

# CONFIRMED

## LIVERPOOL HOPE UNIVERSITY

### SENATE 22<sup>nd</sup> March 2023

**PRESENT:** Professor C Ozanne (in the Chair), Dr P Haughan (Vice-Chair), Associate Professor G Anderson, Mr M Beecroft, Ms S Beecroft, Dr W Bignold, Professor W Blazek, Dr C Boyle, Professor M Brennan, Dr N Buckley, Mr A Catterall, Dr J Clear, Professor Rosanna Cousins, Professor G Cuthbertson, Professor S Davismoon, Professor N Donnelly, Mr J Ellison, Professor B Evans, Professor N Ferguson, Dr A Foulkes, Ms S Haimes, Dr J Hogan, Professor S Kelly, Professor O Khaiyat, Associate Professor M Littler, Ms G Mair, Professor S Marwood, Professor P McGrail, Mr I McKenna, Ms E Meharry, Ms S Murray, Professor A Nagar, Professor G Paramei, Ms T Ramsey, Professor D Reid, Mr D Sennett, Dr F Su, Ms O Vann, Professor C Wakefield, Dr C Walsh, Dr Richard Webb, Ms J Whittingham, Associate Professor P Xenitidis (44 members)

**By Invitation:**

Mr D Dykins (Secretary and Minutes)

**APOLOGIES:** Associate Professor M Baxendale, Professor D Bolt, Associate Professor M Carey, Professor Carroll-Meehan, Ms S Kelly, Professor M Lavalette, Dr D Merryweather, Associate Professor C Penketh, Dr F Pogson, Mr B Ricketts, Professor F Rizzuto, Associate Professor D Roche, Professor S Shakespeare, Mr N Thorley, Ms C Vitti.

The Chair welcomed Dr Webb to his first meeting.

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

The minutes of the meeting of Senate held on 9<sup>th</sup> November 2022 and 18<sup>th</sup> January 2023 were **APPROVED** as a correct record.

#### **2. Matters arising**

Dr Walsh confirmed that she had circulated a summary regarding reassessment. All other matters arising were covered in the main agenda.

#### **3. Vice-Chair's Report**

The Chair invited the Vice-Chair, Dr Haughan, to report on management decisions taken between meetings of Senate.

**Student Matters:** Student Recruitment for 2023/4 is encouraging. Applications are slightly up on 22/23 compared to our competitor group and the wider UK where comparable numbers are down. We continue to be concerned about applications for teacher training in all its guises. An action plan has been put in place and the team in education are working with colleagues in support areas. Currently there is a campaign to promote ITT and Social Work amongst Level H students.

## CONFIRMED

There are 15 new students on campus studying under the VC Scholarships scheme with 3 more international students due to arrive.

The student support fund has been extended to all students.

Course Approval: An additional step has been added to the course approval/reapproval process whereby colleagues are required to meet with the new Course Viability group to consider the potential for recruitment to new courses, and courses ready for their 5-year review.

The University is currently revising the structure of the Foundation year in response to increased student numbers and feedback.

Performance Review: The review process had been light touch during the pandemic and new documentation will be released shortly. For academic staff, this is an interim measure aimed at staff development, with a view to returning to a more robust review next year.

Update on the Business School: The plan to recruit a new Head of School is underway. Jo Whittingham is acting as interim head with Brian Ricketts assisting.

Building and Infrastructure Update: The IQ building is currently 10-12 weeks behind schedule due to unforeseen circumstances. The timetabling manager is working on a contingency plan for the first few weeks of Term One. 3 Islington is also being held up by planning permission.

OfS Matters: Sexual Misconduct Reporting is now a condition of the University's registration and a working group is reviewing all related policies. Groups of staff are being trained to undertake various roles in the processes. The University has a very low incidence on such matters, and this academic year there have been two instances, neither of which involved an investigation by the University.

Workshops have been carried out on B3, TEF and APP. Concerns about continuation remain and Senators are reminded of its importance in terms of our commitment to students and to the University's returns to the OfS.

Industrial Action: Strike action will continue in the coming weeks. The University aims to continue delivering courses as best it can during this time and to make good missed learning.

International Matters: The University is in the final stages of writing its application for The Turing scheme for 2023/24.

The University will no longer recognise 'taught and assessed in English' as an appropriate qualification for international entry. Applicants must now demonstrate English fluency using a CEFR level B2 qualification (IELTS 6 or 6.5 for UG and PGT courses respectively).

Additional English Language provision has been put in place for on-course students and potential arrangements for pre-sessional English courses are in discussion.

International recruitment has been successful this year with an increase of 31% in UG applications. PGT applications numbers are slightly lower but overall the international intake will exceed that of 21/22.

University Networking Event: This will take place on Wednesday 24<sup>th</sup> May and is focussed on potential partners from the third sector.

# CONFIRMED

Partnerships: Overall, there has been a reduction in the number of partnerships.

- MoUs have been signed with Middle Tennessee State University (USA) and the Florence Conservatoire (Italy) for exchange of research and practice.
- Universities Studying Slavery Group: The University has signed up to join the Group which is being coordinated by The University of Virginia. It is a collection of universities around the world which contribute to the study of slavery (historical and contemporary). As a member of the group we receive promotion about our university and its contributions to the study of slavery.
- Wild Records: The University Music Team plans to launch a record label that will offer opportunities for undergraduate and postgraduate students as well as it adding to our research environment (for output).
- SCITT Partnerships are due for renewal from September 2023 and negotiations (managed by PLD) are underway.
- School Direct (SD) partnerships – under the new ITT accreditation 2024, SD provision is ending. The School of Education are working with SD partners during the 2023/24 transition year (some of the SD partners will become Lead partners and negotiations are underway).
- A revised arrangement with Newman University has been finalised and the changes to the contractual relationship have been reported to the OfS. The partnership is now two-fold:
  - All PhD students have been transferred to Newman University under the terms of a Validation Agreement. The student contract now sits with Newman University and all returns to HESA/JISC are the responsibility of Newman University.
  - All EdD students have remained under a contractual relationship with Liverpool Hope under the terms of a Sub-Contractual Agreement.

Accreditations:

Re-accreditations:

- BPS: 5-year review was due in November 2023, but has been postponed by BPS to November 2024
- IMA Accreditation: Notification was received that the suite of Mathematics courses has been recredited by the IMA. The next review will be 2026/27.
- Royal Geographical Society Accreditation: Currently courses are accredited to July 2023 and the re-accreditation process is underway.
- ITT Accreditation: work continues to fulfil requirements for 2024 following the successful bid last year.

New Accreditations being pursued:

- Adobe Certification (Certiport): A new accreditation is being sought for BA Graphic Design. The application will be submitted by the end of April.
- International Society of Typographic Designers (ISTD): New accreditation is being sought for BA Graphic Design. The application will be submitted by the end of April.
- British Dyslexia Association: Accreditation is being sought from BDA for ALSA which is a 30-credit level 4 Micro-credential due to be delivered from September 2023. Application and evidence will be submitted by 31<sup>st</sup> March 2023.
- MACP: Scoping for accreditation with the Musculoskeletal Association of Chartered Physiotherapists is underway for a new course in MSK Physiotherapy.

# CONFIRMED

Event to Welcome Professor Ozanne: There will be an inauguration event to welcome Prof Ozanne in early July.

Prof Ozanne thanked Dr Haughan for taking on the role as interim Vice Chancellor in January and February, and for the extensive work that she and colleagues had undertaken in preparing the University's TEF submission.

## 4. Secretary's Business

Members had received the Student Complaints Policy and Procedure which had been updated following release of the latest best practice guidance from the OIA. Mr Dykins explained that if there are further suggestions for amendments, these could be advised outside the meeting.

Senate **RECOMMENDED FOR APPROVAL TO COUNCIL** the Student Complaints Policy and Procedure.

## Committee Reports

### 5. Research Committee

Members had received the minutes of the meeting of Research Committee held on 8<sup>th</sup> February 2023. Professor Nagar highlighted discussion of the REF, noting that although the structure and criteria are yet to be decided for the next exercise, it is important to keep developing impact case studies and academic esteem indicators as these will be present in some form. He noted reports from the six research centres, which demonstrated a wealth of activities. The role of Research Centres should feed into the five pillars of University Strategy currently being developed by the Vice Chancellor.

Professor Nagar noted that doctoral thesis submissions are now made online. He also said that funding had been successful for Knowledge Exchange capacity building from Innovate UK led by Ms Smylie, and that the aim was to identify exchange champions for profiling knowledge exchange (KE) work across the University to develop capacity and capability in KE. This would help to develop KTPs and generally foster a knowledge transfer culture. The University had also submitted an E3 bid based on a proposal from Psychology. If successful, the University will be invited to submit a fully developed application.

The University also submitted its HEIF annual monitoring statement (AMS) and will submit its KEF3 application, currently being finalised, by 29th March.

Professor Nagar also noted changes with the Newman contract (already advised to Senate) which will help them to prepare their own RDAP goals. On the Research and Development plan, he said that he and Ms Smylie had completed visits to Schools/Departments aimed at gathering feedback. Once finalised, the document will be shared as part of the consultation.

On the Vice Chancellor's Doctoral Scholarship programme, Professor Kelly said that the process this year had been unwieldy and rushed. Professor Nagar acknowledged that there had not been much time to recruit applicants, but that the University had had to see what the QR funding would be and this had caused delays. However, the process had been rigorous. He also noted that a call for Level I scholarships has been circulated to

## CONFIRMED

colleagues with a deadline for application later in term 3. He said that had had started to receive proposals and hopes to exceed the 55 awards that were given last year. He urged Senators to fully engage in the initiative as it had benefited undergraduate students immensely.

### 6. Academic Committee

- (i) Members had received the minutes of the Academic Committee held on 14<sup>th</sup> December 2022 and 22<sup>nd</sup> February 2023. Dr Haughan highlighted the courses that had been approved and re-approved and noted that in addition to those listed in Appendix 1, Sport and Physical Education (Undergraduate Major) and MSc Applied Developmental Psychology had been approved for delivery in 2023-24. A one-year extension has been agreed for the revalidation of the PGCert SENCo.

Dr Haughan noted that a number of courses were withdrawn or suspended. With some exceptions, Integrated Masters courses had been suspended for 2023-24, though the QTS Integrated Masters course will now be reinstated due to a spike in applications. Dr Haughan also noted that Chair's action had been taken for Mr Jack Bullock as external examiner for the FY from March 2023.

The University's TEF draft was reviewed by a number of groups and committees before a final draft was received at the extraordinary meetings of Senate and Council in January, and was submitted to the OfS on time. Dr Haughan also reported that the University's NSS completion rate is currently 74.4% which is higher than this time last year. Holy Cross completion rates are a concern but these are improving.

Academic Committee approved a recommendation from Mr Thorley (Students' Union) to consider an inclusivity checklist for all courses which Prof McGrail is currently taking forward as a pilot. The Learning, Teaching and Assessment strategy itself is also under review with an overhaul of the 10 Principles which will be form the basis of a discussion of the strategy at the next Learning & Teaching Day.

The University was planning for a new iteration of its Access and Participation Plan this spring but was recently informed by the OfS that this was being postponed until Spring 2024.

Dr Haughan highlighted items from minutes received from sub-committees. Actions from School Academic Committees are being followed up, though the quality of minutes was variable and work is being done on how these can be made more consistent. The Library Steering Group reported that the University is investing in a digital asset management system for special collections which should impact positively on research and teaching as it will make access easier.

- (ii) The Hope Charter: Members had received the current charter with suggested amendments from Academic Committee included. Prof Cousins suggested amendments to include reference to the Code of Student Conduct in relation to breaches of GDPR, and access to the Library for graduates. Ms Murray said that the latter may present issues with licensing and the need to access online materials via University networked PCs, but said she would undertake a scoping exercise. It was also noted that students had received the email protocol document.

**Action:** Ms Murray to review licensing arrangements for graduates

Subject to the amendments above, Senate **RECOMMENDED FOR APPROVAL TO**

## CONFIRMED

**COUNCIL** the Hope Charter.

- (iii) Summary of Amendments to the Universal Regulations December 2022 and February 2023: Members had received both summaries. Dr Walsh said noted that the OfS requires universities' assessment regulations to cover English language proficiency and for the next academic year the University's assessment descriptors will be amended accordingly. It was noted that Schools/Departments will need to consider how they discuss English language proficiency with students and this will be explored further at the next L&T.

Academic Misconduct regulations have also been extended to apply to PGR temporarily, and have been amended so that misconduct can be handled within Schools/Departments in a formative rather than punitive manner. ChatGPT/AI has also been included in the statement around the use of third parties in written work. It was noted that some legitimate applications, such as *Grammarly*, would fall under misconduct. Dr Walsh said she would amend this further to ensure that these were outside the scope of the statement. It was felt that universities need to embrace AI where possible while at the same time ensuring that assessments are not unfairly impacted. Dr Haughan noted that the University was already dealing with some issues and will be looking at solutions at the next L&T day.

For Continuation, Completion and classification of postgraduate taught awards, it has been agreed that marking scales can be aligned to allow reassessment and module capping at 50. The definition and management of self-plagiarism is also clarified. Placement details for undergraduate students now have these included on certificates.

Senate **APPROVED** all the amendments in the summary documents.

- (iv) Peer Enhancement Policy: Members had received the policy. Ms Murray noted that the internal audit of the Psychology Department recommended that this policy be reviewed and, at the last L&T day in September, workshops generated ideas on what this might cover. These were then developed by Dr Cheatle into the draft. Dr Haughan said that the aim was to make the process more of conversation to facilitate a mutual learning experience, and to allow for other developments, such as looking at Moodle and training requirements to feed into annual planning.

Prof Cousins noted that Psychology had already put in place a new process which was similar to this. Their process was more targeted as it allowed for requests for a particular type of support, recognising the expertise of a particular individual to allow for effective pairing. Ms Murray said that this was discussed at the L&T day and said she would review the wording. On hourly-paid staff, Schools can work with staff to identify how this will work. Relevant items from the process would be anonymised and submitted to Academic Committee.

Senate **APPROVED** all the policy, subject to minor amendments.

- (v) External Examining: Members had received the Handbook 2022-23 (QH12) and revised forms EXN1, EXN2 and the External Examiner Report pro forma. These had been updated with minor changes.

Senate **APPROVED** the Handbook and all forms.

- (vi) University Framework of Qualifications: Members had received the Framework of Qualifications which had been amended to reference the MEd QTS and the PLD Certificate in Dyslexia for Support Assistants which is a 30-credit certificate at level 4.
- (vii) Academic Calendars: The Calendars were received. Mr Ellison queried the induction for

## CONFIRMED

BA QTS Level C as it does not align with the other levels and the main calendar.

Senate **APPROVED** the calendars subject to clarification of BA QTS Level C induction.

### 7. Chair's Business

Prof Ozanne highlighted her approach to the development of the University's strategic plan which she aims to finalise in time for approval at the University Council AGM in November later this year. This will give time for informal discussions before the drafting and review process which will involve input from a wide variety of voices within the University, including Schools/Departments, students and support groups. The first draft should be ready for Senate in June with a final draft for Senate in November for recommendation to Council later that month. The plan will be based on five pillars:

**Ethos and Community:** this will capture how we will support and develop leadership and inclusion, and references the community within and outside the University. It will be an opportunity to think about how we support and develop staff and the student community, but also to consider how we utilise the estate and work with different groups. It will also link with the business community and charity sector to raise our profile. Prof Ozanne said she was aware there were elements of this that the University is already doing which could be further exploited.

**Education: Learning, Teaching and Student Experience.** This pillar will aim to strengthen the portfolio of provision and encompass lifelong learning, engaging students as co-creators as well as securing appropriate accreditations. Prof Ozanne said that the University's TEF submission detailed very clearly that she will be working with exceptional students and colleagues. She acknowledged that many students come from challenging regional areas where there is an absence of FE provision and few opportunities for traditional A-level pathways. The Foundation Year will be an important factor in reaching these students and we will need to be mindful of how we work with such students in relation to assessment, timetabling, and attendance. This will involve reviewing our approach and how we train each other. Professor Donnelly suggested that interdisciplinarity should be encouraged but that the integrated curriculum could be an unanticipated barrier to a teaching model that supports movement and choice. Ms Meharry said that the mental health charter and whole university approach was key to ensuring a quality student experience.

**Research, Scholarship Knowledge Exchange:** There are many opportunities in the interdisciplinary phase of research and it will be important to ensure support is in place for career development. Partnership development will also be key. Prof Kelly said that good research support for staff was required and that sabbatical leave should be revisited as he felt the Consolidated Research Time process (CRT) does not work effectively.

**Sustainability:** It is important for the longevity of the University that diverse income streams and investment opportunities are considered. Additionally, digital strategy and environmental sustainability are vital streams and can form the bedrock of the broader aims of the University, including the curriculum. Ms Murray said the University needs to equip students with digital skills to enter the workforce and this requires a robust infrastructure and skills set amongst staff. Alumni should also be reviewed. Prof Ozanne said she was positive about the potential for new areas to be explored.

## **CONFIRMED**

Place and space: Prof Ozanne said that our spaces have clear connectivity to the local community. Areas of the estate of the University may be underutilised and there are innovative ways to encourage connections, particularly in raising the profile and ensuring partners internationally are aware of what we have to offer.

Once the Strategy has been agreed, it will be the vehicle for discussion and development of KPIs. Overall, the Strategy will aim to raise the profile of the University, and allow its community to speak more confidently and boldly. Governance and operational matters will flow from the Strategy, as will how decision-making can be devolved.



# CONFIRMED

## Appendix 1: Curriculum Matters

### Course approvals and reapprovals

- BAC/BScC Major Sport and Physical Education (Reapproval)
- BA Social Work
- MA Social Work

## Appendix 2: External Examiner Appointments

Subject	Name	Institution	Commence	Comments
BSc Sport and Physical Education (plus third year Sport Psychology)	Professor Mark J Campbell	University of Limerick	October 2022	APPROVED
Theology (Major); Religious Studies (Major); Philosophy, Ethics and Religion (Religion components); MA Res (TPRS)	Dr Angus McNeish Slater	University of Wales Trinity St David	November 2022	APPROVED
PG Cert National Award for Special Educational Needs Co coordination	Claire Vuckovic	University of Cumbria	April 2023	APPROVED
Conservation Biology Environmental Science	Dr Michelle Farrell	Coventry University	February 2023	APPROVED
BA Early Childhood	Dr Marios Kostas	Canterbury Christ Church University	September 2023	APPROVED
PG Cert SpLD (dyslexia )	Ms Mary Morrow	Stranmills University College,	August 2023	APPROVED
Secondary PGCE Art, Music and Drama	Ms Jean O'Dwyer	MMU	September 2022	APPROVED
Secondary PGCE MFL	Ms Stephanie Sandy	University of Portsmouth	September 2022	APPROVED
BA Hons Dance Combined Hons	Ms Karen Jaundrill-Scott	Salford university	September 2023	APPROVED
Film & Visual Culture Film, TV, Radio and Media Production	Prof Robert Shail	Leeds Beckett University	September 2023	APPROVED
BA Early Childhood	Dr Glenda Wyn Tinney	Trinity St David University	September 2023	APPROVED

## CONFIRMED

<b>Subject</b>	<b>Name</b>	<b>Nature of Request</b>
PG Certificate Learning & Teaching in HE	*Professor Lydia Arnold	EXTENSION OF TENURE
MA Youth Work & Community Development	Dr Fiona Cullen	EXTENSION OF TENURE
BA/MA Criminology (and joints)	Dr Melanie Flynn	REALLOCATION OF DUTIES
BA Hons Early Childhood	Dr Jo McNulty	EXTENSION OF TENURE
PGCE Secondary English	Ms Audrey Wood	EXTENSION OF TENURE and REALLOCATION OF DUTIES
Secondary PGCE RE	Ms Sarah Batty	REALLOCATION OF DUTIES
BA Graphic Design	Dr David Wood	EXTENSION OF TENURE
PGCE Secondary Maths	Ms Helen Lowther	REALLOCATION OF DUTIES
BA Childhood & Youth Major and BA Applied Childhood & Youth Single Hons	*Professor Jason Powell	REALLOCATION OF DUTIES
Secondary SD	Dr Emma Rawlings Smith	EXTENSION OF TENURE and REALLOCATION OF DUTIES
Secondary PGCE PE	Mr David Woodward	EXTENSION OF TENURE and REALLOCATION OF DUTIES
BA Music (Single Honours & Major) BA Music Production (Major)	Dr Ewan Stefani	REALLOCATION OF DUTIES
PGCE Secondary English	Ms Audrey Wood	EXTENSION OF TENURE and REALLOCATION OF DUTIES
Secondary PGCE RE	Ms Sarah Batty	REALLOCATION OF DUTIES
BA Graphic Design	Dr David Wood	EXTENSION OF TENURE
PGCE Secondary Maths	Ms Helen Lowther	REALLOCATION OF DUTIES
BA Childhood & Youth Major and BA Applied Childhood & Youth Single Hons	*Professor Jason Powell	REALLOCATION OF DUTIES
Secondary SD	Dr Emma Rawlings Smith	EXTENSION OF TENURE and REALLOCATION OF DUTIES
Secondary PGCE PE	Mr David Woodward	EXTENSION OF TENURE and REALLOCATION OF DUTIES