

## LIVERPOOL HOPE UNIVERSITY

### **APPROVED UNIVERSITY ACADEMIC FRAMEWORK BOARD MEETING**

**Friday 14<sup>th</sup> February at 2pm**

**PRESENT:** Penny Haughan (Chair), Harry Pearce, Dave Sennett, Ursula Boote, Tony Bradley, Zoe Marshall, Jeff Stone, Alex Toomath, Cathy Walsh, Mark Fry

**APOLOGIES:** Kris Darby, Karen Wilson.

#### **1. Welcome and Introductions**

Committee members were welcomed to the first board meeting. The board has been convened to oversee the transition from a three-term based system to a semester-based system and also to implement changes to the credit values of modules.

It was agreed that the board would meet fortnightly to oversee the project. The terms of reference were circulated to members before the meeting. The chair noted that the terms of reference will be reviewed regularly by the board. Members **APPROVED** the terms of reference.

Move from semesters to terms: the board were updated that this applies to all academic levels from September 2025. Academic colleagues should only need to ensure that this is reflected in the standard update of Moodle/course information for September.

Credit values of modules: members discussed the implementation timeline in detail. It was noted that the re-design of the University Academic Framework will be broken up into six main phases over a three-year duration and discussion took place around the following areas:

#### **2. Project Conception and Communications**

The board were asked to consider how the wider staff community can be kept up to date with the project. Members discussed that a webpage, similar to that of the faculties restructure, would be helpful. It was agreed that minutes from the board meetings and key project documents should also be published on this webpage. Board members also requested an option for colleagues to ask questions through the webpage.

It was also **agreed** that a communication should be included in the staff bulletin after the project board meet each week to share updates.

Members queried the arrangements for the redesign of the Foundation Year. Dr Haughan advised that this is currently under development through the Faculty Executive Deans.

The board were asked to consider how the student community can be kept up to date with the project. It was noted that the Student Union have been providing feedback at university meetings.

Mr Pearce raised that the Student Sounding Board will meet in the coming weeks and that this could be discussed with them. Ms Toomath **agreed** with this proposal.

**ACTION:** Mr Pearce to include this on the next SSB agenda and invite Ms Toomath to the meeting.

### **3. SITs Activity**

Members were taken through the detail of the project related to SITs. They were reassured that substantial progress had already been made in relation to this area.

In order to collect the necessary information to populate SITs and the new definitive documents for Level C, it is proposed that colleagues will be asked to complete three forms for each programme/major. This will be discussed under item six.

Mr Fry noted that this work will enable the Office of the Registrar to focus on the Module coding structure in SITs for the new curriculum modules, the writing of regulations in SITs, including continuation, completion, and award rules.

### **4. Assessment**

Dr Walsh provided an update to the board on the assessment related work associated with the project. It was noted that Dr Walsh will write to all external examiners about the detail related to changes to assessment.

The board discussed the need to communicate changes related to assessment guidelines to the wider university community as soon as possible. It was noted that a summary document, produced by the Registrar, would be helpful to send out. The board **agreed** to review this summary document at the next board meeting.

**ACTION:** Dr Walsh to produce a two-page summary that can be reviewed at the next board meeting.

The structure of assessment boards and how they will operate given this change were discussed. It was **agreed** that the Registrar should provide an update at the next board meeting.

**ACTION:** Dr Walsh to provide a verbal update on her current thinking about the structure of assessment boards at the next meeting.

### **5. Regulations and Associated Processes**

Dr Walsh updated the board on the work her team have done to date related to regulations and processes for the project. The board were reassured that draft regulations for students entering in 2025/26 in relation to continuation, completion and award had been drafted alongside the examining body processes.

The board **agreed** that the draft regulations should come to the next meeting for feedback.

**ACTION:** Dr Walsh to share the regulations with Mr Pearce who will circulate to the board.

Dr Walsh and Ms Marshall noted that work has commenced undertaking housekeeping on all remaining regulations and conventions. It was noted that a summary will come to the board in preparation for the May meeting of Academic Committee.

### **6. Quality and Documentation**

The process to collect necessary information to populate SITs was discussed. The board

agreed that in order to collect the necessary information to populate SITs and the new Definitive Documents, colleagues will be asked to complete 3 forms for each programme/major for Level C (Sept 2025).

Board members queried the process behind transferring information for new definitive documents. The board **agreed** with the proposal that information for new Definitive Documents will be transferred from existing documents centrally by Admin colleagues.

A discussion took place about the three forms and appropriate distribution and return dates. The board agreed the following:

Form	Distributed	Return	Content
A	27.01.25	03.02.25	Credit value for each module. Indication of optional or compulsory. Indication of semester 1, 2 or year long study.
B	03.03.25	31.03.25	For each module (existing 60C details split between new 30C modules) Learning outcomes Assessment map Delivery pattern
C	05.05.25	02.06.25	Graduate attributes map

The individualised forms will be provided to Faculties by Student Administration.

A discussion took place about the collection of information for levels I and H. The Chair reiterated that as per the gant chart, this does not need to be done until 2025/26. The board **agreed** that they would revisit the forms in advance of this date and agree the simplest format to collect the information for these levels.

## **7. Equality**

The board were updated on the Equality Impact Analysis (EIA) documentation.

It was **agreed** that the EIA will be circulated and shared for discussion at the next meeting. Board members requested that the Assessment is placed on the webpage which will be created.

**ACTION:** Mr Pearce to circulate the EIA with the board.

## **8. Meeting Dates**

It was noted that as this is an initial meeting there is no recommendations to be passed on to other formal committees.

Dr Haughan thanked members for their input into the first board meeting. The next meeting of the board will be Friday 28<sup>th</sup> February 2025.