

LIVERPOOL HOPE UNIVERSITY
UNIVERSITY ACADEMIC FRAMEWORK BOARD

Friday 9th May at 2pm

PRESENT: Dr Penny Haughan (Chair), Mr H Pearce, Mr M Fry, Mr D Sennett, Mrs U Boote, Dr C Walsh, Ms M Marshall, Ms K Wilson, Mr K Darby. Mr C Leyland.

APOLOGIES: Ms N Dermott, Ms J Blackmore, Ms S Meir, Ms A Toomath.

1. Welcome and Introductions

Committee members were welcomed to the fifth Project Board meeting. The minutes from the last Board meeting held on Friday 11th April were **approved** as a true record. The Chair noted that matters arising will be discussed under each heading below.

ACTION: Mr Pearce to upload the most recent minutes onto the Project Webpage.

2. Project Conception and Communications

Board members were updated on the sections of the project chart relating to project conception and communications. Of particular note was that an approvals event will take place for the new foundation year on Friday, 16th May.

ACTION: Dr Haughan to provide an update on the event at the next Board meeting.

Members received the IT Project Proposal form, completed by Ms Wilson, which finalises the suite of documents required for the University's new Project Management Framework. Ms Wilson updated members on the form and noted that it should be considered a work in progress.

ACTION: Ms Wilson to continue updating the form with Mr Fry.

The Board discussed the progress made in updating course leaflets and UCAS pages. The Board agreed with Mr Fry's proposal to treat this as a shared piece of work to minimise repeated requests being made to Schools.

ACTION: Mr Fry to update the action log and report progress at the next Board meeting.

3. SITs Activity

Members were briefed on the details of the project related to SITs.

Of particular note was that the majority of Form Bs have now been received. Mr Fry noted that the focus will now shift to developing the timetable.

Mr Fry also suggested that the project could support the creation of a record of modular aims and outcomes, which could later be used for reporting purposes. The Board agreed that this

could be beneficial to the University in the long term.

Members queried the process for populating the Level F timetable. It was agreed that this would be discussed at the approvals event on 16th May.

ACTION: Mr Fry to update members on the Level F timetable at the next meeting.

4. Assessment

Ms Marshall provided an update on assessment matters related to the project.

Board members were reassured that a draft assessment calendar for 2025–26 has been prepared and will be brought to the Board for discussion before the end of the year. The initial draft incorporates feedback from the Board and the wider University community.

Ms Marshall has also been working with the Student Finance Department to identify the requirements needed for student loans and international students.

5. Regulations and Associated Processes

Dr Walsh updated the Board on the work her team has completed to date relating to regulations and processes for the project. Members had received updated versions of two specific sets of regulations in previous meetings:

- a. Undergraduate Awards: Continuation and Completion
- b. The University's Examining Bodies (effective from October 2025)

Dr Walsh noted that these updated regulations now incorporate feedback received from the University community as part of the Academic Framework Project.

The Board was reassured by the draft regulations and their updates and thanked Dr Walsh for her work. It was noted that these documents will be submitted to the May meeting of the Academic Committee, and the drafts will remain available on the project webpage for final consultation before submission to the University Senate.

Dr Walsh and Ms Marshall also noted that the housekeeping work on all remaining regulations and conventions has been completed. A summary of this work will be presented at the May meeting of the Academic Committee.

c. Quality and Documentation

Ms Boote and Mr Fry updated the Board on matters concerning Quality and Documentation.

The Definitive Document sets for both undergraduate programmes (Single Honours and Major) and the foundation year were circulated to Board members prior to the meeting for their review. Board members thanked the Office of the Registrar for producing these documents.

Members queried where these documents need to be submitted. Mr Pearce advised that they will need to go to the Academic Committee. Board members added that any changes will be minor and therefore colleagues should begin using these documents across the institution.

Mr Fry presented a draft of Form C to the group. Members noted that this form must not be treated as a quick ticking exercise, as doing so would undermine its purpose. Mr Bradley raised that this could be an opportunity to identify attributes at the assessment level. Board members agreed that it would be beneficial to trial the completion of this form before releasing it to the wider university community. Mr Bradley and Mr Darby volunteered to conduct the trial.

ACTION: Mr Darby and Mr Bradley to populate the draft Form C and circulate it to Mr Pearce.

This will be reviewed at the next Board meeting.

ACTION: Mr Pearce to include this item on the agenda for the next meeting.

Ms Boote also noted PSRB accreditations and the potential impact, if any, of moving from 60-credit integrated curriculum blocks to 30-credit modules. The Board requested that a draft letter be prepared to inform PSRBs of the changes to Levels F and C. To accurately record significant changes and produce the letter, it was agreed that Mr Fry and Ms Boote should contact each Executive Dean to identify any substantial curriculum changes. The Board suggested that a tick list template may be helpful for this process.

ACTION: Mr Fry and Ms Boote to provide an update at the next meeting.

d. Equality

The Board were updated on the Equality Impact Analysis (EIA) documentation which had been updated as part of the project management documentation. The Board requested that this forms a substantial part of the agenda at the next meeting to ensure it is fully updated.

ACTION: All Board members to review the EIA in preparation for feedback and discussion at the next Board meeting.

e. AOB / Meeting Dates

Ms Murray raised that a paper will be circulated in due course to discuss the arrangements needed for Moodle 25-6 as a result of this project.

Dr Haughan thanked members for their input into this board meeting. The next meeting of the board will be Friday 6th May 2025 to enable colleagues enough time to trial form C prior to the Board agreeing any deadlines.