that the document be reviewed via the Committee structure, including Learning & Teaching Committee, before being re-presented to Senate in November 2018.

(iv) Admissions Policy

Members had received the revised Admissions Policy. Ms Gittins requested that references to reasonable adjustments be amended to clarify that the University may not be able to make all adjustments requested by a student (paragraph 6.6), and that the University may refuse an application if a student's health declaration suggests they are not fit to study (paragraph 6.8). Dr Penketh asked for clarification as to what adjustments might be deemed not reasonable; the Chair said this would be in extreme cases only where, for example, a student required 24-hour care and very expensive bespoke adjustments to buildings.

Senate **APPROVED** the Admissions Policy, subject to rewording of paragraphs 6.6 and 6.8.

(v) Student Complaints Policy

Members had received the revised Complaints Policy. Ms Gittins explained this simplified and made clearer the process for students.

Senate **APPROVED** the Student Complaints Policy.

### Committee Reports

#### 5. Research Committee

Minutes of 16th May 2018

Professor Nagar presented the minutes of the meeting held on 16th May 2018. He noted that draft guidelines on REF2021 were expected this summer, and that today was the start of a 3-day conference on *The Tirukkural, Beyond the Frontiers of Tamil India* Conference hosted by the University. This was a significant international conference, the first of its kind in Europe. Professor Nagar also highlighted the Reports from Faculty Research Committees on the monitoring of strategic goals. This had been

## CONFIRMED

a major item and the Reports gave a positive picture of achievement with strong evidence of a growing culture of research within the University.

There were two recommendations for consideration. The first concerned the EdD Internal Examiners' Committee (IEC) Chair with a proposal for this to be the most senior academic at partner institution; the second concerned changing Academic Regulations for PGR Awards related to 'Outcomes of the Oral Examination' to clarify the mid-point review as being on a six-monthly basis.

Senate **APPROVED** the recommendation for the most senior academic at a partner institution to the Chair of IEC, and to clarify the mid-point of Outcomes of the Oral Examination as being on a six-monthly basis.

### 6. Learning & Teaching Committee

#### (i) Minutes of 23rd May 2018

Dr Haughan presented the minutes of the meeting held on 23rd May 2018. She highlighted discussions around retaking students with new arrangements for September 2018, and the extension of the Engagement Strategy to postgraduate students. Dr Haughan noted that retention and engagement had been subject to an internal audit and had produced a positive report.

Dr Haughan advised that the University had submitted two applications for Collaborative Awards for Teaching Excellence (CATE), for the University's Communities of Practice and Institutional Memory Bank projects. Two applications for National Teaching Fellowships (NTF) had also recently been submitted. The outcome for both CATE and NTF applications should be published shortly. She also highlighted the Registrar's efforts to combat the increasing sector-wide problem of contract cheating.

#### (ii) Mental Health Update

Dr Haughan drew Senate's attention to the discussion around the report, received by Senate, which showed that incidents relating to mental health were on the increase. The Chair said that this had taken over as the main issue currently challenging the sector and stressed the importance of staff awareness to spot the early signs of such issues with students. He said that the tutorial system should contribute to academic staff developing a closer working relationship with students, thereby allowing staff to better monitor any potential problems.

Dr Haughan asked for Senate approval to identify and cost appropriate baseline mental health training for all staff to ensure that as a minimum staff are aware of early signs, and know where to signpost students to for support. Mrs Cronin asked that consideration be given in Student Development and Wellbeing to PGCE students who do not follow the standard undergraduate calendar who may need support outside of standard term time. Dr Haughan said that this would not pose a problem.

Senate **APPROVED** the recommendation to identify and cost appropriate baseline mental health training for all staff.

### 7. Academic Committee

## CONFIRMED

(i) Minutes of 30<sup>th</sup> May 2018

Professor Newport presented the minutes of Academic Committee held on 30<sup>th</sup> May 2018.

(ii) Curriculum Matters

Members had received a detailed curriculum list of proposed provision. Professor Newport explained that, with the potential for an expanded provision at Network of Hope Colleges, it was necessary for Academic Chair's Action to be taken on a wide range of courses with a view to initial scrutiny by Senate. He explained that the proposed Foundation Years (FYs) provided a recruitment opportunity aimed at students who required further study skills development in order to succeed at undergraduate level; the structure of the FY would allow entry to a number of degree courses. Students would also have the option of an exit award of a Foundation Certificate. The Chair advised that the provision would be reported in full at the next Senate meeting in October.

The following programmes had been recommended for approval by Senate for delivery from September 2018:

- BSc Sport Rehabilitation
- PG Cert in Teaching Practice (Teaching of Arabic)
- PG Cert Strategic Leadership
- Foundation Year in Education
- MEd/MBA in Executive Leadership
- 60-Credit (M-Level) Block for SENCo
- PGCert Strategic Leadership
- Marketing Single Honours

Undergraduate Provision at the Network of Hope:

- History (Major) at Carmel College
- Business Management (Major) at Carmel College
- Health & Well-being (Major) at Holy Cross
- English (Major) at Carmel College
- Philosophy & Religion (Major)
- Creative and Performing Arts (4-year) at Carmel College
- Sports Science (4-year) at Carmel College

The following courses were withdrawn or suspended:

- Undergraduate Certificate in Pastoral Leadership (withdrawn)
- BSc Biology Major (withdrawn)
- BSc Human Biology Single Honours (withdrawn)
- LLM Law (suspended for 2018/19)
- MA Human Resource Management (suspended for 2018/19)
- MA European Affairs were being (suspended for 2018/19)

Members had also received a proposal from the Department of Theology, Philosophy and Religious Studies to pursue the development of a Doctor of Ministry (DMin) and MA by Research, and it was noted that the BA English Language revalidation process had been completed.

## CONFIRMED

Senate **APPROVED** the new provision, the proposal to pursue DMin and MA Res programmes in TPRS, and the decisions on withdrawal and suspension of programmes.

(iii) External Examiner Appointments

Professor Newport drew attention to the list of External Examiners. There were also a number of appointments that had been approved by Chair's Action.

Senate **APPROVED** the appointments, extensions and reallocations of duty, as detailed in the appendix to these minutes; those made via Chair's Action are highlighted.

(iv) Examiners Meetings and Related Events: September 2018 to December 2018

Members had received the timetable, which had already been reviewed by Departments.

Senate **APPROVED** the timetable of Examiners Meetings and Related Events: September 2018 to December 2018.

(v) Amendments to Academic Regulations

Members had received proposals and documentation to amend:

- AG4 Indicative Assessment Descriptors
- AG3 Marking Scales (PGCE Primary and Secondary Regulations)
- UAR1 and 7 (to accommodate 3-year QTS)
- UAR5 (clarification on students' responsibility re Turnitin)

Dr Walsh confirmed that descriptors in AG4 covered C, I and H Levels, adding that Departments had the freedom to use these to further develop their own bespoke descriptors. Changes to AG3 were necessary to reflect current practice.

Senate **APPROVED** the amendments.

(vi) August re/assessment period

Members had received Dr Walsh's revised recommendations for reassessment for undergraduate students and advised that, of the students offered a reassessment opportunity last year, only 43% were successful, which suggested that the process was not wholly successful. She proposed the removal of re-presentation opportunities for Levels C and I. Students' Union representatives queried the removal of re-presentation opportunities and it was agreed that re-presentation may be retained subject to additional riders, such as students having taken an active role in preparations leading up to the original assessment.

Dr Walsh also noted that students appeared to be focussing too heavily on reassessment tasks without realising that the mark would be capped, and proposed that such pieces be capped at 40 in addition to the current block aggregate cap. The reassessment task will be available as a rolling system throughout the academic year.

## CONFIRMED

Senate **APPROVED** the proposal to cap the reassessment task. Dr Walsh and Professor Newport were asked to reconsider the process for re-presentation for 2018/19.

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

Dr Haughan confirmed that the University had submitted its application to the OfS, and had received confirmation of receipt. A response was expected early September 2018.

### 9. Chair's Business

#### (i) Consolidated Research Time (CRT)

Members had received the updated document for CRT. It was noted that CRT was aimed at allowing researchers to finalise their projects and was not intended to cover funding for attendance at conferences. It was agreed that Deans would issue calls for applications throughout the year if they felt it necessary; it was noted that, overall, Deans were best positioned to decide on who should be given CRT.

Professor Piasecki said that Heads of Departments and Schools are generally precluded from applying for CRT. The Chair advised that it would not be appropriate for a Department to be without its leader during term time, adding that the Head may choose to step down as Head for between 6 and 12 months in order to facilitate an application for CRT.

Senate **APPROVED** the amendments to the CRT policy.

#### (ii) Open Day

Dr Haughan noted that the Open Day which had taken place earlier in the day had attracted 239 potential students, which was the same number as this time last year.

### Dates of next meeting:

- Wednesday 14th November 2018 at 2.15 pm
- Wednesday 13th March 2019 at 2.15 pm
- Wednesday 26th June 2019 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>
MA Biblical and Pastoral Theology	Revd Dr Andrew Gregory	University of Oxford	Sept 2018	RECOMMENDED FOR APPROVAL
Professional Qualification for Middle Leaders in Church Schools	Dr Ann Casson	NICER, Canterbury Christ Church University	May 2018	RECOMMENDED FOR APPROVAL
BSc Environmental Science Biology (Major)	Professor Philip James	University of Salford	Sept 2018	RECOMMENDED FOR APPROVAL
English Literature BA (inc. NoH)	Dr Andrew Webb	Bangor University	Sept 2018	*RECOMMENDED FOR APPROVAL
English Language BA	Professor Michael Toolan	University of Birmingham	Sept 2018	*RECOMMENDED FOR APPROVAL
Sociology	Professor Gayle Letherby	Plymouth University	Oct 2018	*RECOMMENDED FOR APPROVAL
Theology and Religious Studies (S/H – Religious Studies components) Religious Studies (Major) Philosophy, Ethics & Religion (S/H – Religious Studies component)	Professor Melissa Raphael	University of Gloucester	Sept 2018	*RECOMMENDED FOR APPROVAL
Theology (S/H); Christian Theology (Major) Theology & Religious Studies (S/H Theology components)	Dr Todd Emory Klutz	University of Manchester	Sept 2018	*RECOMMENDED FOR APPROVAL

\*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>
BA Film & Visual Culture MA Film, Media & Society	Dr Ian Scott	<i>Reallocation of Duties</i>
BA Creative and Performing Arts; MA Performance Practice	Dr Robert Dean	<i>Reallocation of Duties</i>
BA Primary QTS	Peter Virnuls	<i>Extension of Tenure</i>
Human Biology	Dr Stephanie Dillon	<i>Reallocation of Duties and Extension of Tenure</i>
BA Design MA by Creative Practice	Pat Dillon	<i>*Reallocation of Duties</i>

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