UNIVERSITY OF LEICESTER

ACADEMIC POLICY COMMITTEE

Minutes of a meeting held on
26 November 2015

Present:

Professor J Scott (Chair)
Professor A Cashmore        Ms T Dodman
Mr G Green                  Professor S Hainsworth
Dr C Jarvis                 Mrs L Masterman
Dr B Norman                 Dr R Parry
Miss L Patrick              Ms C Taylor
                                     Professor T Yeoman

In attendance: Mrs N Gretton and Mr A Petersen (Secretary)

Apologies for absence were received from Dr R Dickinson, Ms L Freeman, Dr S Gabbott,
Miss R Holland, and Dr D Luckett

UNRESERVED BUSINESS

15/M116  DECLARATIONS OF INTEREST

No declarations of interest were made.

15/M117  MINUTES OF THE PREVIOUS MEETING

The Committee considered the minutes of the meeting held on 16 October 2015.

The Committee approved the minutes as a correct record.

15/M118  MATTERS ARISING

Arising from M103 the Chair reported that following further discussions the targets for
the proportion of academic staff holding teaching qualifications had been agreed at 70% by
the end of 2016, rising to a steady state of 90% by the end of 2017.

Arising from M104 the Chair reported that all departments were engaging with the
Assessment and Feedback campaign and that this would be reported back through
Annual Developmental Review reports monitored by College Academic Committees. It
was also noted that the Improving Student Experience Teams had now engaged with all
target departments and this had proven a positive and developmental process.

Arising from M105 the Chair reported that the Learning Strategy had been approved by
Senate and Council and that he would be working with the College Academic Directors
for the development of coherent underpinning College Learning Strategies.
15/M119 **CHAIR’S REPORT**

a) Personal Tutoring

The Chair reported that a working group had been established to review the personal tutoring system. There would be academic and student co-chairs with Dr Chris Willmott and Lewis Eves (MA International Security Studies) undertaking these respective roles. There would be significant student representation on the group. The Committee noted that draft terms of reference were being produced to guide the work of the Group.

b) Peer Mentoring

The Chair reported that a University Peer Mentoring scheme for students was under development through the Student Experience Enhancement Group to be in place for the 2016/17 academic year. This was being developed as a partnership between the Students’ Union and the University. It was noted that this scheme would be informed by existing good practice in departments and would not replace existing schemes where these were already performing well.

c) Module Specification Template

The Chair reported that proposed amendments to the module specification template were being developed by the Assessment and Feedback Working Group with a particular emphasis upon the clearer alignment of intended learning outcomes with assessment methods. In addition to the standard template, all modules would be required to have a skills matrix which provided a mapping of discipline specific and transferable skills against assessment elements. This would commence for all new and amended modules in the curriculum change round in spring 2015, and all remaining modules would adopt the skills matrix as part of the University process of module and credit hour changes.

The Committee welcomed the developments. The Committee agreed that it would be helpful to ensure that the categories in the skills matrix aligned clearly with those in the Transferable Skills Framework. The Committee also noted that further work was underway to consider the student workload categories and that this would also impact upon the module specification. The Committee agreed that it would be helpful if a final version of the specification could be agreed before the major module weighting and credit hour changes took place in 2016.

d) Consumer Rights Legislation

The Chair reported that the University had been working to ensure it met the requirements of the Consumer Rights Act which entered the statute books in October 2015. Following this, Which? had undertaken an initial audit of compliance among a range of Universities. The University had met the majority of requirements and where issues had been identified these were being addressed by the Division of External Relations.

15/M120 **PATHWAYS UPDATE**

The Committee received a report from Dr Parry on the development of the pathways project. It was noted that the majority of pathways for 2016/17 were at the point of final approval (M128 refers). The governance structure for the project had been expanded to include a sponsor and an Executive Board.
Dr Parry also reported that consideration had been given to the further development of the Pathways offer in subsequent academic years. A timescale for approval of new pathways had been mapped out, however it had been agreed that in order to allow for the new model of delivery to bed in, and provide an opportunity for reflection on the performance of the current portfolio, there would be no new pathways developed for 2017/18. The Committee noted that an exception to this policy could be made if a new high priority subject area wished to introduce a pathway.

15/M121 GREEN PAPER: FULFILLING OUR POTENTIAL

The Committee considered the Green Paper entitled *Fulfilling our Potential: Teaching Excellence, Social Mobility and Student Choice*. The Committee noted a number of key features including:

a) The introduction of the Teaching Excellence Framework (TEF);
b) The variation of the fees permitted to be charged by universities;
c) Development of the GPA approach to classifying degrees;
d) The role of new providers in the HE sector;
e) Processes for providers withdrawing from HE.

The Committee noted in particular that the initial TEF process would focus upon recent QAA review outcomes however going forwards this would be driven by metrics including student satisfaction, widening participation, student retention and employability.

The Committee noted that the Chair would be co-ordinating the University response, and encouraged colleagues to disseminate the Green Paper widely in order to gather feedback from across the University.

15/M122 LECTURE CAPTURE

a) Lecture Capture Policy and Guidance

The Committee considered a draft Lecture Capture Policy and guidance statement which had been developed by the Leicester Learning Institute in consultation with a wide range of colleagues and students throughout the institution.

The Policy proposed that Lecture Capture should be mandatory for all centrally timetabled group teaching. Copyright of the material would be retained by the University and individual members of academic staff would retain performance rights. The Committee welcomed the documents. It was noted that once final versions were approved these would be supported by detailed guidelines for academic staff and a range of supporting policies regarding use of captured materials by students and opportunities for students to opt out of recording where pedagogically appropriate.

The Committee noted that establishing Lecture Capture as standard for whole group teaching would be in line with wider practice within the sector and would provide an important pedagogic tool for all students. The Committee noted that the confirmation that there would be sufficient resources to equip all necessary teaching rooms with Lecture Capture facilities to accommodate this approach.

The Committee endorsed the proposals for consideration by the University Leadership Team and agreed that following this they should be disseminated to College Academic Committees for information.
b) Timetabling of Pathways

The Committee considered a paper outlining the operational complexities regarding the timetabling of Pathways for delivery in the 2016/17 academic year, and proposing a series of recommendations for how these might be addressed. The recommendations included the restriction of offers in the clearing period to only those pathways with confirmed students and establishing a dialogue with new students regarding their selection of minors. It was also proposed that Lecture Capture should be mandatory for all whole group teaching of modules in minor pathways as discussed above.

The Committee approved the recommendations in the paper, including those regarding Lecture Capture. It was noted that it would be helpful for students who used recorded lectures due to clashes to be provided with additional opportunities to interact with academic staff to support their learning. It was also noted that the roll-out of a mandatory Lecture Capture Policy would represent a significant development of the University’s approach to programme delivery and that academic staff would require support with this process. The Chair and the Academic Registrar agreed to liaise regarding the management of this wider process.

15/M123 POSTGRADUATE TAUGHT EXPERIENCE SURVEY (PTES)

The Committee considered the results of the PTES for 2015. The results demonstrated an overall level of student satisfaction that was consistent with the wider sector and showed improved scores in a number of areas. The sample size for the survey was modest however the outcomes mirrored many of the points raised in the recent National Student Survey outcome. The Committee noted that there were a number of areas where further improvement could be made and agreed that the survey outcomes should be considered in detail by College Academic Committees to identify actions for individual departments.

15/M124 MOOC EVALUATION REPORT

The Committee considered the final report from the MOOC Review Group evaluating the experience of the University in developing and running MOOCs via the Futurelearn platform, and proposing a series of recommendations for the future management of the MOOC offering.

The Committee welcomed the report which demonstrated that there had been very healthy student numbers on the four MOOCs operated by the University, and that they had achieved among the highest completion rates of all those offered through Futurelearn. It was also noted that also there was an investment required initially, the MOOCs had been designed to be re-run at a dramatically reduced cost.

The Group had proposed a series of recommendations for the future management of MOOCs. These included renewal of the relationship with Futurelearn for a period of 3 years, the strategic development of a small number of new MOOCs per year, moving governance of MOOC provision to the Leicester Learning Institute and to enhance the feedthrough of pedagogic developments from MOOCs into mainstream provision.

The Committee approved all of the recommendations, noting that as part of the renewal of the link with Futurelearn a commercial due diligence exercise should be undertaken.

The Committee recorded its thanks to colleagues in the LLI and academic departments for the considered and successful development of the University’s approach towards provision of MOOCs.
COMMUNICATION WITH STUDENTS

The Chair reported that the University Executive Board (UEB) had requested that the Committee consider how the current means by which the University communicated with students could be enhanced. The Committee noted that a new Student Communications Officer had been appointed in the Division of External Relations and would lead the development of a new communications strategy which would be presented to the Committee for consideration in due course.

PROGRAMME SPECIFICATIONS

The Committee considered a recommendation from the Assessment and Feedback Working Group to expand the intended learning outcomes in the programme specification template to include a reference to academic integrity. The Committee approved the proposal and noted that the template would be updated shortly.

TRINITY COLLEGE ENGLISH TEST

The Committee considered a proposal to add the Trinity College English Test to the list of approved English tests for entry onto both pre-sessional and degree programmes. The Committee noted that this was a Secure English Language Test (SELT) mapped directly onto the Common European Framework of Reference (CEFR). The Committee approved the test to be added to the list of accepted English Language Qualifications for entry onto pre-sessional or degree programmes.

The Committee agreed that it would be helpful to conduct a review of the performance of students who had entered with this English Language qualification to confirm that it delivered the appropriate level of preparatory English language training.

APPROVAL OF PATHWAYS

The Committee considered a report of a Programme Approval Panel and the minutes of meetings of the Academic Committees in the Colleges of Science and Engineering and Social Sciences, Arts and Humanities, which had considered the introduction of a range of major and minor pathways for 2016/17. The Committee noted that academic scrutiny and external review had been applied in all cases in line with the Pathways approval process set out in the Code of Practice on Programme Development, Approval and Modification. The Committee approved the pathways for introduction in 2016/17 and a full list of those approved is included in appendix 1.

ISC ACADEMIC MANAGEMENT BOARD

The Committee received the minutes of the meeting of the ISC Academic Management Board held on 14 May 2015.

PROGRAMME APPROVAL PANEL REPORT

The Committee considered the report of the Programme Approval Panel held on 2 November 2015 that had considered the introduction of a Primary PGCE (SCITT). The Committee noted that this represented the expansion of the relationship with a current collaborative partner, the Tommy Flowers group of Schools, and would fit within an existing model of delivery. The Committee approved the report of the Panel and approved the programme for introduction in September 2016.
The Committee recorded its congratulations to the School of Education for their recent excellent Ofsted outcome.

The Committee considered the reserved minutes of the meeting held on 16 October 2015.

The Committee approved the minutes as a correct record.

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

College of Medicine, Biological Sciences and Psychology

**Department of Medical and Social Care Education**

Mr Alexander Harmer, Cardiff University  
Period of Office: September 2015 to October 2019  
Programme(s): Diploma HE in Operating Department Practice

**Department of Molecular and Cell Biology**

Professor David Heery, University of Nottingham  
Period of Office: September 2015 to November 2019  
Programme(s): MSc in Cancer Cell and Molecular Biology

College of Science and Engineering

**Department of Physics and Astronomy**

Dr Stephen Hobbs, Cranfield University  
Period of Office: October 2015 to September 2019  
Programme(s): FDSc Space Engineering (delivered by Loughborough College and validated by UOL)

College of Social Sciences, Arts and Humanities

**Department of Criminology**

Dr Helen Wells, University of Keele  
Period of Office: January 2016 to December 2019  
Programme(s): FDA in Security and Risk Management, BA Security and Risk Management
School of Education

Dr Tony Churchill, De Montfort University
Period of Office: September 2015 to November 2019
Programme(s): PGCert in Academic and Professional Practice (including specialisms in Pedagogic Research, Learning Technology and Curriculum Design)
University Postgraduate Certificate in Supporting Learning in HE

Department of History of Art and Film

Professor Justin Smith, University of Portsmouth
Period of Office: September 2015 to November 2019
Programme(s): MA Film and Film Cultures

School of Museum Studies

Dr Rhiannon Mason, Newcastle University
Period of Office: September 2015 to November 2016
Programme(s): MA/MSc Museum Studies (by DL)
MA/MSc/PGDiploma Heritage and Interpretation (by DL)

Dr Steven Parissien, Compton Verney House
Period of Office: September 2015 to November 2016
Programme(s): MA/MSc/PGDiploma Art Museum and Gallery Studies

Department of Politics and International Relations

Dr Cornelia Beyer, University of Hull
Period of Office: September 2015 to November 2019
Programme(s): MA Diplomatic Studies (by DL)
MA Human Rights and Global Ethics (by DL)
MA Intelligence and Security (by DL)
MA International Relations and World Order (by DL)
MA International Security Studies (by DL)
MA Politics of Conflict and Violence (by DL)
MA Politics in the EU (by DL)

The Committee noted that Chair’s action had been taken to approve the following External Examiner appointments.

College of Science and Engineering

Department of Engineering

Professor Philip Sewell, University of Nottingham
Period of Office: October 2015 to September 2019
Programme(s): BEng/MEng Electrical and Electronic Engineering

Department of Mathematics

Dr David Leslie, University of Lancaster
Period of Office: October 2014 to November 2017 (extension)
Programme(s): MSc Data Analysis for Business Intelligence
College of Social Sciences, Arts and Humanities

Department of Economics

Professor Paul Mizen, University of Nottingham
Period of Office: October 2014 to November 2017 (extension)
Programme(s): MSc Financial Risk Management

School of History

Dr Malcom Dick, University of Birmingham
Period of Office: September 2015 to November 2019
Programme(s): MA English Local History and Family History

Dr Christopher Dillon, King’s College London
Period of Office: September 2015 to September 2019
Programme(s): Undergraduate programmes in History

Dr Peter Gurney, University of Essex
Period of Office: September 2015 to September 2019
Programme(s): Undergraduate programmes in History

School of Management

Dr Othman Cole, University of Cambridge
Period of Office: September 2015 to November 2019
Programme(s): Master of Business Administration

Dr Sam Hillyard, Durham University
Period of Office: September 2015 to September 2016 (final year)
Programme(s): MRes Research Methods (by DL)

School of Modern Languages

Dr John Gilmore, University of Warwick
Period of Office: September 2015 to September 2016 (final year)
Programme(s): MA Translation Studies

Department of Politics and International Relations

Professor Roger McGinty, University of Manchester
Period of Office: September 2015 to November 2019
Programme(s): MA Diplomatic Studies (by DL)
- MA Human Rights and Global Ethics (by DL)
- MA Intelligence and Security (by DL)
- MA International Relations and World Order (by DL)
- MA International Security Studies (by DL)
- MA Politics of Conflict and Violence (by DL)
- MA Politics in the EU (by DL)

DURATION OF MEETING: Two hours and thirty minutes
### Pathways Approved for Introduction in 2016/17

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<thead>
<tr>
<th>Majors</th>
<th>Minors</th>
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<tr>
<td>Major in Mathematics</td>
<td>Minor in Mathematical Studies</td>
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<td>Major in Physics</td>
<td>Minor in Statistics</td>
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<td>Major in Archaeology</td>
<td>Minor in Science and Culture</td>
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<td>Major in English Literature</td>
<td>Minor in Natural Sciences</td>
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<td>Major in History</td>
<td>Minor of American History and Politics</td>
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<td>Major in Accounting and Finance</td>
<td>Minor of American Literature and Culture</td>
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<td>Major in Management Studies</td>
<td>Minor in Archaeology</td>
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<td>Major in Media Studies</td>
<td>Minor in Ancient History</td>
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<td>Major in French Studies</td>
<td>Minor in English Literature</td>
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<td>Major in Italian Studies</td>
<td>Minor in Creative Writing</td>
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<td>Major in Spanish and Latin American Studies</td>
<td>Minor in English Language</td>
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<td>Major in Politics</td>
<td>Minor in History of Art and Film</td>
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<td>Major in International Relations</td>
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<td>Minor in Human Resources Management</td>
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<td>Minor in Management Studies</td>
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<td>Minor in Management of Innovation, Science and Technology</td>
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<td>Minor in Marketing</td>
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<td>Minor in Social Research in Practice</td>
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