Centre for Alternative Technology: Academic Council

Meeting Minutes July 2021

(Minutes of previous Academic Council meetings are available from the [Quality Assurance](#) section of the GSE website)

Present: (online) Adrian Watson (AW); Alice Read (AR); Alison Pooley (AP); GSE Student Representatives (REP); Jane Fisher (JF); Teresa Serrano (TS,UEL Link Tutor); Tim Coleridge (TC);

Apologies: Frances Hill & Sarah Dalrymple

Item

1. **Welcome, Introduction and Apologies**

   1.1 Welcome Teresa Serrano, Senior lecturer in Sustainability & Environmental Design, Module Leader in Technical Studies & Professional Studies at UEL. Sharing link tutor role with Luana Parisi (LP).

2. **Minutes of the Previous Meeting**

   2.1 The draft minutes of the Academic Council meeting held on 29th April 2021 were accepted as an accurate record. **Action: AR to publish minutes of the April 2021 Academic Council meeting on the GSE website. Action Complete**

3. **Matters Arising**

   (4.3) *TC asked whether UEL could allow extensions/more flexibility over the 7 day EC rules for UEL students? LJMU students receive up to 3-week extensions at the module leaders discretionTS to follow up with LP* We have provided EC students with an extension of around 4.5-week extension in Architecture, depending on the Module. The UEL provided extensive support for those students on EC. Additional tutorials have been provided to EC during June, July, August and September. Our staff has been incredible supportive and flexible to provide support on all students in EC. Due to the pandemic An extra third attempt opportunity was also introduced in September. **Ongoing to next AC**

   (5&6) *T& L & QAA Review updated docs* AW to pass over to AR for publishing **Action Complete**

(7.4)   *LP to share HEA moodle training module and/or relevant information which is suitable for CAT staff*. **Ongoing to next AC**

(8.1)   Following discussions we have now had some feedback which has been passed on. The normal QAA route the EDP goes from school to faculty and no normal feedback to collaborative partnerships. LJMU will be reviewing their processes and will reflect on our suggestions. Currently the only feedback is to confirm that the process has been completed on time. Data on progression is only calculated on FT students. As study mode changes over time (to PT) it reflects poorly on progression rates. AW still expecting further comments.

(8.2)   AP to pass over to AR Delay until 2022. ARB Revalidation will be postponed until after UEL revalidation. **Action Complete**

(8.4)   *See point 5 below*

(8.7)   Action for Sarah rolled over as absent: *Consideration for next academic council meeting on the timing of re-validation/modifications of programmes and how this impacts LJMU programmes in turn. **Action: SD to flag up timescales for modifications at LJMU and PLs to discuss further.*** **Action Complete**

(9.1)   ongoing action reviewing KPIs

(9.2)   Elsevier access system to JISC. **Action AW to pass on info to date to AR**

(9.4)   Issues around submitting large files. TS confirmed everything is passed through Moodle at UEL, however students are limited in file size as this is good practice. **Action: TS to check on MP4 submissions. Standard cap duration to student (e.g. 12 mins) TS to find out more whether it is possible to submit through electronic submission with a TII plug in to avoid issues around TII direct submissions.** We ask our students to submit files through Moodle with a maximum file size 100MB. We use Moodle for submissions, which is also linked to Turnitin **Action Complete**

It may be possible to upload to MS teams anything video/audio made remotely. **Action: AW to speak to TW about CAT capacity for student videos. Action Complete**

(9.5)   AW has uploaded the consultation on Research Institute funding to the AC Team. The proposal is to limit Research Funding to the highest level of research so looking doubtful

4. **GSE Policy Updates**

See AC Team – Files – July 2021 for updated policies

4.1   GSE Student Support & Welfare Services

Main update EAP addition (counselling service)

Comments from rep that it may be useful to add a link to it in all modules. There is overlap with student handbook/programme guides.

Review section 11 - Query over Maternity & Paternity as this is not normally considered an extenuating circumstances. Whether current UEL intermission policy supports this?

Action: AW & AR to follow up with UEL how intermission impacts equality around this.

Action: AW & AR to review extenuation policy regards to pregnancy as an accepted reason for approval.

Action: TS to feed up to UEL this example of the maternity policy can work in practice when a student needs to take a complete break from the course and this impacts on both intermission and extenuation policy Ongoing to next AC

4.2   CAT Equal Opportunities Statement

No changes to previous policy. Approved

4.3   GSE Student Withdrawal Policy

Changes included at end of document. Approved.

GSE Student Charter

4.4   Formatting issues – we will endeavour to…needs aligning/indenting

Student Reps had not seen this.

Action: AR to add this to the enrolment info to ensure that students do read this at the beginning of the course. Action Complete

Anonymous submission needs more caveats

Addition of CAT and student-led platforms on-line interactions

Link to UEL dignity at work policy (find LJMUs equivalent)

Action AW to make updates **Action Complete**

4.5   CAT Prevent Policy & Code of Practice on Freedom of Speech

Additional document re. external speakers has been incorporated. Approved

4.6   CAT designated Event Process & CAT Designated Event Form

Approved

Action: AR to publish approved policies **Action Complete**

5.   **GSE QAA Action Plan**

5.1   Role of student Reps

Request for volunteers for role   as lead student rep (annexe 7 in doc on teams)

Action: Reps to look through Gateway doc pages 35-37, annexe 7 and discuss amongst the student reps. *AC Teams – Academic Council July 2021 – Gateway PDF*.

Interested students to come forward by **13th August**. For resilience at least one student would be useful. Isobel, Isabel, Henry interested.

6.   **University Partner Updates**

UEL TS

Expecting a lot of lectures still to be delivered on-line. A continuation of bubbles for different units. Currently informal conversations. Continued use of face coverings.

Action: AR to send TS minutes following the meeting and add to Academic Council Team **Action Complete**

7.   **Programme Leader Reports:**   AP / JF / TC

MArch AP

Mini exhibition in ATEiC to go live next week, end of year book will be produced later in the year, only 50% of our final year students submitted but all passed, good feedback from EEs last week.

Held a planning meeting on Friday 23 July to discuss the future of the course, lots to discuss and we will be holding a further planning meeting to include student reps/students in Autumn (probably October)
We have been included in the AJ student prize this year as a collective submission.
Need confirmation on graduation for this cohort -probably nicer to do all next June as

one group. We need to hold a programme committee meeting for this trimester, which we are late with.

Action: AW to confirm date of Graduation for Summer graduates. Ongoing to next AC

LJMU MSc JF

Lost access to SPSS students are using excel with *Daniels tool box* app. Mac students can't download Daniels toolbox. Would a O365 download solve this issue? Query for Tom Wild.

Elsevier subscription cost, is there a way of getting an education license to some of the software we have lost recently?

Action: AW to find out more

External Examiner (EE) for SFNR retired, final report in October. Damian May new EE for SFNR from September. SBC EE returning from maternity leave in October Christina Dempsey. Next assessment board 20/10/21 so MMV early October.

Suggestion to have an onsite meeting with EEs in late autumn.

7.1   Programme Committee Meeting Feedback TC

   7.1.1   Website Structure

All student policies, procedures, module specs, prog specs, handbooks are all nested under current students. They should be more widely accessible. Can these be lifted to a more prominent place on the website.

Action: AW will comm with web & marketing team

   7.1.2 Student Loan/Fee Schedule Update – Individuals who have flagged this up have been supported.

Action: AW to follow up again with Financial Controller. AW to check about changing payment schedule to reflect termly payments.

Course length has been corrected to 18mths/23mths so we hope that will impact payment schedule

Hardship fund in last 2 years. Applications are normally taken around Xmas. This may need published repeatedly.

   7.1.3 Current reps have volunteered to run some introductory sessions in September for new students.

More clarity intended from student support team to students over the different operation of modules on VLEs and MS Teams. Plans for introduction to platforms for new students ahead of start date in August.

7.1.4 General student feedback

Consolidations planned for SA/SAP & SEPDM and GB & SABE. TS invited to discuss in more detail with TC about plans.

Student Reps have a dedicated MSc email address.

Working with reps to try and disseminate feedback and responses to feedback through a live google doc so students can see what feedback has been fed up and how feedback is being acted on.

Some delays in the Spring term to academic feedback to coursework. Coincided with return to site and some of the additional complexities around these arrangements. There are additional posts for teaching staff currently being advertised.

Action: TC Prog Comm Meeting Minutes to be circulated through Academic Council Team

7.2 Enhancement & Development Plan

Please respond to the document posted in CAT Academic Council Team, Files: https://teams.microsoft.com/l/file/6427603E-B52F-4FCD-8400-99563C35E3E2?tenantId=8ac70f3a-fb59-4438-9a5d-43f02f0ba7fc&fileType=docx&objectUrl=https%3A%2F%2Fllwyngwern.sharepoint.com%2Fsites%2FCATAcademicCouncil%2FShared%20Documents%2FGeneral%2FAC%20July%202021%2Fedp_Collab_SFNR%20SE%20SBC%2020_21_July%202021.docx&baseUrl=https%3A%2F%2Fllwyngwern.sharepoint.com%2Fsites%2FCATAcademicCouncil&serviceName=teams&threadId=19:bb507141d36642baa4717bcabfe233ab@thread.tacv2&groupId=342a6241-2962-47cc-a857-99cfdb44a14d

7.3 Academic Misconduct Hearings

There was one investigation however the university and GSE felt that extenuating circumstances were in play and so no further action was taken.

8 Any Other Business

8.1 Enrolment 21/22

We have a large MSc intake enrolling in September which is good news. Staffing resources are being increased. Similar numbers as last year. There is a more equal balance of students from LJMU and UEL courses.

8.2   John Carter Retirement

Thanks to John Carter and congratulations on his retirement. John was instrumental in the creation of the MArch programme. He is much loved by students. We are hoping to keep contact with John as a visiting lecturer but wish him well for the future.

9   Date of Next Meeting

TBC