

LIVERPOOL HOPE UNIVERSITY  
**UNIVERSITY ACADEMIC FRAMEWORK BOARD**

**Friday 11<sup>th</sup> April 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 A Toomath, Ms K Wilson.

**APOLOGIES:** Ms N Dermott, Mr C Leyland, Ms J Blackmore, Mr K Derby.

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

Committee members were welcomed to the fourth Project Board meeting. The minutes from the last Board meeting held on Friday 28<sup>th</sup> March 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**

Members received an update on the Project Management Paperwork. It was noted that a section has been revised to include project governance and a lesson learnt log. In addition, a costing model has been developed in preparation for the new Project Management Board. Mr Pearce noted that the IT form remains outstanding.

**ACTION:** Ms Wilson to share the IT form with Mr Pearce in advance of the next Board meeting for discussion.

The Chair requested that feedback on the updated paperwork be provided to Mr Pearce outside of the meeting.

Board members were updated on the sections of the project chart relating to project conception and communications. Of particular note was that the Faculty Executive Deans have finalised the model for the Foundation Year. Board members received an additional paper outlining the structure. It was noted that an approvals event will take place on Friday, 16<sup>th</sup> May.

Ms Boote updated members on the documentation related to this event. Dr Haughan has taken Chair's action to facilitate planning for the approvals event on 16<sup>th</sup> May.

**ACTION:** Ms Boote to circulate the approved documentation to the Deans.

The Board requested that Ms Meir shares the structure documentation with UEMs who were not present and ensure the information is disseminated at Faculty level.

**ACTION:** Ms Meir to disseminate the information to other UEMs.

The Board received an update on arrangements for Study Abroad Modules. The Global Student and Partnership Centre has contacted Schools regarding Levels I and H. It was noted that now that Form Bs have been received, work will begin on contacting Schools about

modules for Level C.

**ACTION:** Mr Sennett to provide an update at the next meeting.

Mr Fry reported issues with the distribution of Course Leaflets but noted that the problem has now been resolved and they can be resent.

**ACTION:** Mr Fry to send out Course Leaflets to each UEM.

**ACTION:** UEMs to manage the process of updating Course Leaflets and the UCAS webpage, and to share the necessary information with Student Administration.

### **3. SITs Activity**

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

Of particular note was that a full module table has been constructed in SITs, and Mr Fry has begun reviewing the diet setup. It was also noted that Mr Locke is focusing on the timetabling element of this process.

Ms Marshall raised the topic of assessment types and questioned whether it is time to evaluate the current assessment approach, noting that any changes would have implications for SITs. It was agreed that this discussion should take place outside of the meeting.

**ACTION:** Mr Fry and Ms Marshall to arrange a meeting with Dr Haughan to discuss this matter.

Board members expressed reassurance that substantial progress has been made in this area.

### **4. Assessment**

Dr Walsh provided an update to the Board on the assessment-related work associated with the project. She informed the committee that all External Examiners have been contacted regarding the changes, and the previous assessment summary has been circulated to staff after consultation with the staff body and Project Board.

The structure of assessment boards and how they will operate in light of these changes was 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 regarding 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. Members had received updated versions of two particular sets of regulations prior to the meeting 1. Undergraduate Awards Continuation and Completion 2. The University's Examining Bodies from Oct 2025. Dr Walsh went on to note that these two updated documents now absorb the feedback shared by the University community as part of the Academic Framework Project.

The resubmission period was discussed, and members asked the Registrar to consider the

timeframe within which students must be informed that they are required to resubmit a particular piece of work.

The Board was reassured by the draft regulations and their updates and thanked Dr Walsh for her work. Members also stressed the importance of making the draft documents available on the project webpage so colleagues can review them again before they are submitted to the May meeting of Academic Committee.

**ACTION:** Dr Walsh to share the regulations with Mr Pearce who will upload onto the project webpage.

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

## **6. Quality and Documentation**

Ms Boote and Mr Fry updated the Board on matters concerning Quality and Documentation. Dr Haughan advised that the Definitive Document sets for undergraduate programmes (both Single Honours and Major) will form a substantial part of the agenda at the next Board meeting.

A discussion took place regarding the three forms, including appropriate distribution and progress on return dates. The following points were noted:

<b>Form</b>	<b>Status</b>	<b>Date</b>
A	All form As have now been received.	n/a
B	All form Bs have now been received.	n/a
C	Form C has been drafted and will be discussed at the next meeting of the University Academic Framework Board.	To be sent to Schools by: 5 May 2025 To be returned to Student Administration by: 2 June 2025

Board members requested to review a draft form C at the next Board meeting.

**ACTION:** Mr Sennett and Mr Fry to present the draft form C at the next Board meeting.

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 Chair requested members to share feedback on the process of collection of data for form C prior to agreeing the format for collecting data at I and H.

## **7. Equality**

The Board were updated on the Equality Impact Analysis (EIA) documentation which had been updated as part of the project management documentation. Mr Pearce noted that this also sits on the Project Webpage.

**ACTION:** Board members to share feedback with Mr Pearce via email.

## **8. Meeting Dates**

Dr Haughan thanked members for their input into this board meeting. The next meeting of the board will be Friday 9th May 2025.