Meeting APPC20/3
Confirmed

ACADEMIC POLICY AND PRACTICE COMMITTEE

Minutes of the meeting held on 27 January 2021

PRESENT:	Professor N. Andrew, Ms. S. Docherty, Dr M. Ferguson, Ms C. Hulsen, Professor J. Lennon, Mr S. Lopez, Ms J. Main, Professor M. Mannion, Mrs M. McCann, Dr N. McLarnon, Professor A. Morgan, Professor A. Nelson, Ms S. Pitticas, Dr S. Rate Professor A. Robertson, Mr A. Rahoo, Mr R. Ruthven, Dr U. Shahani, Professor B. Steves, Professor V. Webster (Chair)
APOLOGIES:	Professor A. Britton, Mrs M. Wright
IN ATTENDANCE:	Mrs H. Brown, Mr P. Woods (Secretary)
BY INVITATION	(For item B.02) Professor Gordon Morison, Head of the Department of Computing

MINUTES

020.109	Considered	Minutes of the meeting held on 4 November 2020 (**APPC20/15/01**).
020.110	Resolved	That the minutes be approved as a correct record.

MATTERS ARISING

020.111	Considered	Any matters arising from the above minutes not otherwise covered on the agenda (**APPC20/16/01**).
020.112	Reported	That report is noted with no matters arising outstanding.

APPC PROGRAMME OF WORK

020.113	Considered	The Academic Policy and Practice Committee rolling work plan for session 2020/21 (**APPC20/25/01)**.
020.114	Reported	By the Chair that the work programme previously agreed for the Assessment Regulations Subcommittee had been suspended in recognition of the demands on staff and students and that the work plan as agreed was development work and not essential review of specific regulations. All amendments to the Assessment Regulations made in response to the Covid pandemic would continue to be submitted to APPC and Senate.
020.115	Discussion	Dr Andrea Nelson (chairing the Graded Marking Working Group) reported the difficulties in progressing the work given the impact of

		Covid and its consequences. In discussion of work priorities for the remainder of the session it was agreed that the work programme of the Assessment Regulations Subcommittee and the ongoing work in relation to Banded Marking and Degree Classifications would be paused until 2021-22.
020.116	Resolved	The programme of work be updated to reflect: 1. The pausing of the ARSC work plan for 2020-21. 2. The pausing of Banded Marking and Degree Classification work plan for 2020-21. (**Action: APPC Secretary**).

UPDATE ON READING LISTS

020.117	Considered	An update by the Director of Library Services
020.118	Reported	By the Director of Library Services that work had been undertaken by the Library regarding reading lists and the implementation of Leganto system during 2020-21 and informed members of the positive feedback from staff across the institution. One issue had been raised regarding the 100 item limit per module in the Leganto system however it was confirmed that in exceptional circumstances where a Module Leader considered the 100 book limit needed to be extended, the Academic Librarians would work with those academics to ensure module requirements could be met.
020.119	Resolved	That APPC commend the Library for this significant step forward and endorse 100 items as a reasonable allocation.

REVISED MODULE MONITORING PROCESS FOR 2020/21

020.120	Considered	Revised Module Monitoring Process for 2020/21**(APPC20/30/01).**
020.121	Reported	By the Academic Registrar that the paper contained proposals for a streamlined approach to the module monitoring process to take account of workload pressures during the pandemic. The proposals outlined a process of departmental level scrutiny based on module and programme data provided to departments, highlighting modules for particular scrutiny based on percentage pass rates and student satisfaction levels.
020.122	Discussion	Members welcomed the streamlined process but some concern was highlighted with regard to the percentage trigger in student satisfaction that would highlight any module for scrutiny (i.e. where student satisfaction (based on MEQ) is below 50%). There was discussion on what should be an appropriate trigger with members proposing higher percentage points.
020.123	Resolved	The proposals were endorsed subject to agreement of the percentage trigger in student satisfaction that would highlight any module for scrutiny (**Action: Academic Registrar**).

INFORMATION FOR STUDENTS RELATING TO PROGRAMME CHANGES/CANCELLATION AND WITHDRAWAL FROM PORTFOLIO - REVIEW

020.124	Considered	The current GCU statement on changes to programmes is provided for APPC to consider if any changes are required to the statement (**APPC20/29/01**).
020.125	Reported	By the Head of QA&E that the paper provided the current information and APPC was being asked if these required review and/or integration

		with AQPP.
020.126	Discussion	There was discussion on the stipulation that a decision to cancel a programme must be made not less than 6 weeks before the start date for postgraduate programmes. Some members thought this was very short time period but others felt that increasing it would be a greater risk. It was also noted that SAGE should receive any revisions before returning to APPC
020.127	Resolved	That APPC agree a review should be undertaken, with revisions brought back to APPC for consideration (**Action: Academic Quality**).

MODULE EVALUATION

020.128	Considered	An update on the initial feedback on module evaluation (tri A) (**APPC20/37/01**).
020.129	Reported	By the Director of Strategy and Planning that this was a high-level summary of the quantitative outcomes of the Trimester A 2020-21 module evaluations for GCU as a whole, as well as breakdowns by School and GCU London, and module level.
020.130	Discussion	Members felt that there were many positive and some outstanding outcomes. Further discussion centred on the need for understanding reasons for these outcomes and more work around closing the feedback loop. A member asked if there was any update on arrangements for this sessions assessments, in particular the consideration of "no detriment" due to the ongoing pandemic. The Chair stated that although the term itself was unhelpful term there were discussions going on in the sector amongst VCs and sector consensus on this matter was expected in due course. The Chair also stated that People Services were currently considering a celebration event in recognition of staff efforts during the pandemic and remote working period.
020.131	Resolved	1. APPC note many positive outcomes in relation to overall student satisfaction. 2. APPC receive School observations on these outcomes (**Action ADLTQs**).

PLACEMENT ALLOCATION PRINCIPLES

020.132	Considered	A paper setting out the SHLS (School of Health and Life Sciences) approach to managing placements fairly in a context of shortage (**APPC20/36/01**).
020.133	Reported	By the Dean of SHLS that these principles had been developed by the School of Health and Life Sciences to set out the School approach to managing placements fairly, to be used if programmes with integral placements leading to professional registration/eligibility faced a shortage of placements. The principles sought to ensure that

		obligations are met to students with a disability, or to those caring for a person with a disability, as well as to the wider student body, in terms of fairness and transparency. There had been consultation with the University Equality and Diversity Advisor and student representatives on this approach and an equality impact assessment was provided.
020.134	Discussion	Members sought to clarify the statement *Students will be notified of their placement (or if not selected for placement) within 1 week.* Professor Nelson explained that allocation of placements is done months before the placement is due to begin. If the programme team become aware of s shortage they will notify any student affected within a week. Therefore, this is well in advance of the expected start date of the placement. With regard to fees, the Finance Office have agreed that any lengthening of student registration time as a result of placement delay will not incur any additional fees. No visa issues were anticipated as a result of enacting the process as no other aspects of study would be affected.
020.135	Resolved	The Committee endorsed the principles and the proposed approach and recommended development of a School communications plan to address any student questions in relation to this issue (**Action: Dean SHLS**).
PROGRESSION AND COMPLETION		
020.136	Considered	The Final Progression and Completion Report 2019-20 (**APPC20/31/01**).
020.137	Reported	By the Director of Strategy and Planning that this was the final report on 2019-20 progression and completion for students on undergraduate and postgraduate taught programmes. She highlighted broadly positive outcomes in relation to progression and completion across levels and student categories. Honours data would be available later in this session.
020.138	Discussion	The Chair stated that staff should be congratulated on a positive outcome, particularly in the context of the Covid-19 pandemic. Further analysis was required to understand where the modifications put in place by the University had positively impacted on these outcomes.
020.139	Resolved	That the report is noted.
STRATEGY FOR LEARNING		
020.140	Considered	An oral report on the development of the new Strategy for Learning.
020.141	Reported	By the Director of Academic Development and Student Learning that this was intended as an initial discussion on the development of the new Strategy for Learning which would be subject to approval via Executive Board, Senate and Court. He informed members that the L&T strategy would sit alongside the Research Strategy support the delivery and ambitions of Strategy 2030. The United Nations Sustainable Development Goals would provide a strategic framework for learning and teaching and the strategy would foreground innovative learning experiences co-created with staff, students, industry partners and key stakeholders, offering flexible, personalized

		opportunities for learners, both on and off campus. There would be a range of opportunities for staff, students and key stakeholders to help shape the strategy and further discussions on enabling plans and linkage with the University's Research Strategy were being planned.
020.142	Discussion	Members were invited to provide feedback during the development process. Linkage with the research strategy was welcomed from the perspective of the PGR student experience.
020.143	Resolved	That the report is noted.
ARTICULATION REPORT		
020.144	Considered	Two reports on articulation student numbers: the first Articulation Report 2020-21 summarises data on articulating entrants to GCU in 2020-21 and trends over three years; the second summarises the SFC publication 'Articulation from Scottish Colleges to Scottish Universities 2014-15 to 2018-19', published in December 2020. (**APPC20/38/01**).
020.145	Reported	By the Director of Strategy and Planning that the combined report comprised the Articulation Report 2020-21, summarising data on articulating entrants to GCU in 2020-21 and trends over three years and a summary of the SFC publication 'Articulation from Scottish Colleges to Scottish Universities 2014-15 to 2018-19', published in December 2020. The GCU data for 2020-21 showed an increase of 4% intake of articulating students.
020.146	Resolved	That APPC notes the strong messages presented in the reports.
ACADEMIC and BUSINESS CASE - MSc Diagnostic Radiography (Pre-registration)		
020.147	Considered	Academic and Business Case – MSc Diagnostic Radiography (Pre-registration) programme (**APPC20/34/01**).
020.148	Discussion	The ADLTQ SHLS requested inclusion of part-time and blending learning to the proposal.
020.149	Resolved	The Committee approved an academic and business case for the proposed MSc Diagnostic Radiography (Pre-registration) with minor modifications to include options for part-time and blended learning (**Action: ADLTQ-SHLS**).
SOFTWARE DEVELOPMENT UPSKILLING		
020.150	Considered	A proposal to deliver SFC Upskilling activity using pre-existing software development modules as SFC Upskilling funded 'courses'(**APPC20/35/01**).
020.151	Reported	By Professor Morison that one new module had been created in order to fit with the proposed delivery pattern of a trimester B start. Additional to the proposal paper, he proposed that a trimester A start would be added if the programme was successful. To comply with the Scottish Funding Council's Upskilling Fund this would be a closed programme available online to students resident in Scotland.
020.152		Members were supportive of the proposal. The Chair asked if a digital badge would be part of the offer and Professor Morison confirmed this would be supported. It was noted that the proposal tied in with work being undertaken in Academic Quality around micro-credentialing.
020.153	Resolved	That APPC approve the proposal to create a new programme code and

		associated module codes for a closed cohort Software Development upskilling programme compliant with the Scottish Funding Council's Upskilling Fund.
CHAIR'S ACTION - ENGLISH LANGUAGE ENTRY CRITERIA		
020.154	Received	A chair's action approving new additional English Language Qualifications for admissions purposes(**APPC20/27/01**).