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Meeting APPC17/1
Confirmed

ACADEMIC POLICY AND PRACTICE COMMITTEE

Minutes of the meeting held on 13 September 2017

PRESENT:	Dr N. Andrew, Professor I. Cameron, Professor R. Clougherty, Mr C. Daisley (*vice* Mr K.Campbell), Professor T. Hilton, Ms C. Hulsen, Mr S. Lopez, Ms J. Main, Dr R. Marciniak (*vice* Professor A. Morgan), Mr V. McKay, Ms Y. Ogedengbe, Dr S. Rate, Mr R. Ruthven, Dr M. Sharp, Mr I. Stewart, Professor V. Webster (Chair), Professor R. Whittaker, Mrs M. Wright
APOLOGIES:	Professor A. Britton, Dr D Chalmers, Ms J. Fisher, Dr N. McLarnon, Professor B. Steves
BY INVITATION:	Ms D.Donnet (Governance)
IN ATTENDANCE:	Mr P. Woods (Secretary)

MINUTES		
017.013	Considered	1. Minutes of the meeting held on 10 May 2017 2. Minutes of the special meeting held on 17 August 2017 (**APPC17/04/01**)
017.014	Resolved	That the minutes be approved as a correct record.

MATTERS ARISING (10 May 2017)

A collaborative proposal with Shenyang Normal University, China (Arising on 16.281)

017.015	Reported	By Dr Rate that in response to specific queries raised by APPC: • It was confirmed that English language is compatible with GCU standards students admitted would be graduates of the 4 year BA programme in banking and risk awarded by the University of Fort Hays, Kansas, taught in English in Shenyang, which has an initial admission of belts 5.5. Any student seeking to come onto the programme who has not come through this route would be required to demonstrate an IELTS of 6.0 • That library facilities at SNU were advanced, containing 1.8 million books, many multimedia rooms and a digitised VLE. Staff from SNU have been enrolled as Associate lecturers at GCU and have been accessing efficiently the GCU connect facility. There are no technological difficulties

017.16	Reported	By Professor Hilton that an approval event had taken place by video conferencing. The outcome would now go to LTSC.

MATTERS ARISING (17 August 2017)

Glasgow Caledonian New York College (GCNYC) Catalog(Arising on 17.003)

17.017	Reported	By Mr Daisley that the Students' Association reaffirmed their concern at additional fees described in the Catalog.

SWBE academic case for BSc (Hons) Applied Construction Management and BSc (Hons) Applied Quantity Surveying Programmes in partnership with Geason Training (Arising on 16.194).

17.018	Reported	By the Chair that the approval of the business case by the Executive Board the academic case could now be formally noted.

CORPORATE PARENTING STRATEGY

17.019	Considered	A proposed Corporate Parenting Strategy (**APPC17/08/01**).
17.020	Reported	By Ms Main that the strategy had formalised existing activity. It had been developed via the Corporate Parenting Steering Group which was a cross-institutional group which included a care-experienced student.
17.021	Discussion	One member asked if there was a student record system mechanism to record care experienced students. Members were not sure if this would be appropriate as CEYP will be self-declared (through UCAS or application form) under the GCU principles and the intention is to make this identification limited to appropriate staff. Student members stated GCUSA was also supportive of the strategy. Member noted the provision of 4 laptops being made available for long term hire and thought this seemed rather small. Ms Main responded that this number had since been increased and would be kept under review. Chair informed members that resourcing had been agreed by the University Executive Board. Members suggested that, ahead of consideration by Senate, it would be valuable to attach the terms of reference and membership to strategy paper.
17.022	Resolved	1. That the terms of reference and membership of the Steering Group be attached to the Policy document (**Action: School Connect Manager**). 2. That the strategy be approved and recommended to Senate.

GENDER BASED VIOLENCE POLICY AND ACTION PLAN

17.023	Considered	Preventing and Responding to Gender Based Violence Policy and Action Plan (**APPC17/09/01**).

17.024	Reported	By Ms Main that some additional amendments recommended by the University Executive Board had still to be factored into the document, primarily related to inclusion of trans as a category.
17.025	Discussion	Members agreed there should be articulation of the trans under categories and definitions. One member suggested reviewing the introduction to make it clearer and to add a zero tolerance statement. Professor Clougherty asked if the GCNYC Catalog requirement to separate stalking and e-stalking was something to consider. Ms Main stated that it had been considered and was something that could be followed up, taking cognisance of the GCYNC policy. Progress at GCU currently meant a first tranche of trained first responders, awareness raising and web-content. Members remarked on the well-received training and were supportive of it being cascaded further. Publicising the first responder system was encouraged. Ms Main agreed and stated that awareness rising is in the action plan now. The intention was to develop online training and the academic expertise to do so was available at GCU. The web based content was accessible on the Student Wellbeing pages, linked to Equality and Diversity. Training would be targeted including specific GCU London training. Members suggested doing more training at induction and throughout year to help disseminate policies relating to personal safety. Ms Main agreed stating that there are various ways of propagating, with peer-to-peer dissemination being particularly effective. Student representatives asked if it would be possible to add this to the student app and Ms Main replied that this was under consideration for next year. Ms Main reminded members that although it was important to disseminate it was also important not to make students feel unsafe and make it clear there is not a specific problem at GCU.

17.026	Resolved	That the Policy and Action Plan be approved and recommended to Senate subject to:
		    1. Expansion of sex/gender definitions to include Trans.
		    2. The inclusion of a zero tolerance statement in the Policy document.
		(Action: Director Student Life/Student Wellbeing Advisor)

PROPOSED ACADEMIC DEVELOPMENT FRAMEWORK

17.027	Considered	A Proposed Academic Development Framework (**APPC17/10/01**).
17.028	Reported	By the Chair that the Framework had also been subject to consideration by the Executive Board and there were some minor changes to be made.
17.029	Discussion	APPC was asked to endorse: • The retention of the probationary period and the development of renewed guidance for staff and managers including timelines. Members agreed this was appropriate. • The development of a mentoring model for new and experienced staff building on current good practice – this was also agreed. • To re-affirm commitment to professionally accredited teaching staff through extending and endorsing the requirements for new and experienced staff. • The refresh of the peer support policy and guidance. Members were supportive of these proposals. Other amendments were proposed including that internationalisation should be included and that the word "mandatory" is not used to describe training in order to avoid a hierarchy of training requirements i.e. all training should be considered as mandatory. Members also suggested that there should be greater explicitness around expectations at both University level and subject specific. Additionally the impact of the ADF could be emphasised more clearly by referencing student satisfaction levels, progression and retention.
17.030	Resolved	That the Framework be approved and recommended to Senate subject to the following: 1. That a probationary period be agreed 2. That internationalisation is included 3. That there is an extra strand for associate lecturers 4. That there is an impact section. (**Action: Head of Academic Development**)

ENHANCEMENT-LED INTERNAL SUBJECT REVIEW

17.031	Considered	ELISR Actions arising from LEAR ELISR (**APPC17/13/01**).
17.032	Reported	By Professor Andrew that these items had emerged from the LEAR ELISR event.
17.033	Discussion	The points were considered as follows:

		1. Although it was acknowledged that there had been some work undertaken on the role and responsibilities of the Programme Leader, this requires further clarification. Also, there appears to be a need to review the current WAM allocation to undertake this role recognising the complexity of some programmes or suites. Professor Andrew stated that programme leader development was part of the AQD work programme. The comment on WAM was outwith the scope of ELISR. *2. The role and responsibilities of the Programme Board require clarification.* Professor Andrew thought that this may refer to status of Programme Boards. This should not be an issue but there may be a need to reiterate or re-emphasise existing guidance. *3. There is a need to improve the promotion of the postgraduate portfolio, both locally and internationally including targeted activity to improve conversion rates.* Members felt that this was not a matter for an ELISR panel. *4. Further guidance is required for departments on how to support the development of online modules for delivery as part of transnational education.* Members agreed that this was an important point and would be addressed. *5. The effectiveness of the current attendance monitoring system requires review as several members of staff commented on a mismatch between the data based on scanned cards and class numbers* Again members thought that this was not really a matter for an ELISR panel however if it was a serious matter that required to be fed back to Registry. Members agreed that there was a general point to be made that some of these items – notwithstanding their seriousness – were not within the scope an ELISR panel.
17.034	Resolved	1. That there is refreshed panel training. 2. That there are further discussions on how to widen the pool of panel selection. 3. That recommendations or queries outwith the scope of ELISR are fed back to appropriate agencies. (**Action: Academic Quality and Development**)

APPC ANNUAL REPORT

17.035	Considered	The Academic Policy and Practice Committee Annual Report to Senate (**APPC17/06/01**).
17.036	Discussion	The Chair commented that the key points of the LTSC report required to be captured in the APPC report before presentation to Senate.
17.037	Resolved	That the main points of the devolved responsibilities of the LTSC report be incorporated within the APPC report. (**Action: APPC Secretary**)

LEARNING AND TEACHING SUBCOMMITTEE

17.038	Considered	1. The Learning and Teaching Subcommittee Annual Report to APPC (**APPC17/07/01**). 2.An amendment to the LTSC composition proposed by the Student's Association (**APPC17/16/01**).
17.039	Resolved	1. The Learning and Teaching Subcommittee Annual Report to APPC be approved. 2. An amendment to the LTSC composition proposed by the Student's Association be approved and monitored for its effectiveness. (**Action: Department of Governance**).

ACADEMIC POLICY AND PRACTICE COMMITTEE TERMS OF REFERENCE, COMPOSITION & MEMBERSHIP 2016-17

17.040	Considered	The Terms of Reference and Composition and Membership 2017-18 (**APPC17/05/01**).

17.041	Resolved	That the following amendments be made:
		
		 1. Add GCU London elected member of academic staff.
		 2. The terms of reference to include:
		     a. The monitoring and enhancement of the student experience for all GCU students (home and TNE) and
		     b. The strategic oversight of University action and policy and practice developments in response to student feedback.
		     c. Overseeing the implementation of enhancement strategies in relation to student progression and retention.
		(**Action: APPC Secretary/ Department of Governance**)

GCU LONDON – CONCEPT AND ACADEMIC CASE FOR MSc FASHION AND LIFESTYLE MARKETING

17.042	Considered	1. A concept paper for MSc Fashion and Lifestyle Marketing (**APPC17/14/01**). 2. An academic case for MSc Fashion and Lifestyle Marketing (**APPC17/15/01**).
17.043	Reported	By Dr Marciniak that the proposal was a replacement for the MSc International Fashion Marketing which had shown a drop off in recruitment numbers, largely due to local competition. The intention was to replace this

		with a unique programme which both addressed industry demand for a programme with a lifestyle dimension and the London area market demand for such a programme.
17.044	Approved	1. The concept paper for MSc Fashion and Lifestyle Marketing 2. The academic case for MSc Fashion and Lifestyle Marketing

SWBE - GRADUATE APPRENTICESHIPS

17.045	Considered	Revised Principles for Designing and Delivering Degree and Graduate Apprenticeships (**APC16/69/02**).
17.046	Reported	By Mrs Wright that the model had been subject to a number of changes since consideration of the previous version at APPC in May and set out the highlights of the revised principles: • Skills Development Scotland had also informed some of the changes: Graduate Level Apprenticeships were now called Graduate Apprenticeships. • PSRBs now have greater involvement in the development of standards and frameworks. • There had been further thought on what should happen if students don't fulfil requirements for degree and apprenticeship. Trailblazer or lower level apprenticeship options were suggested. • Induction and pre-induction should be in place, specifically targeted and tailored to Apprenticeship candidates. • Apprentices are to take a minimum number of credits of 120 per year. Accelerated programmes have been proposed which would be 160 credits per year. • Contact is 12-15 hours per module with flexibility of type of communications. • A mentoring programme will be developed • Programme Governance arrangements have been clarified.
17.046	Discussion	Members were not convinced of the need to use Trailblazer awards rather than current GCU exit awards. It was agreed that the accelerated model should continue to be under discussion. However it should be made clear that, for the duration of the apprenticeship, the candidate is an apprentice, not a full-time employee. Additionally, members pointed out that 12-15 hours per module is a *minimum* face-to-face contact, given that some modules may need more contact time. More flexibility in face to face options was required as the options listed were too limiting.

		It was clarified that training will be available for mentors and must be included in all DA/GA programmes.
		It was also clarified that student engagement will be as with other University programmes.
		The Chair reiterated that Programme Boards must be constituted separately from non DA/GA programmes, so that the distinctiveness of DA/GAs is captured.
		Programmes will require a contract between the University and individual employers and a data sharing agreement so this should be articulated.
		Members discussed sectoral trends, particularly in NHS, towards GA/DA and the continued growth of this programme model.
		Members specified the following with regard to the text:
		The statement (under *Core Principles* on page 9) *or a "non-credit rated module equivalency"* be clarified as non-credit rated or distributed.
		On page 10 *"Programme and module teams include work based Subject Matter Experts* to legitimise, authenticate and support credibility and applicability of learning"* it is suggested to amend to "input to development and/or delivery".
		Finally members were specified that there be appropriate consultation with stakeholders/business partners before the next step, and proposed an Operations Group of program leaders, AQD and SWBE to provide oversight of programme developments.
17.047	Resolved	The *Revised Principles for Designing and Delivering Degree and Graduate Apprenticeships* be approved and incorporated within the *Quality Enhancement and Assurance Handbook* subject to the agreed changes and consultation with stakeholders. (**Action: AQ&D/SWBE**)
ANY OTHER BUSINESS		
17.048	Reported	By Professor Clougherty that the first cohort of 17 students had now begun their studies at GCNYC.
CHAIR'S ACTION – SEBE ACADEMIC CASE: MSc CONSTRUCTION		
17.049		A Chair's Action approving an academic case for the programme MSc Construction (**APC16/65/02**).
LEARNING AND TEACHING SUBCOMMITTEE		
17.050		The confirmed minutes of the meeting held on 21 June 2017 (**LTSC16/75/1**).