

provide data on retention across the whole student population, and would also allow for more detailed analysis of the factors affected retention among specific groups such as disadvantaged or mature students.

- c) The University's OFFA agreement had been submitted for 2017/18. The Committee noted that there had been a shift of emphasis within the University's widening participation activities away from increasing scholarships and bursaries, which had been proven to have a limited impact, and towards more initial outreach activities and further enhanced support for disadvantaged student groups during their studies.

The Committee considered the external publication of student handbooks. The Committee noted that whilst there were some potential benefits from handbooks being available to prospective students, the detailed contents of handbooks changed annually and this therefore represented a risk in light of Consumer Rights Legislation. The Committee agreed that there needed to be a single source for public information on the University's provision and that the external publication of handbooks would conflict with this principle. The Committee agreed that handbooks should be made available in the internal intranet and Blackboard, but not be published externally.

17/M47 CURRICULUM TRANSFORMATION

The Committee received an update on the Curriculum Transformation project from Professor Wynn.

The Committee noted that the updated Curriculum Transformation website had launched and there had been a communication to all programme teams to highlight the wide range of resources now available to support them in the process of transforming their curricula. Professor Wynn also reported that the project team was preparing to circulate data to project teams on the number of students enrolled on individual modules, with the intention of highlighting opportunities to enhance programme efficiency.

The Committee also noted that the New Academic Year Task and Finish Group had confirmed that the re-assessment week in 2017/18 would be week 45, commencing 30 July 2018.

The Committee considered a revised proposal regarding the incorporation of the Leicester Award (LA) into the core first year curricula. Following feedback from the Committee and consultation with other stakeholders the proposal had been revised to incorporate the LA within the timetabled curriculum for the majority of undergraduate programmes, but not make completion of the LA a progression requirement. The Career Development Service (CDS) would work with departments to identify the most appropriate place to timetable the LA sessions and students would be expected to attend in line with the requirements for other teaching sessions. If they failed to do so CDS would work with the departments to target appropriate communications to students to encourage them to complete the award at a later date. The Committee noted that there would also be a formal opt-out mechanism for students who felt that they would not benefit from the award. The Committee noted that all efforts would be made to encourage students to undertake the LA, however there would be no barrier to their progression within their academic studies if they failed to do so.

The Committee welcomed the inclusion of the LA within the core learning experience at UoL. The Committee agreed that the amendments that had been made to the proposal established an appropriate balance between providing ample encouragement and opportunities to undertake the LA, whilst avoiding the potential for it to be perceived as an added burden which could discourage students or negatively affect their progression. The Committee welcomed in particular the clear commitment to supporting UoL students to

develop the skills in reflection, the confidence and the aspiration to compete with graduates from all institutions. It was noted that the LA was of particular value to students from disadvantaged backgrounds and CDS highlighted the use of role models who had completed the LA to highlight its benefits to subsequent cohorts.

The Panel **approved** the proposal for implementation in 2017/18.

17/M48 **CODE OF PRACTICE ON PROGRAMME DEVELOPMENT, APPROVAL AND MODIFICATION**

The Committee considered a proposal to amend the composition of a standard Programme Approval Panel. The University Learning Strategy contained commitments to ensure that students had the opportunity to undertake a placement or other professionalising activity during their studies, and also to further enhance the student voice within the development and delivery of their programmes.

In order to support the implementation of the Learning Strategy it was proposed that the standard format of a Programme Approval Panel be expanded to include a representative of the Career Development Service and a current student from a cognate discipline to be in attendance at Panel meetings. The Committee noted in particular that this would allow for greater scrutiny of the student development and employability aspects of new programmes, to ensure that the principles developed through the Curriculum Transformation project would continue to inform future programme development.

The Committee considered the rationale for the inclusion of the Career Development Service on the Approval Panel. The Committee noted that the given the strategic commitment to develop placement opportunities outlined above it was appropriate for this to be specifically scrutinised at the point of approval. The Committee noted that a range of other services contributed towards the process of programme development, particularly the Leicester Learning Institute, however agreed that these services were better placed to inform the design and development phases of the overall process, rather than provide scrutiny at the point of final approval.

The Committee **approved** the amendments for incorporation within the Code of Practice, for implementation in 2017/18.

17/M49 **ASSESSMENT STRATEGY**

The Committee received an update on the development of the Assessment Strategy from Dr Hewitt.

A document outlining key assessment design principles had been published on the Curriculum Transformation website along with guidance for how to apply these principles to practice. The Task and Finish Group was developing self-assessment tools for programme teams to use as part of the Curriculum Transformation process. The Committee noted that a draft Assessment Strategy was due to be presented for consideration and consultation with College Academic Committees in May 2017.

17/M50 **PROGRAMME DEVELOPMENT, APPROVAL AND WITHDRAWAL**

- a) Leicester International Institute, Dalian University of Technology

The Committee considered the conclusions of the Programme Approval Panel that had considered the introduction of three Bachelors programmes within the newly established Leicester International Institute, Dalian University of Technology. The Committee noted that

this represented a new and complex model of delivery for the institution and that a significant amount of detailed work had taken place prior to submission to the Panel to articulate various operational elements of the proposal. The Committee noted that many of the outcomes related to further operational detail that would be required before delivery, however welcomed the extent of the work that had been undertaken to date.

The Committee noted that the programme team was working towards those conditions which were required before final sign off and updating the wider project plan to incorporate the remaining conditions within the timescales specified by the Panel. The Committee noted that the team was also working closely with colleagues from Dalian to ensure that the UoL progression and award requirements could be implemented in a manner which did not conflict with those of the partner.

The Committee thanked in particular those members who had sat on the Programme Approval Panel, noting that it was a complex proposal which had benefitted greatly from the considered and detailed scrutiny applied through the approval process.

b) Withdrawal of BA Translation and Interpreting

The Committee considered a proposal to withdraw the BA Translation and Interpreting, with the final intake being October 2017. The Committee noted that the programme was no longer recruiting the minimum numbers required for viability in both financial and student experience terms. The School of Arts had confirmed that there would be a full teach out for remaining students. The Committee **approved** the proposal to withdraw the degree.

c) Withdrawal of Engineering programmes

The Committee noted that Chair's action had been taken to approve the withdrawal of the following programmes in the Department of Engineering, with the final intake being October 2017:

- BEng/MEng Communications and Electronic (including year abroad and industrial variants)
- BEng/MEng Software and Electronic (including year abroad and industrial variants)
- MSc Advanced Control and Dynamics (Including industrial variant)
- MSc Advanced Engineering (Including industrial variant)
- MSc Advanced Engineering with Management (Including industrial variant)
- MSc Advanced Materials Engineering (Including industrial variant)

17/M51 **STUDENT EXPERIENCE ENHANCMENT GROUP**

The Committee received a report of the meeting of the Student Experience Enhancement Group held on 4 April 2017.

The Committee **approved** the report.

17/M52 **COLLEGE ACADEMIC COMMITTEE**

The Committee received a report of the meeting of the College of Medicine, Biological Sciences and Psychology Academic Committee held on 22 March 2017.

The Committee noted the range of programme developments currently underway within the College. The Committee noted that the development of the proposal for the delivery of the

MBChB in collaboration with Wheeling Hospital, West Virginia was proceeding and a final contract had been submitted for signature. The College acknowledged that the increased student numbers would impact upon physical and staffing resources but remained committed to the development. The Committee also noted that the proposal to license the MBChB curriculum to Chongqing Medical School had been submitted to the Chinese Ministry of Education. If successful this would result in a Chongqing degree programme to which UoL provided some flying faculty teaching and which included the expectation for students to undertake an intercalated MSc programme at UoL during their studies.

The Committee also noted the development of a range of new programmes in Psychology, Nursing Leadership, Physiotherapy and Natural Sciences.

17/M53 **HIGHER EDUCATION AND RESEARCH BILL**

The Committee noted that following the calling of a snap General Election in June 2017 the original timescale for the approval of the Higher Education and Research Bill was no longer viable, due to the need to pass the legislation before the end of the current parliament. The Committee noted that as a result there may be greater willingness on the part of Government to seek compromise in order to ensure its passage.

17/M54 **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 Education

Dr Gillian Pinner, University of Nottingham
Period of Office: September 2017 to September 2021
Programme(s): MBChB Phase 2

Mr John Rochester, University of Sheffield
Period of Office: September 2017 to September 2021
Programme(s): MBChB Phase 1

College of Science and Engineering

Department of Mathematics

Dr Nick Webber, University of Birmingham
Period of Office: September 2017 to November 2021
Programme(s): MSc Financial Mathematics and Computation

The Committee considered the nomination of a new External Examiner for the BSc Biological Sciences (Zoology) programme. The Committee could not identify sufficient evidence of the nominee's experience and seniority to approve the nomination at this stage, and referred it back to the proposing department to provide a more detailed rationale for the nomination.

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

College of Social Science, Arts and Humanities

School of Arts

Dr Alison Fitzgerald, Maynooth University

Period of Office: September 2016 to November 2020

Programme(s): MA the Country House: Art, History and Literature (CB and DL)

DURATION OF MEETING: One hour and thirty five minutes