LIVERPOOL HOPE UNIVERSITY

**UNCONFIRMED UNIVERSITY ACADEMIC FRAMEWORK BOARD**

**Friday 14th March at 2pm**

**PRESENT:** Dr P Haughan (chair), Mr H Pearce, Ms U Boote, Mr T Bradley, Mr C Leyland, Ms Z Marsh, Ms S Meir, Ms K Wilson, Mr M Fry, Dr C Walsh, Mr D Sennett.

**APOLOGIES:** Ms N Dermott, Ms J Blackmore, Mr K Darby.

1. **Welcome and Introductions**

Committee members were welcomed to the third meeting of the board. The minutes from the meeting held on Friday 28th February were **approved** as a true record. The chair noted that the matters arising will be discussed below.

1. **Project Conception and Communications**

Members were updated on the project webpage. It was noted that this continues to be live and consolidates all information relating to both projects, including the minutes from each Board meeting and accompanying papers. Mr Pearce noted that a table of contents has been created and uploaded onto the page to provide an overview of the documents associated with the project and their status.

The Board were updated by the Chair on the most recent meeting of the Student Sounding Board (SSB). Board members were reassured that the SSB expressed their support of both projects. The SSB requested the new academic term dates be communicated to all students as soon as possible.

**ACTION:** Mr Pearce to arrange for the Academic Calendar dates to be included in the Student Bulletin.

The chair updated the Board on the current status of the arrangements for the redesign of the Foundation Year and confirmed that will be discussed at UEB prior to being presented to the board.

**ACTION:** Dr Haughan to update Board members at one of the next meetings on the arrangements for the foundation year upon the paper being approved by UEB.

Members were updated on the development of study abroad modules, which are currently being coordinated between the Global Student and Partnership Centre and Student Administration.

**ACTION:** Mr Sennett to update members at the next meeting on progress and update the Gannt chart with appropriate actions and dates associated with this area.

It was noted that as part of the curriculum change process, the changes to course information will need to be updated in all course leaflets. It was agreed that Mr Fry will circulate all subject leaflets with the appropriate University Executive Manager who will ensure each form is updated.

**ACTION:** Mr Fry to Circulate all course leaflets with each UEM.

Mr Fry went on to raise that those edits will need to be made to the UCAS website.

**ACTION:** UEMs to manage the process behind updating course leaflets and the UCAS webpage and share the necessary information with Student Administration.

1. **SITs Activity**

Mr Fry updated members on the actions related to SITs on the project timeline. It was noted that work has commenced setting up test environments to test the new structure.

1. **Assessment**

Dr Walsh provided an update to the Board on the assessment related work associated with the project. Members had received revised versions of two documents based on the feedback provided by the staff community; the draft letter to External Examiners and guide to assessment.

The Board discussed the need to raise the profile of the notion of effort rather than wordcount to both staff and students. The Board noted that it could be beneficial to discuss this matter at the next University Learning and Teaching Day. It was agreed that the Registrar will meet with Mrs Murray.

**ACTION:** Dr Walsh to raise this matter with Mrs Murray.

The Board went on to discuss that Mrs Murray should be invited to be a member of this Board moving forward.

**ACTION:** Mr Pearce to invite Mrs Murray to the Board.

Thanks were expressed to Dr Walsh for creating and amending these documents. It was noted that colleagues are still encouraged to provide feedback to Dr Walsh on these documents and that they will remain on the website.

1. **Regulations and Associated Processes**

The Board received a series of documents related to the amendments to academic regulations. Dr Walsh updated the Board on the work that her team have done to date.

Members were asked to provide feedback to Dr Walsh outside of the meeting on these regulations. It was noted that they remain a work in progress based on the feedback provided and that a final draft will be resubmitted to the board for discussion before being presented to University Acdemic Committee in May.

**ACTION:** Members to contact Dr Walsh outside of the meeting with feedback. Dr Walsh to resubmit final versions for board approval prior to the May meeting of Acdemic Committee.

1. **Quality and Documentation**

Mr. Fry confirmed to Board Members that Form B had been released. It was agreed that a draft Form C will be presented to the Board prior to its release for discussion.

**ACTION:** Mr. Fry to provide an update on the outstanding Form As and Form Bs at the next meeting.

**ACTION:** Mr. Sennett / Mr. Fry to create a draft Form C and bring it to the next meeting.

Ms Boote updated members on the quality assurance associated work related to the project. Members were reassured with the guidance that Ms Boote created related to course documentation currently going through the system.

**ACTION:** UEMs to share this information with each school.

Board members were reassured that work has commenced on transferring information onto the new definitive documents. It was noted that Ms Boote was waiting for the suite of existing definitive documents from the Faculty of Human and Digital Sciences and the Faculty of Education and Social Sciences.

**ACTION:** Mrs Blackmore and Mr Leyland to share all current definitive documents with Ms Boote.

**ACTION:** Ms Boote to set up regular meeting with UEMs to monitor progress in these areas and report back to the Board at each meeting.

1. **Equality**

The Board reviewed the Equality Impact Analysis (EIA) documentation. No updates were requested.

1. **Lessons** **Learnt:** The Board recorded no lessons learnt at present.
2. **Meeting Recommendations:** Committee members had no recommendations to be passed on to other formal committees.
3. **AOB**

It was noted that there is a need for all actions to be updated on the Gannt chart after each Board meeting for example, the work taking place related to international modules.

**ACTION:** Mr Sennett and Mr Fry as the Project Managers to keep this up to date.

Members queried the status of the Course Viability Group. The Chair noted that this group will still exist, albeit in a revised format associated with changes to the course approval process which will be discussed at the Board in due course.

Dr Haughan thanked members for their input into the third board meeting. The next meeting of the board will be Friday 11th April 2025.