

**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 Lockett

**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 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.

**15/M125 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.

**15/M126 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.

**15/M127 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.

**15/M128 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.

**15/M129 ISC ACADEMIC MANAGEMENT BOARD**

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

**15/M130 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.

15/M131 **OFFSTED**

The Committee recorded its congratulations to the School of Education for their recent excellent Ofsted outcome.

15/M132 **RESERVED MINUTES OF THE PREVIOUS MEETING**

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

The Committee **approved** the minutes as a correct record.

15/M133 **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 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): FDSpace 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): FDSpace 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

Appendix 1:

**Pathways Approved for Introduction in 2016/17**

<b>Majors</b>	<b>Minors</b>
Major in Mathematics	Minor in Mathematical Studies
Major in Physics	Minor in Statistics
Major in Archaeology	Minor in Science and Culture
Major in English Literature	Minor in Natural Sciences
Major in History	Minor of American History and Politics
Major in Accounting and Finance	Minor of American Literature and Culture
Major in Management Studies	Minor in Archaeology
Major in Media Studies	Minor in Ancient History
Major in French Studies	Minor in English Literature
Major in Italian Studies	Minor in Creative Writing
Major in Spanish and Latin American Studies	Minor in English Language
Major in Politics	Minor in History of Art and Film
Major in International Relations	Minor in Film Studies
Major in Sociology	Minor in History
	Minor in Accounting and Finance
	Minor in Human Resources Management
	Minor in Corporate Social Responsibility and Ethics
	Minor in Management Studies
	Minor in Management of Innovation, Science and Technology
	Minor in Marketing
	Minor in Media Studies
	Minor in French Language
	Minor in Italian Language
	Minor in Spanish Language
	Minor in Politics
	Minor in International Relations
	Minor in Gender Studies
	Minor in Leisure, Sport and Consumption
	Minor in Migration and Development
	Minor in Social Research in Practice
	Minor in Education
	Minor in Deviance and Society
	Minor in Enterprise
	Minor in Human Development
	Minor in Leadership and Management