



Centre for Alternative Technology

Minutes of Academic Council Meeting – April 2021

Minutes of the meeting held on 29th April 2021 at 10.30 am

(Minutes of previous Academic Council meetings are available from the [Quality Assurance](#) section of the GSE website)

Present: N/A – meeting held online

In Attendance: Adrian Watson (AW); Tim Coleridge (TC); Jane Fisher (JF); Frances Hill (FH); Alison Pooley (AP); Sarah Dalrymple (SD, LJMU Link Tutor), Luana Parisi (LP, UEL Link Tutor); Alice Read (AR); Peter Tyldesley (PT); GSE Student Representatives - Vivian Krieg & Henry Blomstrand.

Diana Gall (DG) (minutes)

Apologies: MArch Student Reps

1. Welcome, Introduction and Apologies

- 1.1. Introductions to Diana Gall, Programme and Student Support Officer.
- 1.2. Checking in whether everyone can access MS Team: CAT Academic Council.
Action: SD to let AR know if they cannot access the documents.

2. Minutes of the Previous Meeting

- 2.1. The draft minutes of the Academic Council meeting held on 28th January 2021 were accepted as an accurate record. **Action: AR to publish minutes of the January 2021 Academic Council meeting on the GSE website. Action Complete**

3. Matters Arising

(NB: bracketed references are from previous minutes)

- (2.1) Action complete: Minutes from October 2020 published and circulated.
- (4.1) Ongoing: AR to update Teams with COVID related Deferrals and ECs % Comparison on headcount and previous years. **Action Complete**
- (4.4) Action Complete: EC explanatory email sent to MArch Students.
- (5.2) Action Complete: Reps have circulated EAP to the student body.
- (6.3) & (10.2) Action Complete: MS Team for AC set up and documents circulated.
- (8.1) Action complete: SD circulated Collaborative Provision events
- (8.2) Action complete: LP confirmed CAT students can access mentoring with their UEL student number.
- (9.3) Ongoing: AW to follow up on a student entitlement letter from LJMU.

4. Extenuating Circumstances Policy Update

- 4.1 The main updates to the policies are to remove the word doc application form so that students use an online portal to submit applications. This makes the applications simpler to track and cleanse.
- 4.2 The second change is to include emergency pandemic such as COVID in the policy as a caveat to make changes.
- 4.3 Some GSE staff were unaware of the leniency currently being applied to applications for extra time for coursework. **Action: AR to circulate LJMU's 'Managing Assessment Under a Pandemic' document to all module leaders. Action Complete**
- 4.4 TC asked whether UEL could allow extensions/more flexibility over the 7 day EC rules for UEL students? LJMU students receive up to 3-week extensions at the module leaders discretion. **Action: LP to enquire if this can be applied to UEL students.**

5 GSE Teaching & Learning Strategy

- 5.1 AW presented the updates T & L Strategy. **Action AW to add page numbers.**
- 5.2 Some issues with the formatting on Teams version. **Action AR to re-upload**
- 5.3 Approved for 3 years.

6 GSE QAA Action Plan

- 6.1 AW presented GSE QAA Action Plan, page by page.
- 6.2 **Action: AW to make Amendments:**
 - 6.2.1 *Pg2 To include the professional nature of staff such as other professional activities and not just HEA. Student reps continue to liaise with ML's to improve feedback;*
 - 6.2.2 *Pg 8: AW waiting on UEL (admin) cam feedback;*
- 6.3 Ongoing discussions around the use of VLE vs Teams for module content. Intention to poll students for feedback.

7 University Partner Updates

UEL (LP)

- 7.1 Circulated CAT CPD courses in last few weeks
- 7.2 Operating 3rd Yrs on campus, review everything by May 17th
- 7.3 Extend 2.0 module delivery (distance learning enhancements) to start September to optimise student engagement/peer interaction. Planning to deliver two and a half days onsite in September
- 7.4 Possibility of a vaccination pop-up on campus

Action: LP to share HEA moodle training module and/or relevant information which is suitable for CAT staff.

LJMU (SD)

- 7.5 The safety net policy has replaced the No Detriment Framework and has been circulated to all partners.
- 7.6 With a return to onsite teaching, courses will be restricted to a maximum of 20% distance learning delivery without changes being made through Quality Assurance. **Note: GSE LJMU courses are not impacted as they have been validated for full blended learning.**

8 Programme Leader Reports

LJMU MSc (JF)

- 8.1 Programme Enhancement & Development Plans (EDP) are updated and online for students to view.

It would be useful for LJMU to give a response to these reports as UEL do for the CAM reports. **Action: AW to discuss with LJMU feedback mechanism from EDP reports.**

MArch (AP)

- 8.2 AP confirmed the March programme committee meeting was held on 11th April. **Action: AP to forward minutes to student support for uploading to the VLEs**

ARB Revalidation is due in the coming year. AP will be requesting an extension to coincide with the UEL collaborative review.

UEL MSc (TC)

- 8.3 Following programme committee meeting (PCM) & feedback meeting with the student reps. Development of a Feedback Forms hub for student feedback and a 'you said we did' online noticeboard. Action: Tom Wild will set up an email address for MSc student reps.
- 8.4 Other PCM meeting points - More presence of current reps for September student intake. Clarity of policy of using VLE's/teams etc. intensive/online or extensive spring modules. **Action: PLs to discuss how to achieve this**
- 8.5 Discussions have started with the reps about identifying student roles in the QAA review
- 8.6 Return to on-site teaching in May and awaiting announcement to students about June plans for on-site teaching.
- 8.7 Consideration for next academic council meeting on the timing of re-validation/modifications of programmes and how this impacts LJMU programmes in turn. **Action: SD to flag up timescales for modifications at LJMU and PLs to discuss further.**

9 Any Other Business

- 9.1 KPIs, Student Destinations. GSE does not receive a lot of results from the standard student destination surveys. GSE would like to increase the measurement of students careers and environmental involvement following studies with the GSE. **Action: AW to have follow up meetings with the Student Reps and the Marketing and Communications team to review indications of success etc.**
- 9.2 Library resources at LJMU are being reduced to GSE students. **Action: AW to continue discussions with JISC for continued access.**
- 9.3 PT joined a little late but extends thanks and appreciation to all.
- 9.4 Query over design work submissions through Turnitin. Flexibility regarding the use of Turnitin? **Action: LP to confirm how UEL Architecture students submit large design reports.**
- 9.5 Part-time Architecture course funding still an issue. **Action: AW to investigate if CAT can now be listed under the RI funders list?**
- 9.6 External Examiner of the Sustainable Food and Natural Resources Programme, Erik Millstone will attend his final board in June. Erik was instrumental in setting up the programme and we extend thanks for his contribution. He will be succeeded by Damian Gray at the October board, who may attend CAT beforehand.
- 9.7 UEL External Examiners were due to visit CAT to increase student engagement in June. This may need to be postponed.

10 Next Meeting July TBC

[END]