



Meeting APPC19/1
Unconfirmed

ACADEMIC POLICY AND PRACTICE COMMITTEE

Minutes of the meeting held on 11 September 2019

PRESENT:	Professor N. Andrew, Professor I. Cameron, Dr M. Ferguson, Ms E. Fulton, Ms J. Main, Mrs M. McCann, Mr S. Lopez, Dr N. McLarnon, Professor A. Nelson, Dr S. Rate, Ms K. Roden (vice Ms C. Hulsen), Mr R. Ruthven, Ms B. Stevenson, Professor V. Webster (Chair)	
APOLOGIES:	Ms C. Bowick, Professor A. Britton, Dr D Chalmers, Ms D. Donnet, Professor J. Lennon, Professor A. Morgan, Professor B. Steves, Mrs M. Wright	
IN ATTENDANCE:	Mr P. Woods (Secretary)	
Welcome		
The Chair welcomed members to the first meeting of the new session and in particular Bethany Stevenson who was attending her first meeting of the Committee.		
MINUTES		
019.001	Considered	Minutes of the meeting held on 1 May 2019 (APPC18/63/01).
019.002	Resolved	That the minutes be approved as a correct record.
MATTERS ARISING		
Assessment Loading - arising on 018.212		
019.003	Reported	By the Chair that it was expected that the actions were being implemented now in Schools. For the forthcoming year there would be a renewed focus and review of formative assessment and how it is received by students. It was expected that there would be an examination of how it can integrate closer with summative assessment with potentially development of a set of principles.
Degree classification – arising on 018.216		
019.004	Reported	By the Chair that the interim report went to Senate in May and Senate endorsed removal of 3% boundary. However work was not finished and encompassed the exceptions review; boundaries (now agreed); and implications of banded marking. This required to be concluded for Senate this trimester and the timeline for implementation would depend partly on the SIMS implementation e.g. could be 2021-22. It was important to ensure the rubrics were clear so she was comfortable with taking time to implement

		properly.
019.005	Reported	By the Academic Registrar that SIMs would accommodate banded grading more easily than ISIS and he supported the Chair's view on the implementation schedule.
Banded Grading – arising on 018.220		
019.006	Reported	By Professor Nelson that the consultation with students and staff was about to launch. This was expected to flush out any issues. There would be additional consultation with Student voice/SAGE on 28 October
019.007	Reported	By the Chair that GPA was not under consideration at this time but this would facilitate greater readiness if required by sector developments.
019.008	Resolved	That there is an update to the next APPC (Action: Professor Nelson).
ARWG – arising on 018.247		
019.009	Reported	By the Chair that acknowledging the ongoing need for the work of the group suggested that it should not be a “working group” but more formalised i.e. as a subcommittee of APPC. Going forward it would be necessary to ensure it had a more focused agenda and that APPC would approve any new work.
019.010	Resolved	That the ARWG be reconstituted as a subcommittee (Action: Chair ARWG).
APPC ANNUAL REPORT		
019.011	Considered	The Academic Policy and Practice Committee Annual Report to Senate (APPC19/02/01).
019.012	Resolved	That the report be approved subject to some minor amendments and greater contextualisation of the Committee's noted activities for the year (Action: Committee Secretary).
APPC FORWARD LOOK		
019.013	Reported	The Academic Policy and Practice Committee forward work plan for Session 2019/20 (APPC19/04/01).
019.014	Discussion	A member asked if the timing of progression and completion reporting was accurate. Ms Roden responded that this was due to external deadlines but that an earlier update on 2 nd diet performance could be added. Members discussed the possibility of adding an item on adjustments for religious issues. It was agreed that the Director of Student Life and Academic Registrar would consider this.
019.015	Resolved	<ol style="list-style-type: none"> 1. A Second diet performance report be added to November. 2. Disability regulations summary report be added to November. 3. Consideration of adjustments for religious issues be added to November. <p>(Action: Committee Secretary)</p>
LEARNING AND TEACHING SUBCOMMITTEE		
019.016	Reported	The Learning and Teaching Subcommittee Annual Report to

		APPC (LTSC19/01/1).
019.017	Reported	By Dr Andrew that there were still some concerns regarding quoracy at some meetings.
019.018	Resolved	<ol style="list-style-type: none"> 1. That the report be approved. 2. That the LTSC ToR/Membership be reviewed (Action Governance/Chair LTSC).
ELIR 4 REFLECTIVE ANALYSIS		
019.019	Considered	The Reflective Analysis Document for ELIR 4 (APPC19/11/01).
019.020	Reported	By Dr Andrew that a version would go to University Court on 19 September but that would not be the final version. There were ongoing efforts to reduce the size of the document to enhance readability.
019.021	Discussion	The document was commended by members for its comprehensiveness albeit it was recognised that it was, at this stage, too long and required careful editing to enhance the focus and remove, as far as is possible, any repetition.
019.022	Resolved	That the draft document be noted.
MITIGATING CIRCUMSTANCES POLICY UPDATE		
019.023	Considered	Proposed minor amendments to the University's Mitigating Circumstances Policy (APPC19/05/01).
019.024	Reported	By Dr Andrew that the Policy had been updated following the pilot of the University level MITS Board. This had worked well and provided greater focus on more complex student circumstances.
019.025	Discussion	<p>Long discussion – 13 MITs boards + Uni Level; issues discussed = not replacement for extensions; too many MITs. Should we have students on time out; factor in fitness to study; MITs Board composition relook? Discussion on need for retro MITs – meant for those who are incapacitated. Policy should cover all eventualities 1. If affected before put in MITs 2. If at time there 5 days after exam to put in. 3. If late discovery of circs, Uni Level Board can consider. Retro MITs is redundant if this is system. Retro MITs is linked to publication of results so starts clock again! Shouldn't tie to results. Also UNi Level Board WILL consider without evidence.</p> <p>Retro MITs – take out dates and tidy up language</p> <p>Discussion on numbers: 500 in SHLS in tri C and less than 20% related to assessment in question. We have good approach to complex circs now so stop continual filling of form!</p> <p>Financial reasons? VW says not only student's decision, can require time out.</p> <p>Jackie Main – have Fitness to Study but we haven't used process yet; pushed back on request because discussions haven't tkane place.</p> <p>(Stephen – some worries about max period of registration but there</p>

		<p>is flexibility). Mits is industry and staff not helping by misadvising students and creating expectations. Electronic forms – still manual but want this – propose to IT. Students chased for evidence – should reject not waste time chasing! Need info campaign to make sure advice is consistent.</p>
019.233	Resolved	<ul style="list-style-type: none"> • Agree current version • Campaign of info (for staff?) • Sense check(?) • Conversation on sifting criteria? • Electronic form <p>Suggestions – better to say as defined in partnership handbook Too much data in app 2 (i.e. just need period of time, not modules)</p>
REVIEW OF CONTEXTUALISED ADMISSIONS		
019.234	Reported	Recommendations arising from a review of the Contextualised Admissions Policy (APPC19/12/01)
019.236	Resolved	Deferred (Now approved by chair's action)
ENTRY CRITERIA		
019.237	Reported	Proposed changes to the University's postgraduate entry criteria in relation to the Portuguese DESE (APPC19/06/01).
019.239	Resolved	Deferred – possible chair's action after circulation (PW circulation complete with feedback)
STUDENT SURVEY OVERVIEW		
019.240	Reported	To Consider: Results of the NSS 2019, GCUES 2019, and the 2018-19 module evaluations to provide an at-a-glance overview of the results by theme and the outcomes from the PGR GCU Experience Survey 2019 (APPC19/07/01).
		<p>Kirsty – will update Senate; Schools now implementing actions arising from NSS. Action plans in departments for next week. SMART objectives are expected using University kpis wherever possible e.g expect to go from 60% to 70%. Also cascade in staff PDARs. SCEBE have done negative vs positives was helpful and want all to do. Update by Court meetin 22 Sept. Depts to take ownership.</p>
019.241	Resolved	KR summary; VW summary work on PGRS with GCU London.
STUDENT SURVEY POLICY AND MEQ PROPOSALS FOR 2019-20		

019.242	Reported	An overview of the student surveys that are carried out at GCU, the draft Student Survey & Module Evaluation Policy and recommendations for proposed changes to the module evaluation questionnaire process (APPC19/08/01).
019.243	Discussion	<p>KR – survey software in place, guidelines here for staff and students.</p> <p>Students association access to DASH? KR – will work on ways to share.</p> <p>Need to say will be shared in advance.</p> <p>Robert questions one section of the Policy regarding the use of open comments – KR will check and update as required.</p> <p>MEQs – suggestion to move to mid point of module but not feasible for reasons given.</p> <p>Closing loop – report will be accessible on GCU Learn.</p> <p>Discussion on Module leader responses</p>
019.244	Resolved	That the proposed approach be noted.
UNDERGRADUATE FIRST DIET PROGRESSION AND COMPLETION 2018-19		
019.245	Reported	An overview of progression and completion for students on full-time undergraduate programmes following the first diet assessment (APPC19/09/01).
019.246	Resolved	<p>Issues levels 1 & 2 – could use development phase for articulating students for level 1?</p> <p>Issue 80% firsts are schools unpacking (NM says yes).</p>
ARTICULATION REPORT 2018-19		
019.247	Resolved	An overview of articulating entrants for academic session 2018-19 (APPC19/10/01).
ACADEMIC POLICY AND PRACTICE COMMITTEE TERMS OF REFERENCE, COMPOSITION & MEMBERSHIP 2019-20		
019.248	Considered	The Terms of Reference and Composition and Membership 2019-20 (APPC19/01/01).
019.249	Resolved	Changes
LEARNING AND TEACHING SUBCOMMITTEE TERMS OF REFERENCE, COMPOSITION & MEMBERSHIP 2019-20		

019.252	Considered	The Terms of Reference and Composition and Membership 2019-20 (LTSC19/01/1).
019.255	Resolved	Reconcile with APPC and revise.
LEARNING AND TEACHING SUBCOMMITTEE		
019.256	Received	<ol style="list-style-type: none"> 1. The confirmed minutes of the meeting held on 6 March 2019 (LTSC18/63/1). 2. The confirmed minutes of the meeting held on 19 June 2019(LTSC18/88/1).

Ag/appc/minutes/11 September2019