GCU
Glasgow Caledonian
University

Meeting APPC18/2
Confirmed

ACADEMIC POLICY AND PRACTICE COMMITTEE

Minutes of the meeting held on 7 November 2018

PRESENT:		Professor N. Andrew, Professor A. Britton, Professor I. Cameron, Ms E. Fulton, Ms C. Hulsen, Mr S. Lopez, Ms J. Main, Dr N. McLarnon, Dr M. Ferguson, Dr S. Rate (vice Prof. J Lennon), Ms R. Simpson, Professor B. Steves, Professor V. Webster (Chair), Professor R. Whittaker
APOLOGIES:		Dr D Chalmers, Professor R. Clougherty, Ms D.Donnet, Ms J. Fisher, Professor A. Morgan, Mr R. Ruthven, Mrs M. Wright
IN ATTENDANCE:		Ms V. Wilson (Head of Marketing and Recruitment), Mr P. Woods (Secretary)
MINUTES		
018.049	Considered	Minutes of the meeting held on 5 May 2018 (**APPC18/11/01**)
018.050	Resolved	That the minutes be approved as a correct record.
MATTERS ARISING		
Flexible Resubmission/Resits (Arising on 018.003)		
018.051	Reported	By the Academic Registrar that he would report back on this matter at the next meeting.
Mitigating Circumstances Policy (Arising on 018.012)		
018.052	Reported	By Professor Andrew that there was no solution available for electronic single point of submission as yet. The paper-based system would continue until this was available.
018.053	Reported	By the Academic Registrar that he was in the process of reviewing sector practice on "fit to sit" policies.
018.054	Resolved	That guidance for referrals to the University level board is produced (**Action: Head of AQ**).
Thematic Review of Research Degrees (Arising on 018.016)		
018.055	Reported	By Professor Andrew that the review was ongoing.

Common Good Award (Arising on 018.025)

018.056	Reported	By Professor Whittaker that the concept of digital badges would be retained and that there would be certification per module completion.

Student Surveys (Arising on 018.030)

018.057	Reported	By the Director of Strategy and Planning that the New2GCU results were now in and module evaluation was about to begin.

Mental Health action plan (Arising on 018.042)

018.058	Reported	By the Director of Student Life that an update to the action plan would come to APPC in due course. There was also a task group examining the possibility of aligning a staff mental health plan with the student plan but this was in its early stages.
018.059	Reported	By the Chair of SDC that training in relation to gender-based violence was being set up.

STUDENT EXPERIENCE

018.060	Reported	By the Chair that there was a planned event for the University Court in relation to the student experience and the NSS outcomes. The aim was to outline challenges but also reiterate positives, particularly in areas highlighted by the NSS outcome e.g. Assessment and Feedback and Organisation and Management.
018.061	Reported	By the Chair that in response to a widely-held student perception that there is too much assessment, she wanted to instigate a rapid review of assessment loading. There were examples to suggest this perception was true to some extent e.g. 6 assessments in a 20 credit module. The sense is that there is too much formal assessment of low value and this adds to the load of students and staff. There may be subject specific drivers in some cases but a review would highlight this.
018.062	Discussion	Members discussed possible reasons for the assessment overload and suggested module changes having unintended knock on effects and PSRB guidance being interpreted too literally or inflexibly.
018.063	Resolved	That Schools undertake a quick review of assessment loading (**Action: Deans/ADLTQs**).

STUDENT EXPERIENCE SCHOLARSHIPS

018.064	Considered	Recommendations in relation to the Student Experience Scholarship Project (**APPC18-14-01**).
018.065	Reported	By Professor Andrew that the paper summarised ongoing activity and she informed members that an action plan would be brought to APPC in due course.
018.066	Discussion	Members raised concern about the Personal Tutor role and in particular possible misinterpretation of the role and management of student expectations.
018.067	Resolved	1. That the principles of personal tutor role be defined and circulated to members for comment. (**Action: Head of AQ**)

		2. That the recommendations be otherwise approved.

ACCESS THRESHOLDS

018.068	Reported	By the Chair that Schools had been asked to specify their principles of access thresholds in relation to specific criteria. Admissions were currently undertaking an impact assessment which would feed into future decisions on contextual admissions policy.
018.069	Discussion	A member suggested that there was a Scottish Funding Council report on access thresholds which could inform this debate. Members agreed that sufficient background data on impact of access thresholds was required before making policy decisions.

ENTRY REQUIREMENTS – PROPOSED CHANGES

018.070	Considered	1. Proposal to change entry requirements for Chinese students wishing to study PGT at GCU (**APPC18/12/01**). 2. Proposal to accept direct entry of good score GaoKao entrants to year 1 undergraduate programmes (**APPC18/13/01**).
018.071	Reported	By the Head of Marketing and Recruitment that the proposals were for Chinese-based applicants to postgraduate programmes. Currently there is a minimum requirement of a 2.2 equivalent without reference to the standard of University (i.e. tier 1, 2 etc). It was proposed there is greater flexibility for tier 1 applicants in that where applicants are from tier 1 university the average is reduced by 5%.
018.072	Discussion	Members were generally supportive of greater flexibility but were unsure of the universality of the 2.2 flat entry threshold. In any case any approval of this proposal would be subject to a monitoring of numbers of entrants and progression would be required.
018.073	Reported	By the Head of Marketing and Recruitment that for entry in to Chinese Universities to study an Undergraduate degree, students have to sit a Gaokao exam. This exam is regulated and verified by Chinese state government and is considered to be one of the toughest in the world. HEI competitors have adopted a flexible approach to Gaokao qualified applicants i.e. to accept a good score in the Gaokao - 450 out of 750 (or 60% if the total mark is not out of 750) for direct entry in to year 1 of GCU's bachelor's courses and that, as a general rule, we look to accept 525 out of 750 or (70% if the total mark is not out of 750) for direct entry in to year 2, on the basis that the Directorate and Academic Schools complete a matching exercise per programme to identify where any exceptions might be made.
018.074	Resolved	1. That the proposal be approved subject to ongoing monitoring of entry numbers and progression. 2. That proposal for Gaokao applicants entry to year 1 be approved. 3. That the proposal for Gaokao applicants direct entry to year 2 be considered on a case by case basis. (**Action: Head of Marketing and Recruitment**).

ELISR TIMETABLE 2018 - 2023

018.075	Considered	The proposed ELISR timetable 2018-2023 (**APPC18/15/01**).
018.076	Reported	By the Head of Academic Quality that the timetable for the period 2016 – 2021, approved by APPC on 21st May 2014, had been revised to take account of the refreshed School structures and a re-affirmation of the principle of aligning all programme review activity with ELISR, unless in exceptional circumstances. The refresh was done on a pragmatic basis to dovetail, as far as possible, with current period review of programmes in each of the newly-established Departments and also to spread the activity across the standard five year cycle for subject review.
018.077	Resolved	That the refresh be approved.

SHORT LIFE WORKING GROUP – PROGRAMME APPROVAL/REVIEW INTRODUCTORY PARAGRAPHS

018.078	Considered	Proposals for a Standard Introductory Text that could be used in Programme Approval and Reviews (**APPC18-16-01**).
018.079	Reported	By the Academic Registrar that this was a standard text developed by a short-life working group to provide assistance to staff for programme approval/reviews. Use would not be mandatory and it was not a subsitiute for required programme specific information.
018.080	Resolved	That the proposal be noted.

RECOGNITION OF PRIOR LEARNING

018.081	Considered	The refreshed GCU Recognition of Prior Learning Policy (**APPC18/17/01**).
018.082	Reported	By Professor Whittaker that the policy had been refreshed and streamlined to provide greater clarity. There were no substantive changes to policy and the minor changes were listed. The CQA team were now managing the process and it was hoped the greater clarity would encourage applications at the pre-entry stage.
018.083	Discussion	Members discussed the need to move away from the predominantly paper-based process to a more electronic process.
018.084	Resolved	That the refreshed RPL Policy be approved.

OUTCOME AGREEMENT 2019-20

018.085	Considered	The 2019-20 Outcome Agreement: guidance and approach (**APPC18/18/01**).
018.086	Reported	By the Director of Strategy and Planning that the outcome agreement was for 2019-20 but targets were up to 2021 and 2022. There were outcomes specific to nursing, STEM subjects, skills gaps and cyber resilience learning.
018.087	Resolved	That the Outcome Agreement be noted.

SHLS GUIDANCE FOR AHP STUDENTS ON PLACEMENT

018.088	Considered	Guidance for Allied Health Professions Students on Raising and Escalating Concerns whilst on placement (**APPC18/21/01**).
018.089	Reported	By Dr McLarnon that the guidance was based on NMC policy and was a HCPC requirement.
018.090	Discussion	Members discussed rolling out this model across the University as a awhole. The following specific changes were required: • Change "HEI" to "University" **(Action: SHLS –ADLTQ/Author of Guidance)** • Page 3 (under *Can you be guaranteed confidentiality when raising a concern?)* change to "GCU and the HCPC" **(Action: SHLS – ADLTQ/Author of Guidance)** • Contacts – change to 1 person
018.091	Resolved	That the guidance be approved subject to the amendments specified above **(Action: SHLS –ADLTQ/Author of Guidance).**

REPORT ON NON-QUORATE ASSESSMENT BOARDS 17/18

018.092	Resolved	That the report be sent to Deans/Vice Deans for further action **(Action: Academic Registrar)**

ANY OTHER BUSINESS

018.093	Reported	By Ms Fulton that the teaching award categories had now been set.

GSBS – PORTFOLIO REFRESH

018.095	Approved	The withdrawal of the programme BA (Hons) Sports Management (**APPC18/19/01**).

SHLS –PORTFOLIO REFRESH

018.096	Approved	Extension of period of approval and subsequent withdrawal of the programme Graduate Diploma in Psychology **(APPC18/20/01).**

LEARNING AND TEACHING SUBCOMMITTEE

018.097	Received	1. The confirmed minutes of the meeting held on 20 June 2018 (**LTSC17/76/01**). 2. The confirmed minutes of the meeting held on 15 August 2018 **(LTSC18/21/01).**