

Minutes of an electronic meeting of the UCP Academic Board
held at 13:00 on Friday 18th November 2022

Present

Liz Knight (Chair)
Maddi Hobman (Student Officer)
Molly Woodthorpe (Deputy Student Officer)
Emma Crisp (L4 Sports)
Jen Rae-Clarke (L6 Computing)
Emmie Vaughan (L4 Forensics)
Kirstie Marfleet (L4 English)
Declan Jackson (L6 Business)
Annie Fowler (L5 Journalism)
Jo Dawkins (External)
Abigail Hunt (External)
Ann Ashby (Academic Office Manager)
Blair Carter (HECL)
Chris Pursehouse (HECL)
Claire Bowes (HECL)
Dan Lee (HE Manager)
Rebecca Treston (HECL)
Riah West (HECL)
Claire Swales (HE Manager)
Katie McAllister (HE Manager)
Peter Wright (HE Manager)

Apologies

Amy Morris (L6 Primary Education)
Julie Gray (L6 History and Archaeology)
Matt Shough (Assistant Principal Quality)
Angela O'Reilly (Vice Principal Curriculum)

1 STANDING ITEMS

- a. All were welcomed and apologies accepted as above.
- b. No notice was received of any Member becoming ineligible to hold office. The meeting was not quorate and there were no unregistered interests declared.
- c. The minutes of the last meeting held on 23 September 2022 were confirmed for electronic signature (Action 1).

d. Actions from the last meeting had been implemented as below:

Item	Decision
4	Student Support reporting agreed. Each report will contain details on retention and withdrawal.
8	List of policies approved
9	NSS action plan approved subject to Student Council feedback and review dates.
13	Open University Annual Monitoring Report was approved for submission.

2 STUDENT FEEDBACK

DJ – not everyone has adjusted to the independence that Level 6 needs, but those who have are enjoying the course. Communication has been problematic, and this has affected students on Business and across UCP but is being addressed.

EC – it's going well. Enjoying independence. A few issues with a lecturer but this has been sorted out.

EV – Students are also enjoying independence, and feel supporting in adjusting to university life. Practicals are complementing the tougher 6 hour criminology day – the class comprises visual learners and teaching appeals to this. Students have a good understanding of assignments.

JRC – Students feel they have had a bad year. Prior to now, teaching has been excellent and they've had good experience. The ethics module is going well. The students are feeling the loss of the experienced teachers – not just in terms of teaching but also in terms of systems e.g. Canvas.

LK response – we are listening to students so please keep talking to us about what pressures you are facing. We will involve you in recruitment. Computing is a very difficult area to recruit into across the whole sector. There has also been a successful and early drive to get research ethics approval sorted out for this group.

KM – No problems to report – only positives concerning teaching, course structure and resources. Students feel ready for assessment and feel that pastoral care is strong. Looking forward to Refreshers fair – and suggest mini golf as an activity.

3 STUDENT OFFICER

Maddi Hobman is now working alongside a deputy – Molly Woodthorpe. They will each work 8 hours – Maddi on Mondays and Thursdays (Science and Tech, Business and Education at Peterborough) and Molly on Tuesdays and Thursdays (Arts and Humanities and students at Stamford). Both are new in post.

The main issue being raised by students is communication, but now that students are finding the Student Hub that should improve.

Student Council will continue to push and promote clubs and societies.

Some cohorts have been dissatisfied with tutorials and this has been addressed.

DJ is leading on environmental / sustainability issues at UCP.

Social event - Christmas film, pub quiz, and cocktails - 15th December
[ACTION 1]

DJ - River Nene project undertakes analysis of rubbish in the river. They are looking to get students involved in litter pick and follow-up workshop.
[ACTION 2]

4 STUDENT SUPPORT

Paper focusses on key themes as per the new structure. Six students had withdrawn at the point of the report although there will be movement due to processing and data dashboard function. There has been an increase in assignment adjustments compared to this time last year and it is clear that students continue to face complex challenges. Short-term extensions (STEs) have been given to 4 students – all L6 and all mature students. Systems delays have caused delays in responding to student enquiries. The Support team remains short staffed also. [ACTION 3]

5 COURSE REVISIONS AND CLOSURES

No closures. Our first Gateway course (Computing Level 5) has been validated and they seemed to be impressed. Recruitment will start in January.

Over the summer we will be working with our OU SQPM, Kat Mitchell, to further enhance our new courses now that we have delivered at L4. There will be training events for staff on 14th and 15th December to support module changes. [ACTION 4]

6 POLICY UPDATES & APPROVALS

ARU students will be affected by regulations concerning the late submission of work (2 working days instead of 5). Short term extensions are now 5 working days instead of 10. This now aligns with other awarding bodies. Academic offence categories have been reduced from 5 to 3 and there is now a points-based penalty system.

Dealing with Unacceptable Behaviour, Harassment and Sexual Misconduct policy – this has been split out from the main disciplinary process to afford more anonymity and confidentiality and to align with OfS requirements. The new policy may need communication above and beyond the Student Briefing due to its importance and to align with OfS expectations e.g. through tutorials. [ACTION 5]

Other policies put forward for approval were due for review or referred to posts that no longer exist in the UCP staffing structure. Academic Integrity now includes reference to misconduct relating to research ethics. All presented policies were approved by the Board.

7 OFFICE FOR STUDENTS

OfS has introduced clear thresholds in terms of student outcomes

following consultation – there are now minimum expectations for continuation, success and progression. These will be reviewed through a risk-based approach. Performance above and beyond the minimums can be measured through Teaching Excellence Framework (TEF).

8 SAFEGUARDING & PREVENT

HE Prevent has different nuances compared with FE. UCP does fall under the IEG infrastructure for safeguarding and therefore is reported via the IEG annual return. Safeguarding relates to welfare whereas Prevent relates to risk of extremism. At HE level this translates into providing a range of guest speakers to ensure freedom of speech but risk assessing each speaker. There have been no incidents/concerns during 21/22.

9 COMPLAINTS, COMPLIMENTS & POSTIVE COMMENTS

UCP has received 2 complaints which have been resolved (ProMonitor issue may have reappeared in a different form). There are so few it is difficult to report on trends and patterns. We do need to strive to achieve and collate compliments and positive comments.

10 ACADEMIC APPEALS

All ARU cases related to incorrect calculation of grades which had been reported to MAP.

We also reviewed an OU progression decision following the provision of late mitigating evidence.

11 EXTERNAL EXAMINER ANNUAL REPORT

Reports are overwhelmingly positive. The papers highlight (in red) any areas that warrant further consideration – these tend to be minor and straightforward to resolve. We are awaiting a small number of reports from EEs and these have been chased.

JD – the Education staff might want to look at this summer's HEA conference with regard publishing their experience of course development.

EE reports should be shared with students so that they can see how we enhance the courses, and what is commonplace or innovative within the sector.

There have been challenges in recruiting OU examiners but we are heading towards having a high quality team.

CP – has faced challenges in contacting his EE. He has spent about 18 hours searching for EEs and is yet to recruit more. This has felt frustrating and it hasn't been transparent what the OU criteria are.

LK – acknowledges that recruitment has been challenging and while HECLS have subject expertise, it needs to be a team effort with OU also helping. AA and LK will be attending an OU partnership conference and this presents another opportunity to raise our concerns – we do meet with OU regularly – weekly until very recently. JISC site suggests that a lot of institutions are also struggling to recruit. We are pushing for OU to publish their standard practice and / or increase timeliness of response.

12 Annual Monitoring Report

No paper as yet. ARU are finalising the final process and pro-forma. Individual courses have provided an annual AMR for 21/22 which will inform this. Results, NSS and EE reports have all been shared with the HE Academic Board as part of the quality assurance process. [ACTION 6]

Pearson/Edexcel APMR is also being finalised but all metrics indicate that there are no major concerns or areas to address. [ACTION 7]

13 ACCESS & PARTICIPATION PLAN and TEF

23/24 variation of our APP plan is awaiting feedback from the OfS – this is possibly a good sign as other HEIs have been asked to provide additional information.

The next significant deadline is the Teaching Excellence Framework (TEF) submission on Jan 24th. This is a desk-based activity to collect metrics over the last four years to evidence performance above and beyond the baseline set by OfS conditions of registration relating to student experience and student outcomes. Students and staff will all need to contribute. There is a small risk given that a 'Requires Improvement' ruling will have implications for tuition fees, but our metrics suggest this is not a significant risk. We have previously held Silver TEF through Stamford and through ARU. The submission is voluntary but waiting is not ideal as the next window of opportunity is 4 years away. [ACTION 8]

14 TEACHING, SCHOLARSHIP & STAFF DEVELOPMENT

The support for scholarly practice for teacher training. HEA fellowship, Masters and Doctoral studies was presented. We do need to collate data concerning how many staff already hold these. Andrew McDonnell has helped to provide videos to support staff e.g. online assessment – this is the start of a library of training resources. HE Managers also run bi-weekly meetings (four times) and send a newsletter in a non-meeting week.

CP – HR have asked staff for details on their qualifications – there may be some streamlining to do here in terms of data collection. [ACTION 9]

15 FRANCHISE AND PARTNER ENGAGEMENT

ESPA and ADDICT enrolment figures were presented for one and two year courses. ADDICT continuation is above OfS B3 condition thresholds, but is lower than previous years and is being monitored. There seem to be a lot of injuries and may also be a legacy from running online auditions during Covid. Students live predominately in halls and are not local. Industry links are very strong e.g. Can You Dance convention auditions via principal dance captains who are alumni. Monitoring is via monthly meetings by DW and DL. However, ADDICT may be looking for a new validation partner. They need to subcontract qualifications, and this is not something that we can do under our OU agreement. Curriculum Programme Reviews and related audits have been scheduled. If ADDICT does leave UCP, there will be a teach-out agreement to support students in completing their course.

16 EMPLOYABILITY AND GRADUATE OUTCOMES

20 students have engaged with Employability Hub since the last report – mostly in relation to CV reviews. There have also been enquiries about post-grad qualifications. KS continues to give talks to student groups.

UCP is partnering with Food for Nought to distribute excess food around Peterborough. Together we have developed a four-stage project:

- 1) Weekly delivery of food to UCP for redistribution from atrium
- 2) Live brief projects for Semester 2 assessment
- 3) 120 hour mentored work placements
- 4) Voluntary posts – cooks, drivers, committee, finance to be led by Student Council [ACTION 10]

LK – this isn't just about addressing the cost of living crisis and removing the stigma of needing to use a food bank, but also creates an important opportunity for students to step into a meaningful role that will enhance their skillset and ensure that there is a plurality of voices that can lead to change.

17 UPDATE ON OTHER COMMITTEES

There was no request to discuss starred items.

18 AOB

Congratulations to KM who has had a chapter on employability published through Sage – Handbook for Graduate Employability Chapter 27.

19 DATE & TIME OF THE NEXT MEETING: 24 February 2023

ACTION TABLE

See referenced minutes for full detail		Responsibility	Date
Action 1	Promotion of Christmas Social	Student Council	complete
Action 2	Promotion of River Nene project	DJ	complete
Action 3	Recruitment of Student Adviser	CS	complete
Action 4	OU module amendment training	TH/KM/CS	complete
Action 5	Unacceptable Behaviour, Harassment and Sexual Misconduct policy tutorial to be delivered in semester 2	AA/HE Managers	3/2/23
Action 6	ARU AMR to be presented to the HE Academic Board when available	LK	17/3/23 submission deadline
Action 7	Pearson AMR to be presented to the HE Academic Board when available	DL	24/2/23
Action 8	TEF submissions – staff and students. To be circulated to key stakeholders when complete prior to submission.	LK/DL and MH/MW	complete
Action 9	Collate staff CPD/qualifications data and discuss with HR	KM	On-going
Action 10	Food for Nought inclusion into staff training	PW	On-going

DECISION / APPROVAL TABLE

Item	Decision
6	Policies approved