



Minutes of an electronic meeting of the UCP Academic Board
held at 13:00 on Friday 28th February 2025.

Present

Liz Knight (LK)	Chair & Academic Director UCP
Katie McAllister (KMc)	HE Manager Business & Education
Daniel Lee (DL)	HE Manager Teacher Training & Partnerships
Nick Reinis-Keightley (NRK)	HE Manager - Arts/Social Science and Student Support
Peter Wright (PW)	HE Manager Science and Technology- Resource
Jemma Leggetter (JL)	Customer Service and Student Finance Manager
Dannie Abbott (DA)	Academic Office Manager
Kat Beeton (KB)	Student Support Officer
Claire Bowes (CB)	Course Leader – Psychosocial Studies
Fiona Henry	Course Leader- Computing
James Wadsworth (JW)	Independent Member
Jo Dawkins (JD)	Independent Member
Julia Bates	Chief Curriculum Officer

Kamila Agina (KA)	Minutes- Senior HE Business Administrator
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Cory Brook	Deputy Student Officer
Daniel Logan	L6 Journalism
Rosie Harris-Aebvitis	L4 Digital Art (Graphic Design)
Emma Spires	L5 Criminology
Sabastian Vorlick	L6 Computing
Myles Todd	L5 Sport and Exercise
Tym Gladki	L4 Digital Technology

Apologies

Abigail Hunt (AH)	Project Manager Degree Apprenticeship Lead
Matt Shough (MS)	Assistant Principal- Quality
David O'Garr	Assistant Principal – Curriculum
Blair Carter (BC)	Course Leader – Education/BA Primary/Early Childhood
Kirstie Marfleet	Student Officer

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 unregistered interests declared.
- c. The minutes of the last meeting held on October 2024 were confirmed for electronic signature (**Action One**).
- d. Actions from the last meeting have been implemented as below:



	Action	Resp	Date
Previous Actions arising	Confirm whether NSS benchmarks are contextualised and provide a progress report on the improvement plan.	DL	Complete
Previous Actions arising	An update on the implementation and impact of Potentially will be presented at February meeting.	JL	Complete
Previous Actions arising	Degree implementation plan and progress with milestones (Degree Application Project Manager)	AH	Complete
Previous Actions arising	Improvements to the online library systems to allow students to locate information more easily, possibly via one database, is still being investigated.	ILT /Library	Complete
Action 1	The last minutes were confirmed for signature.	Chair (LK)	Complete
Action 2	Development of the checklist to create a tracker for students.	Course Leader/HE Manager	Complete
Action 3	Information regarding free hot water is placed in the Student Briefing.	KA	Complete
Action 4	The Board recommended that changes are made to the HE Guidance within ED1002 Special Educational Needs Policy and this is sent to the IEG Policy Approval Group for agreement and implementation.	Student Support/Academic Office	Complete
Action 5	Communicate policy changes to students and staff via committees (SELT), CANVAS, Student Briefing and publication of revised policies on the UCP website.	Student Support/Academic Office	complete
Action 6	Update the 26/27 prospectus with enhanced information on policy location and content.	Academic Office	Complete
Action 7	Feedback will be provided to the next Academic Board regarding the outcomes of the Equality of Opportunity bid and the potential bursary.	Academic Director	Complete
Action 8	Students are to email KA (Senior HE Business Administrator) and LK (Academic Director) with feedback regarding the UCP Strategy	Students	Complete
Action 9	Students will be informed about the decision regarding any inflationary fee increase via the website for new students and CANVAS for continuing students. Students will also be advised about changes to Student Finance.	Academic Director	Complete



Policy	Amendments	Outcome
<u>Complaints Policy</u>		Approved
<u>Non-Examination Assessment Policy</u>		Approved
<u>Dealing with Unacceptable Behaviour, Harassment, or Misconduct Policy</u>		Approved
<u>Online Level 5 Gateway Diploma Policy</u>		Approved
Recommendation of new ILP Process (ED1002 Special Educational Needs Policy)		Approved

2 STUDENT REPRESENTATIVES FEEDBACK

Daniel Logan -L6 Journalism

No complaints, the cohort would like to compliment Nick Reinis-Keightley as they have enjoyed the sessions and found him highly engaging.

ACTION Two – Academic Office to log the compliment for inclusion in the log and annual report

Myles Todd- L5 Sport and Exercise

The course is going well, the cohort is finding it insightful and the assignments are good. Sports labs are very impressive, excellent equipment, and the cohort is excited to use it.

Rosie Harris-Aebvativs- L4 Digital Art

No update, no complaints.

Rosie was informed of the Digital Takeover at the Key theatre and advised that invites would be sent to the cohort via the Course Leader.

Sabastian Vorlick – L6 Computer Science

They are all happy, and they are enjoying Raghav Kovvuri's teaching and working on the new equipment. The cohort has stated how pleased they are with the new computer labs. There are no negatives.

ACTION Three – Academic Office to log the compliment for inclusion in the log and annual report

Tym Gladki – L4 Digital Technology

Everyone is getting on together and are enjoying more activities together outside of University hours. Cohort are very happy with the course.

3 STUDENT OFFICER / REPRESENTATIVES FEEDBACK

Cory Brooks

Feedback

Week one tutorials emphasised the importance of feedback mechanisms. Updates were provided on several issues, including wearing lanyards, provisions at the coffee shop, and adjustments to fire drill timings to avoid conflicts with UTC lunch times.

Several students would like to work as representatives with UCP to reach out to secondary Schools.



Events

Information gathered indicates a preference for smaller, more focused events during university time, as opposed to larger, general events. The Student Council has been advised on event procedures for fundraising activities such as bake sales.

The Student Council has selected 'Calm' as their charity for this academic year. Additionally, permission has been granted for the Creative Writing Anthology to utilise funding.

LK agreed students are the best ambassadors and NRK was working with students and marketing to arrange this. A bake sale would be welcome, but students must be mindful of the date because of religious events such as Lent and Eid.

ACTION Four – Student Council to follow event guidelines and confirm booking with UCP Reception.

4 STUDENT NUMBERS

As of the current academic year, the university has received 325 active applications for 25/26, which includes 48 firm applications, a notable increase from the 13 received the previous year. This growth is attributed to the efforts of Course Leaders and the Admissions Office. The university's application rate is up by 4.5% compared to the sector, with a significant proportion of this growth from Sports applications.

Despite this increase, January targets were not met. Due to this shortfall and delays with the Lifelong Learning Entitlement (LLE), it has resulted in adjustments to expenditure. The LLE implementation has been rescheduled to 2026/27. The current retention rate for the academic year stands at 95.5%, with withdrawal data too low to establish discernible patterns.

JW/JD (independent members) have confirmed seeing similarly patterns at other universities as identified in the paper.

5 STUDENT SUPPORT UPDATES

Students have praised the interactive joint tutorials using LessonUp and the incorporation of real-time feedback. To address the reported difficulties in comprehending complex topics such as Artificial Intelligence (AI), video tutorials will be made available on Canvas. Concerns were raised by students regarding a lack of communication. However, when investigated, over half of the students admitted that they did not consult the Student Briefing or CANVAS for information.

Promotion of Spectrum Life is underway, with University Centre Peterborough (UCP) students currently accounting for 10% of sign-ups; efforts are in progress to access specific data for tutorial mapping.

ACTION Five – IEG to provide access to data from Spectrum Life as it is necessary to analyse UCP student usage. - LK



6 COURSE CLOSURES AND DEVELOPMENTS

Curriculum changes

Business Management with Accounting, is pending approval for modification. UCP is also awaiting approval to move the Adult Social Care, start date to February. A request to change the Leadership and Education module, group presentation to and individual presentation has been approved by the Open University (OU).

Validation events

The Engineering top- up degree (BEng) validation event is scheduled for w/c 10th March. BSc Applied Computer Science will run parallel to the UX Degree Apprenticeship and is set to replace the existing Computing courses. The Degree Apprenticeship validations are scheduled for March/April.

All validation outcomes will be presented at the next Academic Board in May.

New Programme proposal

An English Creative Writing Masters, is currently seeking endorsement from the Malcolm Bradbury Trust. The Esport programme has been approved by Pearson as well as being endorsed by the British Sports Federation and delivery will start in September 2025. The programme status has been updated on both the website and UCAS.

UCP is confident in its ability to recruit to the upcoming programmes as they are designed in response to demand. The degree apprenticeship curriculum development has been funded by the wave-3 OfS bid.

ACTION Six – Present the validation outcomes at the next Academic Board – Academic Office

7 POLICY UPDATES AND APPROVALS

The Declaration of Criminal Conviction Policy has had several updates made for clarity and efficiency. There has also been update to the link to the policies, signposting in the offer letter, and a designated space for the Student Support signature is now included. The Academic Board have approved the update subject to review of the use of 'working' days as opposed to 'calendar' days.

ACTION Seven- Academic Office to confirm Student Supports' responsibilities within the procedure for the Declaration of Criminal Conviction Policy.

The Tuition Fee Policy modifications were due to the increased inflation fee. This has previously been agreed. There may be further changes to the Tuition Fee Policy due to the addition of the Degree Apprenticeships and the clarification required around End Point Assessments (EPA). There will be one retake on an EPA and then after this point the employer will be expected to fund further retakes.

UCP has recently carried out the Competition and Market Authority Compliance audit with the OU and results will be presented at the next meeting.



8 NATIONAL STUDENT SURVEY (NSS) ACTIONS AND PROGRESS

The NSS survey for 24/25 closes on 30th April 2025. Currently, the response rate is 47%, which is exceeding last year's 28% response rate. A pilot Sexual Misconduct survey has been added to the NSS survey but this is optional. Students have been provided with information regarding how to opt out of this segment of the survey, and content warnings have been added. This will not affect the NSS survey data.

Actions from the previous Academic Board meeting are located in paper 8. An update on the NSS QIP actions was provided. Progress can be triangulated from the student survey data (item 11) and item 5.

The NSS results as well as the OfS data dashboard results will be used within the 2026/27 - 2030 Access and Participation Plan that is being submitted to OfS in July 2025. NSS is part of the TEF assessment and important for our TEF Gold ambitions.

9 DEGREE APPRENTICESHIPS IMPLEMENTATION- PROJECT OVERVIEW

The meeting with the OU on 9th January, to display the full tracking system and the VLE build, was successful. Our institutional approach was well received and areas for consideration were highlighted.

Validation paperwork has been submitted for all the degree apprenticeships. Three out of the four Degree Apprenticeships have gone through the Preliminary Panel Meeting (PPM) and are 'signed off' ready to move onto the next stage. The Serious and Complex Crime Degree Apprenticeship PPM meeting will take place on the 3rd March 2025. Employers must be present at the validation event and this is currently UCP's main focus. A list of validation dates was provided.

UCP is still liaising with IfATE about its registration as an apprenticeship provider.

10 UCP STRATEGY - UPDATE

This is still under review and will be presented at the next Academic Board.

11 SEMESTER 1 STUDENTS SURVEY RESULTS

The results from the Semester one and two internal student surveys will be presented as a full paper at the next Academic Board.

The aggregate satisfaction score is on target and has exceeded last year's results. High scores have been received in History, Engineering, Psychosocial courses, as all pathways received 4 or above from all 24 questions. Part-time student satisfaction has increased from 3.1 to 4.3 and this is largely due to Engineering.

There was a large response from the Diploma in Therapeutic Counselling. AIM and OU students will be separated in the next survey to allow more appropriate analysis to be applied. The AIM Counselling is a non-prescribed HE course registered with IEG.

12 COMPLAINTS, COMPLIMENTS AND POSITIVE COMMENTS

Complaints

No complaints have reached stage one in this academic year. All forms of dissatisfaction have been collated and actions taken where appropriate to improve the student experience and procedures.



Compliments

Positive feedback has been received for events UCP carried out with partners. Students have praised Kat Beaton (HE Student Support Coordinator) and the recent Progression Event.

The Student Support feedback form contains a segment for students to place positive feedback, as well as negative. UCP will be working on improving its collation of positive feedback as this also informs UCP policies, processes and activities for future.

ACTION Eight – Academic Office will improve the collation of compliments and an annual report will be provided at the next meeting.

13 HIGHER NATIONAL APMR (ANNUAL MONITORING)

This year AMR only includes the Higher Nationals in Animal Management and Engineering as Addict has been 'taught out' and ESPA did not recruit.

UCP had successful External Examiner (EE) visits in 23/24 and positive student achievement and progression.

Feedback has been forwarded to Pearson, requesting clarification on academic regulations and the different support EEs are providing to centres. It was agreed that the report was difficult to read and review.

JW (independent member) agreed with these issues, experiencing the same in several colleges.

ACTION Nine – Pearson will be contacted outlining issues with the report format – Quality Nominee and Academic Office.

14 UPDATES ON TEACHING, SCHOLARSHIP AND STAFF DEVELOPMENT- PEER REVIEW

A recent survey indicates a growth in interest in the HEA recognition. A draft Fellowship report from HESA will be released w/c 7th April 2025. As this is a difficult process, a staff meeting/training session will take place during Staff Development week in July.

There is an ongoing commitment from staff to keep developing their education. A high number of staff are engaging in research across several sectors. UCP staff are also contributing to publications, editorials and renewable energy system forums.

The findings from a recent survey regarding staff's professional development priorities, have been collated and will be used to create training sessions for the HE Conference in July.

Peer-on-peer reviews in semester one have been completed and the strengths and areas of improvement have been collated. There are no year-on-year comparisons at this stage as results were carried out at different time points.

Results of the reviews will inform the July staff development weekly activities.

JW (Independent Member) - The Fellowship and peer-on-peer review processes appear to be working extremely well and what are the institutional targets?



There was an expectation that 40 members of UCP staff (associates are included) would achieve HEA recognition. An invite was extended to James Wadsworth to bring his staff across for Staff Development Week to share good practice.

15 UPDATES ON THE IMPLEMENTATION OF POTENTIALLY

Progression event

Student feedback was used to improve the content and structure of the event. The time of the event was changed, and the event was hosted in the atrium rather than the lecture theatre. This ensured more engagement from students and positive feedback was received from both students and speakers. UCP will keep using the feedback provided to constantly improve these events.

Potentially

This system will empower students to engage with employability and also allows UCP Futures to track students' engagement and tailor information to them. There was a delay in the release due to staffing issues and training from providers. The system will be released the w/c 10th March and mandatory tutorial sessions and training will be provided.

16 UPDATES ON OTHER COMMITTEES

Nothing was requested to review

15 AOB

ARU Teachout

UCP has successfully completed the ARU 'teach out' and all students have now completed their study.

ACTION Ten - Further information will be provided at the Academic Board in May 2025.
(Academic Director)

ACTION TABLE

See referenced minute for full detail.	Action	Resp.	Date
Action 1	The last minutes were confirmed for signature.	Chair (LK)	23.05.25
Action 2	Academic Office to log the compliment for inclusion in the log and annual report	Academic Office	Complete
Action 3	Academic Office to collate compliments for inclusion in the log and annual report	Academic Office	21.03.25



Action 4	Student Council to follow event guidelines and confirm booking with UCP Reception.	Student Officers	21.03.25
Action 5	IEG to provide access to data from Spectrum Life as it is necessary to analyse UCP student usage.	Academic Director	10.03.25
Action 6	Present the validation outcomes at the next Academic Board	Academic Office	23.05.25
Action 7	To confirm Students Supports' responsibilities within the procedure for the Declaration of Criminal Conviction Policy -	Academic Office	28.03.25
Action 8	Improved collection of compliments and an annual report to be presented at the next meeting	Academic Office	28.03.25
Action 9	Pearson will be contacted to address issues with the APMR report format	Quality Nominee & Academic Office	23.05.25
Action 10	Further information will be provided at the Academic Board in May 2025.	Academic Director	25.05.25

Policy	Amendments	Outcome
UCP-CrI001 Declaration of Criminal Conviction policy	(Subject to timing amendments 'working' as opposed to 'calendar' dates)	Approved
UCP-FIN001 Tuition fee Policy		Information.

19 DATE & TIME OF THE NEXT MEETING

- 23rd May 2025 - Online