

Minutes of an electronic meeting of the UCP Academic Board
held at 13:00 on Friday 23 September 2022, 13:00

Present

Liz Knight	Chair & Academic Director UCP
Matt Shough	Assistant Principal Quality, IEG
Angela O'Reilly	Vice Principal Curriculum & Quality, IEG
Daniel Lee	HE Manager Teacher Training & Partnerships
Claire Swales	HE Manager Arts, Social Sciences & Support
Katie McAllister	HE Manager Business & Education
Peter Wright	HE Manager Employability & Resource
Ann Ashby	Academic Office Manager
Riah West	HE Student Support Co-Ordinator & Officer
Blair Carter	Course Leader – Education Top-Ups
Rebecca Treston	Course Leader – Criminology
Claire Bowes	Course Leader – Psychosocial Studies
Chris Pursehouse	Course Leader – Business
Jo Dawkins	Independent Member
Maddi Hobman	L6 Forensic Investigation Student Rep
Deborah Matthews	L5 Digital Arts' Student Rep
Steel Bradley	L6 Performing Arts' Student Rep
Dominic Foley	HND Engineering Student Rep
Shelley Holmes	HND Animal Management Student Rep
Kathryn Mitchell	Senior Quality & Partnerships Manager – OU(Observer)
Sherrill Duberry	Minutes

Apologies

Glen Mason	HE Manager Science & Technology
Abi Hunt	Independent Member
Rachel Pishhorn	Course Leader – Media & Journalism
Julie Gray	L6 History & Archaeology Student Rep

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 20 May 2022 were confirmed for electronic signature (Action 1).

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

See referenced minute for full detail.		Resp	Date
Action 1	1. Last minutes (11.02.22) were confirmed for signature.	Chair (LK)	Complete
Action 2	1. Meet with Student Council to discuss variations to the APP	Academic Director (LK) & HE Student Officer	Ongoing (Action 2) – see further comment under item 15
Action 3	2. Send update of staffing in Student Briefing	Academic Office Officer	Complete
Action 4	4. Review the application process for the Hardship Fund	Student Support Officer (RW)	Complete
Action 5	5. Publish Learning Outcomes for the OU	Academic Director (LK)	Complete
Action 6	7. Ensure marketing information / website is correct regarding PSRBs	HE Manager Business & Education (KM)	Complete
Action 7	8. Update Fees Policy with regard to BGU programmes.	Academic Office Manager (AA)	Complete
Action 8	8. Ensure staff are aware that reading weeks are teaching weeks.	HE Managers	Complete
Action 9	8. Add committee meeting dates to the academic calendar.	Academic Office Manager (AA)	Complete
Action 10	9. Share detailed results of the MES with staff.	HE Manager – AHSS & Support (CS)	Complete
Action 11	9. Compile at Student Engagement Strategy	Academic Director & HE Managers	Complete
Action 12	14. Circulate the HE Conference Agenda	HE Manager – Business & Education and HE Manager Partnerships & Teacher Training	Complete

2 STUDENT FEEDBACK

L6 Forensic Investigation

Students are happy to be back to university and are particularly pleased to have the new crime scene bungalow facility available to them. Students reported some issues surrounding enrolment and timetabling and LK noted that this was largely due to time constraints enforced by the unforeseen extra bank holiday for the Queen's funeral. LK said that staff have been working evenings to endeavour to catch up. CS reported that she and KM have been into classes to resolve any enrolment issues and only 2 students weren't enrolled; the situation is positive overall. Students should contact MIS with any problems in the first instance.

Students said that they have not received Student Briefings. Students are to let Kam Agina know if they are not receiving briefings, as briefings have been emailed out. (Action 3) HE Managers are to ask Course Leaders to read out any briefings and communications to their students as they are released. (Action 4)

Students have had problems accessing Pro-Portal. AA noted that Pro-Portal was closed until result publication day, however students should be able to access it now. MS is to investigate the problem and action. (Action 5)

L5 Digital Arts

Students are happy to have Scott Perry as their new Course Leader and are pleased that PW is still teaching on the course. Students reported similar issues to the Forensic students regarding enrolment and communications.

The Adobe licences aren't yet available to students and there are software problems with the PCs in the UCP Peterborough building. PW said that the Adobe licences quadrupled in price over the summer, however have now been approved for purchase and should be with students shortly. IT Services are aware of the problem with the PCs in UCP and are working to rectify it. Students should have full access to Canvas.

L6 Performing Arts

Students queried if they would be able to use the rehearsal space at the Key Theatre outside of their timetabled sessions. CS is to confirm with the Key Theatre if this would be possible due to students being there without a member of staff. (Action 6) CS noted that students can always use space at UCP and that we are also in talks with The Cresset regarding the use of their facilities.

HND Engineering

Students are happy and have no issues to report.

HND Animal Management

Students are happy to be back and SH is now a member of staff at the Animal Unit at Stamford Campus. Students reported similar problems to the Forensic students regarding enrolment.

3 STUDENT OFFICER

Our Student Officer, Monika Kincinaite, has left UCP for new opportunities and we are in the process of recruiting a replacement Student Officer. LK noted how important this role is to UCP and the student voice, and that details of this vacancy and Student Ambassador vacancies are advertised in the Student Briefing. Declan Jackson, a current Student Ambassador and level 6 student is Chairing a Student Council meeting on Friday 30 September at 12noon. Agenda items include the Teaching Excellence Framework and the National Student Survey action plan.

Prior to leaving, Monika wrote a report for this Board which was circulated and reviewed. Students reported that the summer period of 2021-22 went smoothly due to increased frequency of Student Briefings, as requested the previous academic year. The importance of the Student Ambassador and Student Representative roles was highlighted, with the hope that these will be filled by week 4.

The Higher Education Student Charter was reviewed and updated over the summer. No significant changes were made; the Covid information was removed, email addresses and links were updated. Staff and students were asked to send any feedback to LK prior to it being published on UCP's website next week. (Action 7)

4 STUDENT SUPPORT

A report of Student Support activity was circulated and reviewed. Key points included a proposal that the Access, Welfare and Hardship Fund (AWHF) application process be simplified following student feedback to be an online application form. This was approved by the Board. Student Support information will be published on Canvas to allow easier access for students.

We are recruiting for another Student Adviser to replace Allison Flowers-Myland and to support with the high demand for services.

- Applications for 260 assessment element Short Term Extensions were received, out of which 204 were approved.
- 55 withdrawals were processed (although this has increased since the paper was written.) It was noted that this figure is inflated due to the number of students with complex profiles, who have intermitted from an ARU programme and have returned to study on an OU programme. To facilitate this, they have to be withdrawn from the ARU programme and re-enrolled on to the OU programme.
- 11 students are currently intermitted from their studies.
- 20 students have successfully applied for the AWHF.
- 55 students have received supermarket vouchers.

It was agreed that moving forward, Student Support reports to the Academic Board will contain information regarding withdrawals and student numbers but focus on; November – student needs, February – assessment adjustments, May – withdrawals and intermissions and September – overview of the previous academic year and changes for the current academic year.

5 OU UPDATES

LK confirmed that all courses are now validated and that the decision had been taken to remove FD Biological Sciences due to the complexity of the Biological Science programme. Conditions and recommendations for courses are being finalised. Recommendations and UCP's response form part of the Annual Monitoring Report.

As part of the Office for Students (OfS) Access and Participation (APP) process, funding has been made available to allow increased access to Higher Education.

UCP has applied to The Open University (OU) for funding to develop three new Higher Technical Qualification courses:

- Diploma in Events Management (Level 4)
- Diploma in Adult Care & Management (Level 5)
- Diploma in Counselling (Level 5)

The HND Therapeutic Counselling course does not meet the needs of our students so we are looking to develop a replacement course in conjunction with the OU. If successful, it is anticipated that this will run from September 2023.

AO thanked the team for their hard work to achieve validation. CS noted that we are recruiting for External Examiners for the new OU programmes and that HE Managers will be undertaking a quality audit and supporting Course Leaders through the review process.

6 COURSE REVISIONS & CLOSURES

AA reminded that Board that no revisions are being made for ARU courses unless requested by External Examiners following the Board's decision not to make changes during the "teach out" phase.

Level 4 Sociology will not run this academic year due to low recruitment.

The Academic Office are working to finalise Programme and Module Specifications to ensure the documentation is suitable to release to students and any issues are being addressed.

7 PROFESSIONAL STATUTORY REGULATORY BODIES (PSRBs)

A RAG rated update of PSRB accreditation was circulated and reviewed. It was noted that some have not been renewed, due to either being superseded or no longer required as we are not running the degree

course. KM noted that PSRBs are regularly reviewed and any documentation and the website are updated.

8 POLICIES

Updated policies were circulated and the following approved by the Board:

- IP001 Higher Education Intellectual Property for Students Policy
- ASS006 Higher Education Extenuating Circumstance Policy and UCP form.
- COM002 Higher Education Student Complaints Policy.
- DIS002 Higher Education Dealing with Unacceptable Behaviour, Harassment or Sexual Misconduct Policy.
- FIN002 Higher Education Care Leaver Support and Bursary Procedure and UCP form.

The following policies have been reviewed in line with their review dates:

- COM002 Higher Education Visitors, Customers and Stakeholder Complaints Policy.
- CRI001 Higher Education Declaration of Criminal Convictions Policy.

Updated versions will be available on the website (Action 8) and students will be advised of the changes and where to find them via Student Briefing. (Action 9)

9 NATIONAL STUDENT SURVEY (NSS)

The results from this year's National Student Survey (NSS) were circulated and discussed. It was noted that the results don't include Partner provision. UCP's response rate was 54%, 2% up on last year. Student satisfaction is 86%, up from 80% last year and well above national benchmark of 76%.

Where 10 or more students complete the survey, we receive course specific results;

- Computing - 100% student satisfaction, with zero underperforming areas identified.
- Social Science – 100% student satisfaction, with one underperforming area identified.
- Psychology – 100% student satisfaction student satisfaction, with three underperforming areas identified.
- Bioscience and Sports – 86% student satisfaction, with two underperforming areas identified.
- Business – 62% student satisfaction, with 17 underperforming areas identified.

The results for Business were largely down to staff changes and a proposed action plan for improvement was circulated. This will be taken to Student Council for approval at their meeting on 30 September. (Action 10) KM noted that it includes spot visits, staff mentoring and herself going into groups to speak to students to ensure they feel listened to.

- 10 **COMPLAINTS, COMPLIMENTS & POSITIVE COMMENTS**
Ten informal complaints have been received and we are looking at how we can improve procedure to ensure similar issues don't arise again, including; a quality audit of Canvas submission dates, training on Turnitin and ensuring students know where to go to request a reference.
- Seven compliments were received, mainly around the support received by students at UCP.
- 11 **ACADEMIC APPEALS**
Six Stage 1 Academic Appeals were received, three of which were upheld by ARU and three of which were rejected by ARU. One Stage 2 Academic Appeal was upheld by ARU, as it had been by UCP.
- One Academic Appeal was submitted to the Office of the Independent Adjudicator (OIA). Submissions were provided to the OIA by UCP and ARU, however the appeal was subsequently withdrawn by the student.
- 12 **EXTERNAL EXAMINERS**
The deadline for ARU External Examiners (EEs) to submit their report was 16 September, however we are still awaiting reports from Early Years, History & Archaeology, Performing Arts, Psychosocial Studies and Sport EEs. Responses have been sent to those EEs who submitted reports.
- We have received an EE report from two out of the three OU EEs and are awaiting responses from the Course Leaders.
- Overall, feedback is very positive, with common themes for improvement being to spread assessment deadlines and to ensure feedback wording is consistent with the grades given. MS noted that he has been very impressed with how positive the EE reports have been and congratulated the team. The annual review of EE reports will be presented at the next meeting. (Action 11)
- 13 **OU INSTITUTIONAL ANNUAL MONITORING REPORT (AMR)**
The proposed submission for the OU AMR was circulated and approved by the Board for submission by 30 September.
- 14 **ACCESS AND PARTICIPATION PLAN**
UCP were required to revise our Access and Participation Plan (APP) in line with four new priorities from the OfS. The priorities and UCP's responses were circulated. UCP submitted the changes within the deadline and we are currently awaiting feedback on these from the OfS. Once feedback is received, the APP will be published on the UCP website.
- 15 **SCHOLARSHIP AND STAFF DEVELOPMENT**
HE Managers are running training sessions throughout the academic year at appropriate points and are recording sessions with the aim of building a bank of resources.

A plan is in place to support staff with Higher Education Academy (HEA) applications and we are hoping that the HEA will run a training session on site.

DL gave a demonstration of the UCP Happeo pages.

16 PARTNERSHIPS

The Pearson audit outcomes were circulated. There were no recommendations or actions for either Addict Dance Academy or the Eastern School of Performing Arts (ESPA).

Current enrolments are 279 for Addict Dance Academy and 15 at ESPA. 52 students at Addict achieved a Distinction, 42 a Merit, 23 a Pass and there was 1 fail last academic year. ESPA students achieved 4 Distinctions, 3 Merits and 3 Pass grades.

DL and DW are going out to visit partners on a 3 weekly basis. It was noted that we need to improve and monitor the continuation of students at Addict, as there has been an increased number claiming the HNC award and not progressing to the HND. (Action 12)

17 EMPLOYABILITY

Food for Nought have received funding from the City Council and have chosen UCP as their education partner. UCP students will have the opportunity to volunteer with them and Food for Nought will provide services such as free food to those in need to UCP students.

A reward scheme is being developed to run alongside degree programmes, where rewards and awards will be offered when students complete a series of employability related tasks.

The possibility of UCP being a hub for the Duke of Edinburgh Award is being investigated.

18 UPDATE ON OTHER COMMITTEES

Minutes and action logs from the Student Engagement Learning & Teaching Committee and the Academic Standards & Quality Committee were circulated. No issues were raised.

18 AOB
None

19 DATE & TIME OF THE NEXT MEETING: Friday 18 November 2022, 13:00

ACTION TABLE

See referenced minute for full detail.		Resp	Date
Action 1	1. Last minutes (20.05.22) were confirmed for signature.	Chair (LK)	17.11.22
Action 2	1.Meet with Student Council to discuss variations to the APP	Academic Director (LK)	30.09.22
Action 3	2.Let Kam Agina know if they are not receiving Student Briefings.	Students	Ongoing
Action 4	2.Read out Student Briefings in tutorials.	Course Leaders	Ongoing
Action 5	2.Investigate the problems students have encountered in accessing Pro-Portal.	Assistant Principal Quality (MS)	07.10.22
Action 6	2.Check if students can access the Key Theatre rehearsal space outside of timetabled lessons.	HE Manager – AHSS & Support (CS)	07.10.22
Action 7	3.Send feedback on the HE Student Charter to LK.	All	30.09.22
Action 8	8.Arrange for policies to be updated on the website.	Academic Office Manager (AA)	10.10.22
Action 9	8.Send out link to updated policies via Student Briefing	Chair (LK)	10.10.22
Action 10	9.Take the action plan for Business to Student Council.	HE Managers & Declan Jackson (L6 Business student)	30.09.22
Action 11	12. Present the annual EE report to the Board.	Academic Office Manager (AA)	18.11.22
Action 12	16.Monitor and improve the continuation of Addict students.	HE Manager Teacher Training & Partnerships (DL) and Group Partnerships' Manager (DW)	Ongoing

DECISION / APPROVAL TABLE

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.