

LIVERPOOL HOPE UNIVERSITY

ACADEMIC COMMITTEE

Wednesday 6th November 2013

PRESENT: Dr I. Vandewalle (in the Chair), Dr K. Birch, Dr J. Brinkman, Mr G. Donelan, Dr P. Haughan, Ms C. Harvey, Professor M. Lavalette, Mr N. McLaughlin Cook, Professor M. Mulqueen, The Revd. Professor K. Newport & Professor N. Rees.

Secretariat: Mr M. Ferguson

Apologies: Dr J. Moore & Mr B. Ramsdale (Student Representative).

1. Terms of Reference & Membership

Members had received for consideration the proposed Terms of Reference & Membership for 2013/14.

Whilst minded to endorse the Terms of Reference, some suggestions were proposed. Dr Birch drew attention to number one, which read,

'To take University-wide responsibility for all matters relating to Quality Assurance and Curriculum Change'.

It was suggested that this be amended to,

'To take University-wide responsibility for oversight of all matters relating to Quality Assurance and Curriculum Change'.

In addition Dr Haughan commented that there should be a greater emphasis upon the statistical data and analysis of A Level trends, UCAS data and other key data sets which help to form the discussion concerning potential demand for any new programme proposals.

This was endorsed by the Chair who advised that he would compose a suitable addition to the Terms of Reference based on this suggestion.

Subject to these alterations the Terms of Reference & Membership for 2013/14 were **APPROVED.**

2. Minutes of the previous meeting

Members had received the minutes of the meeting of Academic Committee held on 5th June 2013.

These were **APPROVED** as an accurate record.

3. Matters Arising

Actum 5 – Programme Approval. The Chair confirmed that full approval for the programme proposals had been granted at the June 2013 meeting of Senate.

In addition to this Professor Rees did advise that the proposed Fine Art Major, which had been proposed, was being given further consideration at this time. A further update, following the completion of this process, would be given at the next meeting.

Professor Lavalette also confirmed that Social Work had not received full approval at the time of the Senate meeting due to endorsement of the new curriculum being sought by the PSRB. Professor Lavalette confirmed that this had now been received.

Actum 8 – External Examining arrangements for QTS, PGCE and School Direct. Dr Birch advised that the role of the External Examiner within all programmes leading to the award of QTS had been extended to include moderation of assessments against the teaching standards.

It was noted that there was an outstanding issue relating to fees, although this would be picked up under a later agenda item.

4. QAA Related Matters

i) Programme Approval Update

Members had received for information the new Programme Proposal Form, which had been amended to reflect the merging of the Planning & Strategic Support Committee and Academic Committee.

Whilst supportive of the revised form, Ms Harvey did comment that if a subject discipline required specific and specialist entry criteria then this should be noted on the form. It was also noted that, instead of specifying the exit awards for a programme, the entry awards should instead be listed.

Mr Donelan also noted that it would be useful if the form could specify which particular timetable block the new proposal was destined to sit in.

Dr Birch welcomed these suggestions and confirmed that the form would be amended as requested.

On a more practical point it was noted that completion of the form required the signature of the Head of Student Recruitment. As this post was no longer active confirmation was given that this would be removed.

Subject to these alterations, all members unanimously **ENDORSED** the new programme proposal form.

Ms Harvey did raise some concern with regards to the question of programme withdrawal, and how any such withdrawals were recorded and how that information was cascaded down.

This was acknowledged as an issue particularly amongst Masters level programmes when the decision may be taken at the last moment if insufficient numbers had been recruited.

The Chair confirmed that at the next scheduled meeting of the Committee each Faculty should submit their curriculum overviews for the next academic year and listed within should be all the programmes intended for withdrawal.

The completed and confirmed overviews then form the basis for the curriculum offerings for the University for that academic year.

ii) Higher Education Review

Dr Birch advised members that the final version of the Quality Code had now been published. It was noted that specific emphasis was placed upon recruitment, programme design and approval and also assessment. The importance of the University meeting the indicators laid out in relation to these areas was paramount.

Assurance was given to members that the final version of the Code would be cascaded down to all Programme Teams and Department Heads for consultation and consideration. Dr Haughan also advised that a number of the areas addressed within the Code, although particularly assessment, would be addressed during Learning & Teaching week.

iii) Collaborative Provision Update

Mr Donelan advised that several members of the Maryvale senior staff had recently resigned from their posts.

Mr Donelan wished to reassure members that the PhD students who were on the course remained the key priority for the University and steps were being taken to ensure that the recent events would in no way have a detrimental effect upon their learning experience.

iv) Holy Cross College QAA Report

The Chair highlighted the positive nature of the report, which members had received for information. Assurance was given that all of the key recommendations emerging out of the report had been addressed and implemented.

Professor Newport also confirmed for members that the University was currently 'seeing out' students registered on the DTLLS following the notice to terminate the partnership in October 2012. It was noted that all students registered on the programme were expected to complete the programme. Professor Newport also advised members that Dr Jane Moore had now been appointed as the Moderator.

Confirmation was also given that the report had now been received for the Professional Qualification for School Inspectors. Professor Newport advised that the report was extremely positive and would be considered by both this Committee and the Collaborative Provision Sub-Group at their next scheduled meetings.

Professor Mulqueen also drew members' attention to the agreement with Wirral Metropolitan College and commented that it was important to ensure that the student experience was maintained at a high level as the provision ran down. There would have to be provision for students who were required to repeat years once the collaborative agreement had come to an end. Dr Birch noted that in all collaborative provision, the University was committed to providing an appropriate option to students in such cases.

v) Departmental Review Update

Dr Birch confirmed for members that the formal Departmental Review process had been reviewed, with the aim being to encompass an initial desktop review process prior to undertaking the existing procedures. The intent behind this was to strengthen the existing processes and ensure an even greater level of scrutiny and rigour within the Departmental review process.

Assurance was also given that this change was now reflected in the official University Departmental review guidelines. The Chair confirmed that all completed Departmental Review reports should be submitted to this Committee for consideration.

vi) External Examiner Handbook Update

Dr Birch confirmed that the revised External Examiner handbook was almost complete and would be considered at the next meeting. The only outstanding point to be resolved concerned the fee structure and the scope of work associated with all programmes to ensure equity, transparency and fair remuneration.

5. External Examiners

a. New Appointments

i) Science & Social Sciences

Dr Brinkman presented various nominations for consideration, listed below. Confirmation was given that all proposals had been through Faculty Board and were presented with the approval of the Dean.

Subject	Name	Institution	Academic Year	Comments
BA (Hons) Childhood & Youth			2013/14	RECOMMENDED FOR APPROVAL
BSc. Sport Psychology / BSc. Sport & Exercise Science			2013/14	RECOMMENDED FOR APPROVAL
MSc Business & Management			2013/14	RECOMMENDED FOR APPROVAL

In addition Dr Brinkman tabled the below request for an extension of duties:

Subject	Name	Nature of Request	Comments
BA Accounting Single Honours / BA Accounting Major		Extension of Tenure	RECOMMENDED FOR APPROVAL

ii) Education

Professor Newport presented one nomination for consideration, listed below. Confirmation was given that the proposals had been through Faculty Board and was presented with the approval of the Dean.

Subject	Name	Institution	Academic Year	Comments
Education SEN (Legacy) SEN (Major) Disability Studies (MA)			2013/14	RECOMMENDED FOR APPROVAL

iii) Arts & Humanities

Professor Rees presented various nominations for consideration, listed below. Confirmation was given that all proposals had been through Faculty Board and were presented with the approval of the Dean.

Subject	Name	Institution	Academic Year	Comments
BA Combined & Single Honours History			2013/14	RECOMMENDED FOR APPROVAL
BA Combined & Single Honours History & MA History			2013/14	Concern was expressed that this individual already held two external examining posts. The Dean will submit a rationale to the Chair outlining why this would not preclude the individual taking the post. Subject to this requirement, the nomination was RECOMMENDED FOR APPROVAL
Combined Honours Politics / International Relations Combined Honours / Politics & International Relations Single Honours / MA International Relations			2013/14	RECOMMENDED FOR APPROVAL

MA Beatles Popular Music & Society			2014/15	RECOMMENDED FOR APPROVAL, although with a suggestion that they be mentored by a more experienced member of the examining team.
MA English Language / MA Education & English Language			2013/14	RECOMMENDED FOR APPROVAL
Museum & Heritage Studies MA & PG Cert			2013/14	RECOMMENDED FOR APPROVAL

Requests for Extensions / Reallocations of Duty

Subject	Name	Nature of Request	Comments
BA Media Studies (Wirral Met)		Extension of Duties	RECOMMENDED FOR APPROVAL
MA / PG Certificate Jewish Studies		Re-Allocation of Duties	RECOMMENDED FOR APPROVAL
BA International Relations / International Studies / BA Politics & International Relations / MA International Relations / MA History / Faculty External Examiner		Extension of Duties	RECOMMENDED FOR APPROVAL
BA Art & Design History / BA Fine Art / BA Design		Re-Allocation of Duties	RECOMMENDED FOR APPROVAL

On a more general level the Chair asked all members to ensure that, when completing the form, could all programme titles be checked to ensure that they were current and the various routes be referred to using current and correct terminology.

b. Current Lists of External Examiners

Members had received for information the current list of all External Examiners across all three Faculties. The Chair was reassured that a vigorous and robust process was in place for the monitoring of External Examiners.

c. Decisions made by Chair's Action since the last meeting

The Chair confirmed that since the last meeting the following nominations had been approved by both the Chair of this Committee and the Chair of Senate.

Subject	Name	Institution	Year of Office	Academic Year
MSc Human Resource Management & Development			1	2013/14
BSc Geography			1	2013/14
BA/ BSc Psychology BSc Sport Psychology			1	2013/14
BA/ BSc Psychology BSc Sport Psychology			1	2013/14

Requests for Extensions / Reallocations of Duty

Subject	Name	Nature of Request
MSc Research Methods MSc Psychology (Research Methods modules)		Extension of Duties
Business Management Single Honours		Extension of Duties

6. Professional Statutory Regulatory Bodies and other External Organisations

Professor Newport reported that intensive work was being undertaken in response to the Action Plan arising from the OFSTED inspection. The re-inspection was likely to take place in early 2014, although a mock OFSTED inspection was scheduled for next week, the outcomes of which will be discussed at the next scheduled meeting.

Dr Brinkman reported the British Psychological Society had considering the changes to the Psychology curriculum as a result of the Integrated Curriculum re-validation and formal approval had now been given.

Similarly Professor Lavalette confirmed the formal approval by HCPC of the Social Work curriculum.

7. Student Numbers

Members had received Ms Harvey's report which detailed current student registrations and financial implications for undergraduate, Network of Hope, ITT and School Direct numbers, broken down by Faculty, Department and subject.

It was noted that whilst the lower threshold of the SNC had not been achieved and there were shortfalls in ITT recruitment, there had been notable increases in both Postgraduate Taught and Postgraduate Research numbers.

The Chair praised the value of the report and thanked Ms Harvey for her contribution.