

**UNIVERSITY OF LEICESTER**  
**ACADEMIC POLICY COMMITTEE**

**Minutes of a meeting held on  
16 September 2015**

**Present:**

Professor J Scott (Chair)	
Professor A Cashmore	Professor S Hainsworth
Ms R Holland	Dr C Jarvis
Dr D Lockett	Dr R Parry
Ms L Patrick	Ms C Taylor
Professor T Yeoman	

**In attendance:** Ms L Freeman, Mrs L Masterman (Secretary) and Mr A Petersen (Assistant Secretary)

**Apologies for absence** were received from Dr R Dickinson and Dr B Norman

**UNRESERVED BUSINESS**

**15/M88 DECLARATIONS OF INTEREST**

No declarations of interest were made.

**15/M89 MINUTES OF THE PREVIOUS MEETING**

The Committee considered the minutes of the meeting held on 23 June 2015.

The Committee **approved** the minutes as a correct record, subject to minor amendments to the attendance list.

**15/M90 MATTERS ARISING**

Arising from M71 Dr Parry reported that the Pathways Steering Group had met to consider and resolve the points raised by the Committee with regard to optionality and the credit balance between semesters on the pathways under development.

Arising from M73 the Chair reported that he had met with representatives from the Students' Union to further discuss the role and training for personal tutors. The Chair reported that a Task and Finish Group would be established to consider this issue to further develop the training and guidance available for personal tutors.

Arising from M75 the Chair noted that the development of University level support for academic departments seeking accreditation from Professional, Statutory and Regulatory Bodies (PSRBs) was an item on the schedule of work for the Committee in 2015/16.

**15/M91 TERMS OF REFERENCE AND MEMBERSHIP**

The Committee considered its terms of reference and membership for the 2015/16 academic year. The Committee agreed that the wording of the terms of reference a) and b) should be amended to reflect the revised title of the University Learning Strategy.

The Committee also agreed the following revisions to its membership:

- a) That in addition to the Academic Directors of the Colleges, four further academic members should be retained, with one from each of the Colleges of Science and Engineering and Medicine, Biological Sciences and Psychology and two from the new College of Social Sciences, Arts and Humanities;
- b) That the University Librarian should be added to the membership;
- c) That the Deputy Academic Registrar (Quality and Standards) and the Deputy Academic Registrar (Student Administration) should become members of the Committee.

#### 15/M92 CHAIR'S REPORT

The Chair reported that a further draft of the new Learning Strategy would be considered by the Committee at its next meeting before submission to Senate and Council in November.

The Chair also reported that the Committee would continue to provide strategic management for several major projects underway for the 2015/16 academic year, including the Pathways project and curriculum restructuring. The Committee noted that as part of the latter there would be an emphasis on considering the range of assessment methods employed within the University and in particular the role of written examinations.

The Chair reported that, following the publication of the results for the National Student Survey results for the University in 2015, the Committee would be closely involved with activities at institutional and departmental level to enhance the quality of the student experience and therefore performance in the NSS.

The Chair highlighted to members that preparations were continuing for the Higher Education Review (HER) that was due to take place in February 2016, with the initial documentation submission in November 2014. The Committee noted that the Self Evaluation Document had been drafted and would be circulated for wider consultation shortly.

The Chair also reported that a number of the enhancement themes that had been considered in the previous academic year would be picked up by the Committee later in the academic year. Members also highlighted additional potential items of business for future meetings of the Committee, including:

- a) Review of the Proof Reading guidelines for PGR students
- b) Programme portfolio management at University level
- c) Increased professionalisation of teaching qualifications among academic staff
- d) Arrangements for student attendance at graduation

The Chair also reported that

- a) he had taken Chair's action on behalf of Academic Policy Committee to approve the following Programme Approval Panel reports:

MA Education: Learning and Teaching (DL)  
BA Criminology with a Year Abroad

- b) he had taken Chair's action on behalf of Academic Policy Committee to approve the introduction of the following new MOOC:

Real World Maths: How calculus drives Formula 1 and launches Angry Birds

- c) That he had taken Chair's Action on behalf of Academic Policy Committee to approve the first stage of development of a new Major and Minor in Physics.

#### 15/M93 **ANNUAL REPORT ON PROGRAMME DEVELOPMENT, APPROVAL AND MODIFICATION**

The Committee considered a report which analysed the operation of the Code of Practice on the Development, Approval and Modification of taught programmes over the 2014/15 academic year.

The Committee was pleased to note that the report confirmed that both the Committee and Senate could have confidence in the academic quality and standards of both the new provision developed over the course of the 2014/15 academic year, and the amendments to existing programmes. The Committee noted the mapping of the University's processes against the requirements of Chapter B1 of the Quality Code, which demonstrated that the University met the indicators of sound practice. The Committee noted in particular the value of consulting existing external examiners in the development process.

The Committee noted that the establishment of a Programme Development Group in the College of Arts, Humanities and Law and subsequently the College of Social Sciences, Arts and Humanities had provided excellent support to programme teams developing new provision.

The Committee approved the recommendation within the report that all Colleges should establish a Programme Development Group.

The Committee noted recommendations within the report relating to the timescale for the development and approval of new provision and the evaluation of existing provision. The Committee noted that a revised Code of Practice on Programme Development, Approval and Modification would be presented for consideration at a future meeting, which would take account of these and other considerations, such as the requirements of the customer protection legislation (M97 refers.)

The Committee **approved** the report and noted a copy of the report along with the agreed actions from the Committee would be reported to the meeting of Senate in November 2015.

#### 15/M94 **ANNUAL REVIEW OF PERIODIC DEVELOPMENTAL REVIEW**

The Panel considered a report regarding the operation of the Periodic Developmental Review (PDR) process in the 2014/15 academic year. The report analysed the operation of the PDR process in line with the indicators set out in Chapter B8 of the QAA Quality Code, and identified good practice and issues for further consideration.

The Committee was pleased to note that the PDR process had confirmed that in the departments under review the Committee and Senate could have confidence that the processes in place for managing and assuring the quality of learning opportunities, the standards of the awards and the support provided to students were robust. The Committee noted in particular the mapping of the University's processes against the

requirements of Chapter B8 of the Quality Code, which demonstrated that the University met the indicators of sound practice.

The Committee considered the recommendation in the report for the enhancement of mechanisms for disseminating good practice more widely across the University. The Committee noted that it would play a key role upon receipt of PDR reports in highlighting commendations and good practice, and that the Academic Directors of the College would be requested to feed these back through College Academic Committees.

The Committee **approved** the report and noted a copy of the report along with the agreed actions from the Committee would be reported to the meeting of Senate in November 2015.

#### 15/M95 **CODE OF PRACTICE ON ANNUAL AND PERIODIC DEVELOPMENTAL REVIEW**

The Committee considered a draft revised Code of Practice on Annual and Periodic Developmental Review. The Committee noted that there were no substantive amendments to the code, and the revisions were intended to harmonise the format and tone of the document in line with the University's other Codes of Practice and, in a small number of places, to more clearly describe current practice.

The Committee agreed that the revised code represented an accurate expression of the University's processes in the area of programme monitoring and review. Subject to minor technical corrections the Committee **approved** the revised code.

#### 15/M96 **PROGRAMME APPROVAL PANEL REPORT**

The Committee received the report of the Programme Approval Panel that had considered the introduction of a Certificate of Higher Education in Social Welfare, Advice and Guidance. It was noted that the programme would be delivered in collaboration with an external partner, in a module delivery arrangement. The Committee noted that the programme team had provided a response to the requirements set by the Panel and that this had been endorsed by the approval panel. The Committee noted that the Chair had taken action on behalf of the Committee to approve the introduction of the programme from October 2015.

The Committee **approved** the report.

#### 15/M97 **CONSUMER PROTECTION LAW**

The Committee considered an initial briefing on the new Consumer Rights Act that would be coming into force in October 2015.

It was noted that under the legislation Universities were considered 'traders'. The impact of this would be wide ranging as the University would be required to ensure that it was able to provide full and accurate descriptions of all of its products and services to students before the point of application, and that it would not be possible to subsequently alter what was offered to students following registration unless this possibility had been previously advertised. The Committee noted that this would have a significant impact upon the academic planning process and also the public information provided to students. The Committee noted that as a result of this requirement there would be only a single central source of information on all programmes and services, with no such information being maintained in departmental literature.

The Committee noted that a University Working Group had been established to address the issues raised and that briefings on the implications of the legislation for the University had been communicated to Heads of Department. The Chair requested that Academic Directors relay the briefing note to College Academic Committees and academic departments.

#### 15/M98 REGISTER OF STAFF WHO ACT AS EXTERNAL EXAMINERS AT OTHER UNIVERSITIES

The Committee received a list of University academic staff currently acting as External Examiners at other institutions. The Committee noted that this would be used when new External Examiners were nominated for appointment to ensure that reciprocal arrangements were avoided.

#### 15/M99 RESERVED MINUTES OF THE PREVIOUS MEETING

The Committee considered the minutes of the meeting held on 23 June 2015.

The Committee **approved** the minutes as a correct record, subject to minor amendments to the attendance list.

#### 15/M100 APPOINTMENT OF EXTERNAL EXAMINERS

The Committee considered and approved the appointment of the following external examiners:

College of Medicine, Biological Sciences and Psychology

##### **Department of Health Sciences**

Dr Adrian Scott, Sheffield Teaching Hospitals and NHS Trust  
Period of Office: September 2015 to November 2019  
Programme(s): MSc/PGDip in Diabetes

##### **Department of Infection, Immunity and Inflammation**

Professor Paul Langford, Imperial College London  
Period of Office: September 2015 to November 2019  
Programme(s): MSc Infection and Immunity

College of Social Science, Humanities and Arts

##### **Department of Criminology**

Dr Rachel Condry, University of Oxford  
Period of Office: September 2015 to November 2019  
Programme(s): MSc Criminology, MSc Clinical Criminology

##### **School of Management**

Professor Paul Gleadle, University of Westminster  
Period of Office: September 2015 to November 2019  
Programme(s): MSc Management

Dr Philip Roscoe, University of St Andrew's

Period of Office: September 2015 to November 2019  
Programme(s): MSc Management, MSc Finance and Accounting

### **School of History**

Dr Christian Liddy, University of Durham  
Period of Office: September 2015 to November 2019  
Programme(s): MA English Local History with Family History

The Committee noted that Chair's action had been taken to approve the following nominations:

College of Medicine, Biological Sciences and Psychology

### **Department of Molecular and Cell Biology**

Professor Richard Emes, University of Nottingham  
Period of Office: September 2015 to November 2019  
Programme(s): MSc Bioinformatics

### **Department of Health Sciences**

Professor Ken Shaw, University of Portsmouth  
Period of Office: September 2015 to November 2016  
Programme(s): PGDiploma and PGCert in Diabetes (DL)  
*(exceptional fifth year due to discontinuation of the programme)*

### **School of Medicine**

Dr Paul Rea, University of Glasgow  
Period of Office: September 2015 to September 2019  
Programme(s): MBChB

### **Department of Neuroscience, Psychology and Behaviour**

Dr Christine Grant, Coventry University  
Period of Office: September 2015 to November 2019  
Programme(s): MSc Occupational Psychology

College of Science and Engineering

### **Department of Engineering**

Professor Andrew Simpson, University of Oxford  
Period of Office: September 2016 to November 2019  
Programme(s): MSc Reliable Embedded Systems

### **Department of Geography**

Professor Richard Harris, University of Bristol  
Period of Office: September 2015 to November 2017  
Programme(s): MRes Geography

College of Social Sciences, Humanities and Arts

### **School of Education**

Dr Kevin Orr, University of Huddersfield  
Period of Office: September 2015 to November 2019  
Programme(s): Doctor of Education (EdD)

Dr Gwen Ineson, Brunel University  
Period of Office: September 2015 to November 2019  
Programme(s): PGCE Primary

### **Vaughan Centre for Lifelong Learning**

Dr Mark Widdowson, University of Salford  
Period of Office: September 2015 to September 2016 (Maternity cover)  
Programme(s): FDA Integrative Counselling, Cert HE Counselling

### **School of Management**

Dr Jing Kuo, University of Southampton  
Period of Office: September 2015 to September 2019  
Programme(s): BSc Accounting and Finance

Professor Colin Williams, University of Sheffield  
Period of Office: September 2015 to September 2019  
Programme(s): BSc Management Studies (incl specialities)

Dr Carole Elliott, University of Durham  
Period of Office: September 2015 to November 2019  
Programme(s): MSc Leadership and Management

Professor Alexander Preda, Kings College London  
Period of Office: September 2015 to November 2019  
Programme(s): MSc Finance, Markets and Organisation

### **Department of Politics and International Relations**

Dr Andrew Mumford, University of Nottingham  
Period of Office: September 2015 to September 2019  
Programme(s): BA Politics, BA Politics and International Relations  
BA International Relations, BA Politics and Economics  
BA Politics and Sociology, BA History and Politics  
BA International Relations and History

Dr Thomas Moore, University of Westminster  
Period of Office: September 2015 to November 2019  
Programme(s): MA International Security Studies,  
MA Human Rights and Global Ethics  
MA International Relations and World Order

Duration of meeting: One Hour and Forty Minutes