

Minutes of an electronic meeting of the UCP Academic Board held at 13:00 on Friday 20 May 2022, 13:00

Present

Liz Knight	Chair & Academic Director UCP
Daniel Lee	HE Manager Teacher Training & Partnerships
Claire Swales	HE Manager Arts, Social Sciences & Support
Glen Mason	HE Manager Science & Technology
Katie McAllister	HE Manager Business & Education
Peter Wright	HE Manager Employability & Resource
Robin Wilson	Group Director of MIS
Matt Green	Vice Principal - Addict
Ann Ashby	Academic Office Manager
Riah West	Student Support Officer
Rebecca Treston	Course Leader – Criminology
Claire Bowes	Course Leader – Psychosocial Studies
Chris Pursehouse	Course Leader – Business
Abi Hunt	Independent Member
Jo Dawkins	Independent Member
Monika Kincinaite	Student Officer
Kat Beeton	L6 English with Creative Writing Student Rep
Tanya Cooper	L6 Forensic Investigation Student Rep
Kamila Agina	L6 Digital Arts Student Rep
Sherrill Duberry	Minutes

Apologies

- 1 STANDING ITEMS
 - a. All were welcomed and apologies accepted.
 - 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 11 February 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 (19.11.21) were confirmed for signature.	Chair (LK)	Complete

Action 2	2. Arrange "No Spitting" signage for the smoking shelter	Chair (LK)	Complete
Action 3	2. Arrange for the Catering Manager to attend Student Council to hear student concerns around Costa.	Chair (LK)	Complete
Action 4	2.Raise concerns around IT support with Vice Principals for Quality.	Chair (LK)	Complete
Action 5	3.Discuss OfS consultation at Student Council	HE Student Officer (MK)	Complete
Action 6	3.Report Wifi issues to IT Services	PA / Business Administrator (SD)	Complete
Action 7	4.Meet to develop Employability	Independent Members (JD & AH) / Graduate & Employability Progression Lead (KM)	Complete
Action 8	5. Ensure improved communication about financial support for Stamford Students.	Manager of HE & Teacher Training (DL) & PA / Business Administrator (SD)	Complete
Action 9	8.Further investigate PSRBs for Education	HE Manager – FST & Education (GM)	Complete
Action 10	9.Forward views on OfS consultation to HE Managers and the Academic Director.	All	Complete
Action 11	9.Meet with Student Council to discuss variations to the APP	Academic Director (LK) & HE Student Officer (MK)	Ongoing (Action 2)
Action 12	10.Remind students to complete the NSS	HE Student Officer (MK)	Complete
Action 13	14. Present the draft Teaching & Learning Strategy	Manager of Teacher Training & HE (DL)	Complete
Action 14	14. Discuss amended ARU regulations at SELT.	HE Manager – AHSS & Business (CS)	Complete

Action 15	15.Present overview of HEA applications for staff at next meeting.	Manager of Teacher Training & HE (DL)	Complete
Action 16	15.Identify a date for the HE Conference	Chair (LK)	Complete

2 STUDENT FEEDBACK

L6 English Literature with Creative Writing

Students continue to express concern around the service provided by, and the hygiene standards at Costa and KB recommended that UCP look at previous proposals from students for use of that space, including student led businesses. LK said that the Group Manager of Commercial Operations had been to speak with Student Council to listen to their concerns. Costa are also undergoing significant changes and it is hoped that improvements will be implemented.

Students find Pro-Monitor difficult to use and navigate, they feel it isn't utilised well. LK reported that a HE module for Pro-M is currently under development and that we are working with the MIS teams to customise the current version.

While students appreciate that this has been an unprecedented year for staff changes, they are finding the changes confusing and are unsure who to go to. Gaps between staff leaving and starting are also causing problems for students. LK said that UCP cannot advertise for a replacement member of staff until the outgoing member of staff has formally resigned. There is an expectation that HE Managers go into classes to make students aware of staff changes. An update will also be circulated via Student Briefing the week commencing 6 June. (Action 3) AHu said she felt confident that UCP will be able to recruit good new staff easily due to the large pool of talent in the Peterborough area.

KB noted that this was her last Academic Board and that her journey with UCP has been "huge". She said she has gone from being someone not confident at talking to people to being someone who presents, performs and is Peterborough's Poet Laureate. KB thanked everyone at UCP for giving her confidence and for listening to and implementing student feedback.

L6 Forensic Investigation

TC reported that the cohort feel they have really benefited from their time at UCP, both academically and in terms of employment opportunities. Students like being able to hand in on Canvas, finding it a much more straightforward process than paper hand ins. TC thanked staff for a wonderful experience and noted that this would be her last Academic Board.

L6 Digital Arts

Students are really happy with the course and will miss UCP. They also like being able to hand in work on Canvas.

3 STUDENT OFFICER

A focus group of students met to discuss the Office for Students (OfS) consultation on the Teaching Excellence Framework. Students expressed concern that the system created to indicate success prioritises specific career paths while not recognising others. Some students expressed concern regarding the penalisation of universities that fail to meet the targets set by the OfS and felt that, instead of punishing institutions, the OfS could support those struggling to meet targets.

A group of students met with UCP governors to share their student experience. Feedback from students was positive with students reporting that they felt it was beneficial to both the students and the Governors.

The IEG Group Manager of Commercial Operations attended Student Council to hear students' concerns surrounding UCP Costa. Feedback was taken on board and it was agreed that he would regularly attend Student Council meetings.

Students raised concerns around staff turnover (discussed under item 2) and issues with the wifi. Hotspots and drop out zones have been identified by the IT Services team and a new system is hoped to be place for September.

MK noted that where students have issues with academic feedback, they should contact their tutor or Course Leader in the first instance.

Students requested a review of software at UCP; which software is installed around UCP and on which PCs. It was noted that PW has been tasked with gathering information from course leaders on which software they require and in which rooms.

MK reported that Student Briefings will continue over the summer, however they will be less frequent due to there being less to update students on over the holiday period.

The Crime, Justice and Forensic Society organised a recent trip including a live court experience, the trip was very much enjoyed by students, who found it a useful experience.

£97.36 was raised across Stamford and Peterborough campuses for Red Nose Day. An Anthology event, run by our English Literature students is taking place on 15th June.

4 STUDENT SUPPORT

Appointment slots for students are working well and uptake for the drop-in sessions has also been high. A Student Support area is being developed on Canvas which will hopefully improve access to information and resources for students and staff.

The Student Support team have been undertaking training and development which has allowed them access to further good resources, tools and knowledge.

The Hardship Fund and supermarket vouchers are still available and it was noted that requests for the supermarket vouchers has been higher than for the Hardship Fund, despite the vouchers being of much lower value. It was felt that this could be due to the much easier application process for the vouchers and is something that the Student Support team are going to look in to, utilising the student voice by raising it at Student Council and the Student Engagement Learning and Teaching Committee (SELT). (Action 4)

A report of Student Support activity was circulated and reviewed. 250 short term extension requests from 91 students were received across Stamford and Peterborough which is 11.88% of the student population. There were 45 withdrawals, mainly at Addict with the main reason cited being personal reasons. The online audition process due to Covid had also been a factor.

5 OU UPDATES

Validations

A status report of validations was circulated. In addition to these we have approval for Forensic Investigation with conditions and we have managed to secure a permanent crime scene facility on site. The next validation event is on 8 June for Digital Marketing and Communications. Common themes for conditions are around maintaining equity around assessments, paperwork finesse and foundation degrees. As conditions for validation are met and we receive full approval, we will update applicants and our website.

Approval of Learning Outcomes for OU Provision

Learning outcomes for OU provision were circulated and reviewed. These were also taken to SELT. AHu noted that they are clear and comparable with the sector. They were approved and will be published to students, included in handbooks and put on our website. (Action 5)

6 COURSE REVISIONS & CLOSURES

Course revisions approved by the Academic Standards and Quality Committee were circulated and noted. It was noted that other than changes to which semester they are delivered in, no revisions to ARU provision will be made unless requested by the EE. It was recognised that we are in a 'teach out' agreement with ARU and we need to support students without substantive changes.

7 PROFESSIONAL STATUTORY REGULATORY BODIES (PSRBs)

OU modules have been mapped against the Chartered Management Institute (CMI) and the Chartered Institute of Marketing (CIM) requirements and we are awaiting confirmation of approval.

Our Early Years provision has been approved by the Department for Education, meaning that it has 'Early years qualifications achieved in England check list' approval. KM is to update the OU and ensure that marketing material and the website are up to date. (Action 6)

8 POLICIES, TERMS OF REFERENCE & ACADEMIC CALENDAR

Policies

The Board approved the revised FREE001 Higher Education Academic Freedom of Speech and External Speaker Policy, amended to reflect feedback from the OfS. The FIN001 HE Fees Policy was also recommended for approval subject to a change around the fees for Teacher Training at Bishop Grosseteste University provision. (Action 7) It was noted that policies are being updated following re-structure and that the OfS have approved our Student Protection Plan.

Committee Terms of Reference

Updated terms of reference for UCP committees was circulated and approved by the Board. It was noted that they have been updated to reflect the re-structure and to better align responsibilities to OfS requirements. Terms of Reference for Academic Board remain the same and can only be amended and approved by UCP Council.

Academic Calendar

The draft academic calendar for 2022-23 was circulated and it was noted that dates have been aligned across Peterborough and Stamford, notably for the HN courses. Flexibility of reading weeks have been included and it was noted that these are still teaching weeks and this should be communicated to staff. (Action 8) Committee meeting dates are to be added following receipt of IEG meeting dates. (Action 9)

9 MODULE EVALUATION SURVEY & STUDENT ENGAGEMENT

Module Evaluation Survey (MES)

The results from the semester 2 MES were circulated and reviewed. The response rate was low at approximately 25% and a wider conversation has taken place at previous meetings regarding the timing and format of the MES to try to increase student engagement. To try to improve engagement, we are looking into using online software, currently used by other universities.

The mean MES result this year was 4.1 which is above benchmark but slightly lower than last year which was 4.2, it was felt that this was possibly a response to Covid and the surrounding pressures. Of 16 questions asked, 3 were below benchmark and we recognise that Course Leaders need to focus on career prospects for students and also access to course resources. It is clear that students value tutorials and 1:1 support and overall students feel that UCP engages well with students with protected characteristics.

The detailed results will be shared with HE Managers and Course Leaders to discuss with their students. (Action 10) We continue to monitor modules with poor satisfaction. We will be using the Module Report Form for this which includes an action box which is mandatory where modules have received poor feedback.

Student Engagement

It was noted that UCP does not currently have a Student Engagement Strategy and that this is being created, underpinned by the Teaching & Learning Strategy and QAA Quality Code. (Action 11)

A report on student engagement against the QAA Quality Code indicators was circulated and reviewed.

UCP is currently in the process of reviewing and aligning policies and procedures relating to student engagement which underpins our committees, teaching and learning, strategy and partnership approach. A single strategy document will signpost this activity and be developed during the summer with the input of the Student Officer.

10 COMPLAINTS, COMPLIMENTS & POSITIVE COMMENTS

10 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.

7 compliments were received, mainly around the support received by students at UCP.

11 ACADEMIC APPEALS

5 Academic Appeals were received, 3 were rejected and 2 upheld. Of the 2 upheld, 1 has gone to ARU as a Stage 2 appeal and we are awaiting the outcome.

12 PEARSON ACADEMIC REVIEW

Verbal feedback from the Pearson Academic Review has been positive, however we have not yet received the official report. DL thanked ESPA and Addict for their support and involvement in completing the review, noting it was a collaborative effort.

13 TEACHING & LEARNING STRATEGY

The updated Teaching & Learning Strategy was circulated and approved. It has been written with local context but inline with national strategies. It was noted that this has also been taken to Student Council and SELT.

14 STAFF DEVELOPMENT

Continual Professional Development

The HE Conference is on 30 June and an outline agenda was presented and will be published to staff next week. (Action 12) Weekly training sessions are also planned for 22/23 which will be recorded and stored in a central location for all to access.

HE Managers are running workshops for staff on topics that staff may want help or support with and will run them whenever a deadline is coming up. The inaugural one was on timetabling.

Peer Reviews

Feedback from staff on Peer Reviews has been positive. Analysis is underway and moving forward it was recognised that we need to clarify the schedule and ensure monitoring along with increased synergy with the Quality team and FE.

15 FRANCHISE AND PARTNER ENGAGEMENT

ESPA

All units are on track, with students completing all required submissions to date. HND students have completed all theory and practical work with the exception of two criteria for their dissertation unit. Positive feedback was received at a recent student representative meeting, regarding their timetable, academic support and performance opportunities. Internal audit feedback was positive and an External Examiner visit is due on 25 May.

We have 10 students with ESPA; 4 year 1 and 6 year 2 following 1 withdrawal. We have 14 firm accepts for next academic year.

Addict

Many high grades have been achieved across all styles. Internal progression is excellent, with 98% of second year HND students progressing to a BA degree with Addict. Internal audit feedback was positive. We are awaiting the formal report from the recent External Examiner visit; however verbal feedback was positive.

Currently we have 217 Addict students; 108 year 1 and 119 year 2. Withdrawals this year have been unusually high at 23 students. It was felt this could be due to the impact of Covid, with students re-evaluating their career choices and the re-introduction of face to face auditions.

A new Musical Theatre pathway is being offered by Addict for next year and we have 28 firm accepts for this, as well as 179 for Dance.

An Academic Management Review was undertaken by Pearson on both partners and their provision. These reviews will now take place annually. Initial feedback was good, with the centre and partners' policies being noted as exemplary. The formal audit report is to follow.

16 EMPLOYER HUB

80 final year students completed the internal progression survey with 24% of those having a positive progression outcome. All students who completed the survey have been offered bespoke support.

334 graduate roles have been advertised on Canvas and we have had 43 guest speakers. There has been a decrease in the number of students engaging with the Employer Hub, with 147 unique learners accessing 295 face to face activities. It was felt this could be due to better access to resources on Canvas.

The former Graduate, Employability and Progression Lead has presented at 3 external events. Peter Wright is the new HE Manager for Employability and Resources. The OfS Challenge Fund completes in June.

17 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

LK thanked everyone for their time attending the Board over the last academic year.

18 DATE & TIME OF THE NEXT MEETING

- Proposed date is Friday 23 September 2022

ACTION TABLE

See referenced minute for full detail.		Resp	Date
Action 1	1. Last minutes (11.02.22) were confirmed for signature.	Chair (LK)	23.09.22
Action 2	1.Meet with Student Council to discuss variations to the APP	Academic Director (LK) & HE Student Officer (MK)	23.09.22
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)	Ongoing
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 a 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