



Meeting APC16/3
Confirmed

ACADEMIC POLICY AND PRACTICE COMMITTEE

Minutes of the meeting held on 1 February 2017

PRESENT:	Dr N. Andrew, Dr D. Chalmers, Mr C. Daisley, Mr S. Lopez, Ms J. Main, Mr V. McKay, Dr N. McLarnon, Professor A. Morgan, Ms L. Ramage, Dr S. Rate, Ms K. Roden, Mr I. Stewart, Professor V. Webster (Chair), Professor R. Whittaker (vice Chair)	
APOLOGIES:	Professor I. Cameron, Professor R. Clougherty, Professor T. Hilton, Mr R. Ruthven, Dr M. Sharp, Professor B. Steves, Mrs M. Wright	
BY INVITATION:	Ms D. Donnet	
IN ATTENDANCE:	Mr P. Woods (Secretary)	
Secretary's note: <i>The meeting was chaired by the vice Chair from the beginning of the meeting until 016.121.</i>		
MINUTES		
16.108	Considered	The minutes of the meeting held on 16 November 2016 (APC16/01/01).
16.109	Resolved	That the minutes be approved as a correct record.
MATTERS ARISING		
Report on Non-Quorate Assessment Boards 2015/16 (<i>Arising on 16.053</i>)		
16.110	Reported	By the ADLTQs that monitoring was continuing during this session. Mr Stewart reported that the non-quorate requirement statistics for SEBE had been corrected to note that SEBE had met all non-quorate requirements.
Academic Pillars Working Groups Report: Credit Rating of Modules and Module Contact Hours (<i>Arising on 16.058</i>)		
16.111	Reported	By Professor Andrew that AQ&D were in the process of configuring the working groups and undertaking a review of 10 credit modules. An update on module contact hours and credit rating of modules had been received by Senate in December 2016.

Electronic Management Of Assessment (EMA) (Arising on 16.065)		
16.112	Reported	By the Acting Chair that the digital capabilities survey had been completed and a report would go to the Executive Board. The report would be shared more widely thereafter and Professor Linda Creanor would be producing an implementation plan.
GCU Learning Analytics Update (Arising on 16.065)		
16.113	Reported	By the Acting Chair that data was now being analysed.
Senate Disciplinary Committee – Academic Standards Issues (Arising on 16.079)		
16.114	Reported	By the ADLTQs that guidance regarding model answers had been circulated to staff.
16.115	Reported	By Ms Donnet that the plagiarism section of the Code of Conduct was being reviewed and would be updated for the 207-18 session. The principle that that reproduction of the model answer was plagiarism was implicit in the current section but it would be made explicit.
16.116	Discussion	Members expressed some concern that students would not necessarily understand the implicit principle and felt there should be a statement added to the guidance.
16.117	Resolved	That a statement of clarification to the current section be disseminated (Action: Dept. of Governance).
MODULE PERFORMANCE REVIEW REPORTS		
16.118	Considered	A demonstration of Module Performance Review Reports by Academic Registrar.
16.119	Reported	<p>By Mr Lopez that the reports contained data pertaining to modules accessed by multiple programmes, providing information about module performance across specific cohorts of students.</p> <p>The presentation showed how module performance could be examined by cohort and there could be a flag attached to indicate where cohorts drop below a certain level with respect to the average mark for the module (e.g. 10% below). This could provide a warning system to show where cohorts are underperforming in particular modules and allow appropriate investigation and intervention. Cohorts with 1 student could be excluded to avoid skewing the data.</p> <p>The concept had already been discussed with Strategy and Planning and if the reports were thought to be useful to staff, they could be quickly rolled out across the University.</p> <p>The criteria used in the presentation reports could be extended to deliver more detail and more qualitative data to Assessment Boards and Programme Boards.</p>

16.120	Discussion	<p>It was reported that there was a standard module report already available which included standard deviation but not a flagging functionality.</p> <p>Members discussed other possibilities to expand the usefulness of the data in the reports and were generally supportive of further development.</p> <p>There was a note of concern that criteria about how the data is used should be carefully specified.</p>
16.121	Resolved	That the Committee record its support for further investigation and development of criteria. (Action: Academic Registrar, in consultation with S&P and AQ&D).
STUDENT WELLBEING POLICIES		
16.122	Considered	<p>The following student wellbeing policies:</p> <ol style="list-style-type: none"> 1. Religious Observance Policy 2. Student Carer Policy 3. Student Pregnancy and Maternity Policy 4. Trans Student Support Policy (APC16/28/1).
16.123	Reported	By Ms Main that these new or refreshed policies were part of a wider ongoing review of student wellbeing policies. The review had taken the opportunity to clarify the locus of responsibilities.
1. Religious Observance Policy		
16.124	Reported	By Ms Main that the existing policy had been updated.
16.125	Discussion	<p>Members discussed situations where students missed examinations or coursework deadlines for religious observance reasons. Ms Main clarified that these instances would be treated as an attempt. Ms Donnet added that the MITs process would be unlikely to accept the situations as valid mitigating circumstances under current guidance.</p> <p>Members felt there should be single point of contact rather than individual programme leaders. Ideally students should discuss any issue with Programme Leader first but formalise requests through Registry.</p>
16.126	Resolved	<p>That the Policy be approved and recommended to Senate subject to:</p> <ol style="list-style-type: none"> 1. A single point of contact being agreed with Registry. 2. "Working for the NHS" is replaced by "placed within the NHS". <p>(Action: Director of Student Experience)</p>
2. Student Carer Policy		
16.127	Reported	By Ms Main that this policy was new and GCU was ahead of other HEIs in considering its implementation.

16.128	Discussion	<p>Members discussed the role of academic advisors in the policy. In general members felt that was appropriate that there was one point of staff contact to minimise the number of people involved in the process.</p> <p>In further discussion members requested clarification on student carers status in the Contextual Admissions Policy and with regard to MITs guidelines. Members agreed that there required to be a mechanism in addition to current MITs to address long term circumstances. The MITs Working Group was requested to investigate possible solutions, for example, student learner plan.</p>
16.129	Resolved	<ol style="list-style-type: none"> 1. That the policy be approved and recommended to Senate. 2. That student carers' status in the Contextual Admissions Policy is clarified (Action: Director of Student Experience). 3. That the MITs Group considers a long term issues policy (Action: MITs Working Group).
3. Student Pregnancy and Maternity Policy		
16.130	Reported	By Ms Main that the refreshed policy had existed for some time although was not widely known within the University.
16.131	Discussion	The policy was welcomed by members with some minor changes.
16.132	Resolved	<p>That the policy be approved and recommended to Senate subject to the following:</p> <ol style="list-style-type: none"> 1. That "PhD Students" is changed to Postgraduate Research Students. 2. That the phrase "If a student is unable to undertake an alternative method of assessment" is clarified i.e. is the <i>student</i> unable or is it <i>not possible to offer</i> an alternative assessment. <p>(Action: Director of Student Experience).</p>
4. Trans Student Support Policy		
16.133	Reported	By Ms Main that this policy was new.
16.134	Discussion	Members asked if there would be additional guidance for staff in addition to the guidance set out in the policy document. Ms Main stated that student wellbeing webpages would be enhanced to provide guidance on the University's responsibilities and duty of care to trans students. Members agreed that raising awareness of this issue was required.
16.135	Resolved	That the policy be approved and recommended to Senate.
STUDENT PROGRESSION AND COMPLETION		
16.136	Considered	<ol style="list-style-type: none"> 1. Undergraduate Student Progression and Completion Report 2015-16 (APC16/29/01). 2. Postgraduate Student Completion and Continuation Report 2015-16 (APC16/30/01).

Undergraduate Student Progression and Completion Report 2015-16		
16.137	Reported	<p>By Ms Roden that the report showed a relatively static picture. Level 3 progression was up overall but showed a variance in performance across Schools.</p> <p>For international students, despite an improvement on the previous session, level 3 students still performed less well than home/EU students. Withdrawals of international students at level 3 were also higher than for other cohorts.</p> <p>Articulating students also showed a variable performance.</p>
16.138	Discussion	<p>GCU staff from SEBE were collaborating with FECs to address a perceived difficulty of articulating students with mathematics components.</p> <p>Members agreed there was a need to explore the underlying issues in the data.</p>
16.139	Resolved	<p>That:</p> <ol style="list-style-type: none"> 1. Schools review the reports and identify issues 2. Schools report to APPC on what is being done to address these issues identified. <p>(Action: ADLTQs)</p>
Postgraduate Student Completion and Continuation Report 2015-16		
16.140	Reported	By Ms Roden that there was an improvement in positive outcomes overall but issues to consider in the performance of students in individual schools.
16.141	Discussion	<p>It was noted that SHLS reduction in Masters completion was distorted by the introduction of new PgD programmes and that PgD completion was improved, but mainly by 2nd year master programmes.</p> <p>GCU London programme's overall improved performance was noted</p>
16.142	Resolved	<p>That:</p> <ol style="list-style-type: none"> 1. Schools review the reports and identify issues 2. Schools report on what is being done to address these issues <p>(Action: ADLTQs)</p>
SEBE – WITHDRAWAL OF MSC IT (OIL AND GAS) PROGRAMME		
16.143	Considered	Proposal for the withdrawal of the programme MSc IT (Oil and Gas) programme (APC16/31/1) .
16.144	Approved	That the proposal be recommended to Senate.
SHLS - WITHDRAWAL OF MSC HEALTH AND SOCIAL CARE (FORENSIC MENTAL HEALTH) PATHWAY		
16.145	Considered	Proposal for the withdrawal of MSc Health and Social Care (Forensic Mental Health) pathway, formerly MSc Forensic Mental Health from Postgraduate Portfolio (APC16/32/1) .

16.146	Approved	That the proposal be recommended to Senate.
SHLS – GRADUATE CERTIFICATE PROFESSIONAL STUDIES IN NURSING: ADDITIONAL EXIT AWARD		
16.147	Considered	Graduate Certificate Professional Studies in Nursing – approval of additional exit award of BSc/BSc (Hons) Professional Studies in Nursing (APC16/33/1) .
16.148	Resolved	That the additional exit award of Graduate Certificate Professional Studies in Nursing be approved.
SHLS - GRADUATE CERTIFICATE IN OPHTHALMOLOGY NURSING CONCEPT		
16.149	Considered	A concept paper for the programme Graduate Certificate in Ophthalmology Nursing (APC16/34/1) .
16.150	Discussion	Members were concerned about the programme structure i.e. 1 60 credit module.
16.151	Resolved	<ol style="list-style-type: none"> 1. That the concept paper for the programme Graduate Certificate in Ophthalmology Nursing is not approved at this stage. 2. The programme team provide more detail on how the 60 credit module is structured. 3. The programme team provide a robust academic rationale for the module/programme structure as it stands. (Action: G.Cert. Ophthalmic Nursing Programme Development Team)
SHLS - BSC PARAMEDIC SCIENCE APPROVAL OF ACADEMIC CASE CASE		
16.152	Considered	An academic case for the programme BSc Paramedic Science (APC16/35/1) .
16.153	Resolved	That the academic case for the programme BSc Paramedic Science be approved.
GSBS – ACADEMIC CASE FOR COLLABORATION		
16.154	Considered	An Academic Case for Collaboration (Glasgow Caledonian University and Caledonian College of Engineering Oman to offer MSc International Operations and Supply Chain Manage) (APC16/36/1) .
16.155	Resolved	That the Academic Case for Collaboration be approved.
EXCEPTIONS SUBCOMMITTEE – ANNUAL REPORTED		
16.156	Considered	The annual Report 2015-16 of the Exceptions Subcommittee of APPC (APC16/37/1)
16.157	Resolved	That the Annual Report be approved.
LEARNING AND TEACHING SUBCOMMITTEE		
16.158	Received	Confirmed minutes of the meeting held on 26 October 2016 (LTSC16/29/1) .