



Minutes of the UCP Academic Board held in Stamford
Held at 13:00 on Friday 1st March 2024, 13:00

Present

Liz Knight	Chair & Academic Director UCP
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 Science and Technology- Resource
Jemma Leggetter	Customer Service and Student Finance Manager
Kat Beeton	Student Support Officer
Rebecca Treston	Course Leader – Criminology
Claire Bowes	Course Leader – Psychosocial Studies
Racheal Pishhorn	Course Leader -Media and Journalism
Fiona Henry	Course Leader- Computing
Dianne Whattoff	Group Partnership
Angela O'Reilly	Vice Principal- Curriculum + Quality
Matt Shough	Assistant Principal - Quality
Jo Dawkins	Independent Member
James Wadsworth	Independent Member – Lincoln College
Abigail Hunt	Independent Member-Professorship of Practice at the University of Nottingham
Kirstie Marfleet	Deputy Student Officer
Adam Young	Student – L5 Computing
Lee Braban	Student – L5 Media Studies
Lucy Payne	Student - L5 Forensic studies
Ethan Martyr	Student – L5 Computer (software development)
Natashia Moroz	Student – L6 Animal Management (top-up)
Daniel Liszwski	Student – HND Animal Management
Kamila Agina	Minutes
Apologies	
Molly Woodthorpe	Student Officer
Ann Ashby	Academic Office Officer
Dannie Abbott	Academic Office Manager
Chris Pursehouse	Course Leader – Business

1 STANDING ITEMS

- a. All were welcomed and apologies were accepted.
- b. No notice was received of any Member becoming ineligible to hold office. The meeting was quorate and there were no unregistered interests declared.
- c. The minutes of the last meeting held on 6 February 2023 were confirmed for electronic signature (Action 1).
A
- d. Actions from the last meeting have been implemented as below:

See referenced minute for full detail.		Resp	Date
Action 1	Minutes of the last meeting reviewed and approved	Chair (LK)	Complete
Action 2	Introduce Kirsty Marfleet and Lee Braban to the marketing department to further improve our targeting of mature students	Academic Director	Complete
Action 3	Arrange a meeting with HE Course Leaders to discuss resource development and curriculum design to support the successful delivery of the HTQ bid.	CLs, HE Managers	Complete
Action 4	Chair's action to confirm policy amendments with the Code institute	Chair/ Academic Director	Complete
Action 5	Student Officers to assist in engaging students and promoting events	Student Officers	Complete

2 STUDENT REPRESENTATIVES FEEDBACK

Lucy Payne -L5 Forensics

The cohort are unhappy with being asked to pay for A2 printouts when they are a mandatory factor of the module.
UCP does not ask students to pay for A4 printing, although this is standard for all other universities, due to this there will be a charge remaining on the larger size printouts.

Action Two – Course Leaders to place notes on modules if the assessment may accrue print costs.

Ethan Martyr – Computer Science L5

No feedback from the cohort.

The HE Manager and Course Leader for Computing will be coming into the classes to discuss the development of software.

Lee Bradan – L5 Media Production

The course has had staffing issues due to sickness which has been felt by the cohort. There is confusion surrounding the OU grading system.

Action Three – A breakdown of OU grading will be placed into Student Briefing and onto Canvas. Staff training will also be provided at the next SELT meeting – UCP Academic Office

Adam Young – L5 Computing Science

Issues have been raised to the Student Council, which has been resolved swiftly and efficiently by the HE Manager and the Course Leader. UCP has also provided several opportunities, enabling students to understand the correlation between what is being taught and how it is used in a work environment. Everyone really enjoyed the BETT conference in January.

Adam Young is working alongside the Progression and Student Employability Officer to collate information regarding young carers.

Natashia Moroz – L6 Animal Management (Top-up course)

This is a new course; the cohort is very happy with the progression. There are five Whipsnade Zoo visits throughout the academic year and UCP are working closely with Robin (Head of the Education Department). Communication between the zoo and the Course Leader enables students to relate the coursework to activities in the zoo.

Daniel Liszwski - L5 Animal Management

All problems have been quickly resolved. The HTQ Bid has been used for improvements to the common room, artwork has been placed onto the walls, new television screens for rooms and cameras are going into animal enclosures as well as the improvements to the animal enclosures themselves.

- 3 DEPUTY STUDENT OFFICER – Kirsty Marfleet
Students have asked, how the tuition fees are being spent so the Academic Director attended the previous two Student Council meetings providing a full breakdown.

The Key Takeover is a two-day event that will be taking place on the 11th and 12th March. This student-led event has invited several members of the Art industry to perform. The Robin Hood production by the L5 Performing Art students will have dynamic backdrops that interact with the actors, completely designed and created by the L5 Digital Art students.

Student Council actions are to be completed by the 7th March 24. The Student Officer and Deputy Officer have led several tutorials, identifying the importance of feedback and surveys. The post-graduation progression event invited several universities and Alumni Declan Jackson as a speaker.

There are low levels of student engagement although several opportunities have been presented. Caroline Wallace from the Arts Council has led a workshop regarding different areas of Art Council funding and how to apply for bids.

Students are engaging with the building improvements and are excited about the software updates, new pods and equipment that will be installed over the summer.

4 STUDENT NUMBERS

UCP has achieved 98.9% retention against the target of 95%.

Code Institute targets have been reached with ten achieved for December and twenty for February. April and June recruitment are unlikely due to caps on the Adult Learning Loan balance.

The majority of courses are close to or above their application target for 24/25. Business Management (Human Resources) has received 6 applications however, a specialist lecturer is required for the course. Students applying for the Sports degree programme are being moved across to the HTQ course.

Action Four – A recruitment drive for a Business Management (Human Resources) lecturer. (HE Manager – Katie McAllister)

5 STUDENT SUPPORT UPDATES

Student Support and MIS are working together to improve the attendance register systems for the next academic year. Retention and engagement have improved since the changes at the beginning of the academic year. Changes are being made to the Attendance Policy which is due to improving equity and also a response to SFE changes and guidelines.

The intermission figures have doubled when compared to last year and withdrawal figures have lowered. Withdrawals are not showing any trends. Since the improvements to CANVAS engagements and page views have increased. Students are finding the system easier to navigate. There has been a rise in mental health cases but this does sit in line with the national increase. UCP has increased signposting to supportive organisations and is working closely with the Well-being and Safeguarding team within the college.

To future-proof CANVAS there will be a second ILT update to incorporate the feedback provided by staff and students. An easy-to-navigate guide section will be placed into CANVAS. The work will be carried out over the summer, with the main focuses being on student learning, how modules are presented and the ability for students to find the information.

Action Five – Present the revised Attendance Policy to the next Academic Board (UCP Student Support and UCP Academic Office)

6 a. COURSE REVISIONS & CLOSURES

A full report will be presented in the May Academic Board, which will include the top-up Engineering degree. There are discussions with Pearson with regard to online or blended learning. Moderate changes for Sport are being undertaken to enable progression for L5 students.

Due to the teachout with ARU, no significant revisions have taken place.

b. HTQBID AND CURRICULUM – IFATE ACCREDITATION

Several programmes are being reviewed with IFATE. A meeting with IFATE is planned for 18 March and further details will be available at the next meeting.

7 OU VALIDATION OUTCOME

A Level 4/5 OU Diploma in Adult Social Care is being presented for validation on 19 April. This will be an online/blended programme development for those in work.

8 POLICY UPDATES AND APPROVALS

A new Attendance Policy, an amendment to the Fee Policy and updates regarding freedom of speech will be presented to the Board in May. All were advised to view the OfS webinars on Freedom of Speech.

9 COMPLAINTS, COMPLIMENTS AND POSITIVE COMMENTS

Complaints

Several informal complaints but none have progressed. No complaints progressed to the OIA last year which is beneficial for UCP reputation and financial cost as the registration fee will be reduced.

Compliments and Comments

Students have been vocal in their positive comments about the new facilities but Student Officers need to speak to students and encourage them to place compliments onto the system to provide a record.

10 a) ACADEMIC APPEALS

No Appeals to report.

b) ACADEMIC OFFENCES

Last year there were twenty-two misconduct charges, this number has dropped to ten.

As Turnitin has being integrated into CANVAS it is imperative students are reminded to use this. The findings from the ten cases shows that the number of plagiarism and collusion cases have dropped but there is a significant increase in the use of unauthorised Artificial Intelligence (AI),

such as Chat GPT. When challenged by their HE Managers it is apparent students have not understood AI could not be used for the assignments. This information is stated in the policy and advised in the mandatory tutorial.

These students were not present in this tutorial, reinforcing the need for lectures to relay the information. Staff and student training will take place again next academic year.

11 A) HN APMR

An Annual Monitoring Report (AMR) was completed two weeks previously due to the awarding body deadline. Outcomes and retention across the Pearson provision exceeded benchmarks. More internal data and information on employment is required.

Areas for Pearson to improve relate to the introduction of HTQs. There is a problem with Pearson's request for holistic assessments as many modules do not allow for this.

B) ARU AMR

UCP is currently under 'teach-out', and no new students have been enrolled since 22/23. Strengths of provision are identified as student outcomes, classification, the quality of student experience and External Examiner comments. Areas for focus remain the continuation rates on some courses and improved resources which are being addressed through the HTQ Skills Injection and capital funding.

12 NATIONAL STUDENT SURVEY AND QUALITY IMPROVEMENT PLAN

Improvement is needed for student engagement UCP achieved 50% against the national average of 72%. Twelve peer-to-peer reviews have taken place in semester one with a further thirty-eight to take place in semester two. Due to the HTQ funding, improvements are being made to the systems and resources. There are currently six substantial capital expenditure bids under review.

HE Managers are aware of areas of improvement for courses and are currently working with Course Leaders. As of the 28/02/24, 27.4% of students have completed NSS compared to 33.5% students last year. Information is provided via Student Briefing which is discussed in tutorials.

The internal course survey will go live in week eight and nine. This seeks feedback from 1st and 2nd year students. NSS is for students in the final year of their programme. It does not include HNC or students on one-year top-up programmes.

13 ITE OFSTED

BGU have their inspection next week however IEG/UCP is not in scope. There has been no information received to advise when our Ofsted will

take place. The Ofsted focus is mentors/mentees this academic year. The new BGU qualification will be validated by Spring 2024.

14 UPDATES ON TEACHING, SCHOLARSHIP AND STAFF DEVELOPMENT -*PEER REVIEWS

There is a high number of staff currently studying level 7/ PhD qualifications, with several staff achieving fellowships and senior fellowships. The Advanced HE Conference will be hosted in UCP on 08/07/24 and ten staff have been asked to present at the conference. Support will be provided to staff for research and using this opportunity to have their research published will be beneficial to their CPD. The next Academic Board will review how peer observation feedback has helped the staff enhance teaching and learning.

Action six – Provide a report at the next meeting which clearly identifies intended impact of CPD. (HE Managers Dan Lee and Katie McAllister)

15 FRANCHISE AND PARTNER ENGAGEMENT

Numbers

Addict are currently in teachout. The dance pathway has seen four withdrawals with no trends identified. ESPA has had two withdrawals.

Unannounced visits have taken place as well as full compliance audits at both partnerships. Interim exam board take place next week for partners and the final exam date will be confirmed once completed.

ESPA not attaining the appropriate agreement for two students to enrol on the HND course created substantial work for UCP with Pearson. Communication has been taking place between ESPA, Pearson and UCP and the appropriate approval is in progress.

16 EMPLOYABILITY AND GRADUATE OUTCOME

Students have requested support with teacher training and the Employability Hub are preparing a small event for this in late March. A new team member has been hired for the 0.5 contract, Hannah Danks. Employability support will now be covered five days a week and, part of the time Hannah will be placed in Stamford to help with Counselling and Animal Management. HTQ funding is also being used to resource a graduate engagement tool and skill tracker. Quotes and systems are currently being investigated.

The Counselling progression event in February was very successful and this template will be developed for ongoing progression events in UCP.

Action Seven – An update on the employability/graduate systems is requested for the next Board meeting. (HE Manager Jemma Leggetter)

17 * UPDATE ON OTHER COMMITTEES – SELT, ASQC & RSAG
No request to discuss.

18 AOB

- Staff will be contacted by Marketing regarding the UCP Website relaunch planned for 22 April 2024
- Graduation date is Friday 13th December 2024.

18 DATE & TIME OF THE NEXT MEETING

- 24th May 2024

See referenced minute for full detail.		Resp	Date
Action 1	Minutes of the last meeting were reviewed and approved	Chair (LK)	24/05/24
Action 2	Course Leaders place on modules if the assessment may accrue printing costs.	HE Managers	24/05/24
Action 3	A breakdown of OU grading will be placed into the Student Briefing and onto Canvas. Staff training will also be provided at the next SELT meeting	UCP Academic Office	ASAP
Action 4	Recruitment drive for Business Management (Human Resources) lecturer.	HE Managers	24/05/24
Action 5	Present the revised Attendance Policy to the next Academic Board	UCP Student Support/ UCP Academic Office	24/05/24
Action 6	Provide a report at the next meeting which clearly identifies the intended impact of CPD.	HE Managers Dan Lee and Katie McAllister	24/05/24
Action 7	An update on the employability/graduate systems is requested for the next Board meeting	HE Manager Jemma Leggetter	24/05/24