Centre for Alternative Technology

Academic Council Meeting 26ᵗʰ October 2022

Agenda

Item

1. **Welcome, Introduction and Apologies**

   Adrian Watson (AW), Tim (TC), Rebecca (RK) Frances (FH) Jemma (JB) Cherylynn (CS) Kieran (KC) Matthew (MM) Spike (SA) Soph (SRH) Sarah Dalrymple (SD)

   Apologies: Jane Fisher (JF) Jemma (JJ) Nina (NX)

   Welcome new Student Reps for 22/23 AY.

2. **Minutes of the Previous Meeting**

   Update HESA dates on minutes, then publish (JB)

3. **Matters Arising**

   3.1. From April Minutes:

   (6) **Action:** AW to continue to Monitor MArch ECs **Ongoing**

   Numbers of EC for MArch still high (AW) and needs continuing monitoring.

   *Continue to monitor, can stop reporting **AW***

   (8) Student Equality and Diversity Data comparison to LJMU/UEL.

   (AW) Still ongoing (PB) to continue monitoring. We now have a student rep specifically for this in place.

   Action: AW to continue to monitor this **Ongoing**

   *Ongoing, data to be presented later **AW***

   3.2 *From January 2022*

   (6.1) Inclusion Officer **JB**

Discussions took place at the all day meeting yesterday, will continue discussions within GSE and CAT as a whole

Action: Report back after ALN discussions at next AC. **Ongoing**

Will be discussed later in agenda **AW**

3.3 From July 2022:

Policy Updates: Admissions Policy, Extension Policy, Student Progression Rules

Action: Publish new policy on website (JB) **Completed**

Action: Check on limit for students bringing credits back to study later (SD) get written statement from SD and circulate **AW**

Graduation Data (JB)

Action: speak to registry about auto graduation updates and if they can be held back and sent with the CAT ones (SD)

Chase up with SD **JB**

Action: check what student handbooks say about graduation (TC/JF/JB)

Very little stated – added document to handbook on support they receive throughout their academic journey including graduation contact info. Is not mentioned is award section so should be included next year **TC**

ALN/EDI (AW)

Action: speak with disability rep ASAP (AW)

Completed AW discussions fed into the documents later in this meeting.

Action: safeguarding training for reps, potential mental health first aid training (JB)

Will be arranged now reps are appointed **AW/JB**

Action: look into training from LJMU on EDI (SD)

Speak to SD and circulate information **AW/JB/JF**

QAA Action Plan (AW)

Action: check if HEA available through LJMU for academic and student support staff (SD)

Speak to SD and circulate information **AW**

Action: check where enhancement dashboard is shared with students (JB)

Follow up at SSLC – new all student team may be useful **JB/TC**

Action: update enhancement dashboard (TC, JF, JB)

Currently coming up to CAM/CME so will update as necessary. Will do training with reps on this at SSLC **JB/TC**

Action: send out end of year survey (JB)

Sent out – needs analysing, will be shared once ready **JB**

MSc Programme Committee Feedback - Acoustics in Brook Trust and Restaurant Ext (TC)

Action: chase up what is being done with Paul Booth (AW)

On list of repairs/enhancements to be done in wise building **AW**

MArch Programme Committee Feedback

Action: locked area – speak with Ed (JB)

Organised – just awaiting go ahead after meeting tomorrow/next week **JB**

Action: Further discussion on payment options for accommodation (JB/CM) **Completed**

Issue with publishing earlier due to shared MSc/MArch weeks. Will try to do a few months at a time where possible **JB**

Action: finalise PT arrangements onsite for 22/23 (JB/CM) **Completed**

3. **Matters Arising October 2022**

Policies:

Student Charter (AW)

Changes due to Wales Future Generations Act (2015) and also general updates. In red on circulated policy. Focus on safe/inclusive environment onsite, EDI justice, complaint responses, including mental health not just health conditions for support, updated of skype to teams and statement related to safeguarding issue. **AW.**

Is there a metric for measuring EDI progress? **CM** do we follow welsh gov KPI/goals or can GSE set their own **SA**

We have very generic goals currently but will specify these later when we review the data. Will be discussing with AdvanceHE who had previously worked on gender equality within STEM **AW**

Has the commitment of students been reviewed by reps? **MM**

Sent to reps pre this meeting to review – no major changes to this section so haven't had consultation. Key parts are that SSO are aware of student information (heath and contact info particularly). The rest are not negotiable as are part of CAT health and safety or uni policies. If reps wish to edit any bits or add to it they are welcome to discuss and come back to AC **AW**

Is this sent to students? **CS** Yes, on website and sent out at start of course **AW**

Aware that new reps probably weren't aware of role in reviewing these documents so need to ensure that is support for next AC **TC** This policy is minor updates to reflect issues that have arisen recently – others have been under revie for some time **AW**

ALN

Formalisation of policy to reflect what we already do – is not suggesting we haven't been supporting ALN students previously but want to formalise and make it clear to all students (GSE and CAT wide). 1.5 is important in establishing our approach to ALN and removing barriers that have been created by society. **AW**

Is the accessibility commitment to all teaching resources as some is very image based so wouldn't be seen as accessible **MM** Yes, will be discussed in detail at the next staff meeting

tomorrow to encourage things such as alternative text for images. Issue with external lecturers but will push for this **AW**

Request external assessments of ALN as our team are not experts so we need to be notified of ALN and have evidence of this from a professional such as GP/assessor. Rebecca Upton is the ALN coordinator – acts as liaison between students/sso/academic team. Will signpost to external providers as students are not local to CAT in most cases. Reasonable adjustments will be made where possible but idea is to make all assignments as inclusive as possible. Explanation of responsibilities and disclosure arrangements according to policy. CAT already does most of these things, but we needed to formalise it in one document so all students/staff are aware. **AW**

Reasonable adjustments – related to assessment design is quite specific to GSE. Have been supporting module leaders recently in considering students needs for upcoming modules. University partners 6.17 refers to these in relation to learning outcomes – can we alter the LO's or do the students have to meet the original outcomes? Dialogue needed with partner universities. **TC** Will be bound by the LO at validation but we can provide alternative assessments which meet these LO's **AW** Do we need to reword this document to avoid constraints? **TC** can have the discussion with uni's and update ALN policy as needed **AW** can we look at writing LO's which don't cause issues with assessing students with ALN in future? **RK** can look into it but havent had any issues so far with current LO's **AW**

Fitness to Study

Relates to the ALN policy. Policy to support a student when something happens in their life where they are not able to continue study or are a danger to themselves/others. Students are all adults but we have a responsibility to look after them during their study. Mature students have variety of needs and sometimes need intervention from CAT to help maintain engagement or support with break from study. We have disciplinary procedures which are very rarely used but this is to separate to that. Explanation of scope/details of policy given, including stage 1,2,3 of concern and CATs response to each of these. Will be collecting a Next of Kin and also Trusted Contact. Trusted Contact will be used as first point of contact in stage 3 situation. Explanation of welfare panel given – as per policy. **AW**

Make it explicit that EC and SSCC forms usually submitted by student but in stage 3 could SSO submit the applications on behalf of student/administer module changes on behalf of student **TC** will add to document **AW**

Acronyms SAP should be WAP. SAA needs explanation **TC** will update **AW**

Overseas healthcare/support systems? **MM** document written from UK/EU perspective but would expand to overseas students and their relevant support systems **AW**

Student Rep Training (JB)

Speak to Sarah/Teresa about access of students to university rep training **JB** can this be given to programme leaders too? **CM**

EDI Data from enrolment (AW)

Will be circulated after meeting – apologies. Data taken from new intake to review EDI data from applications/enrolment. Overseas – doesn't appear to be barriers to overseas applications. **AW** concern of Brexit on EU applications – would be useful to compare if possible **TC** only started collecting data from 2019 so don't have much to compare but consistent over last 4 cohorts **AW**

Forms currently being updated so the data will match up better next year. Will be optional EDI monitoring form on application next year **JB**

Gender – application to enrolment seems reasonably consistent with last years. **AW**

Is this an internal review of removing barriers to application or are we actively encouraging EDI applications to come in? **SA** currently just review but we are aware that we need to push for EDI to be promoted with the marketing of courses **AW**

Age – MArch average age is 25 (down from 28 last year). MSc average age is 38 (up from 37 last year). Age groups in line with HESA data groupings to allow comparison. In relation to CAT goals – younger students (20-30 groups) would be in line with the push for net zero in the future but we are accessible and open to all age groups. **AW**

Ethnicity – bias towards 'white' including 'other white' 'white irish'. Something we need to address and will look into how to do this for next academic council. CAT matches environmental professional (3%) figures but we should be aiming well above that reflecting more towards the all occupations level of 19% **AW**

ALN – around 20% declare ALN, this is a minimum and obviously will be more undeclared. This is the basis for the ALN policy going through AC today to ensure this support is given to anyone who requires it. **AW**

All this data is self declared so should be taken into consideration as such **AW**

Entry Qualifications – MArch as expected as requirement for part 1. MSc majority have Bachelors but increasingly seeing students with other post grad qualifications. Still getting 2-3% with no previous education awards but experience in sector. **AW**

Index of multiple depravation – within UK. Using postcodes registered at enrolment. MSc is more evenly spread across index than last year but large majority coming from more affluent areas. Similar can be seen on MArch but smaller cohort could be skewing data. **AW** 4 year average may be more useful? **CM**

English as second language – just under 15% on both MArch and MSc with English as second language. Parents with HE – see data. In line with students coming from more affluent areas **AW**

Report to be sent to the CAT equality and diversity group for consideration. We do need to make sure we are expressing this outwardly to prospective students **AW**

Can we collect anonymous LGBTQ+ data to look at inclusion? **MM** We are currently updating forms so would be ideal time to review what information we want to monitor **JB** We have to report to HESA so data has been focused on that information so far relating to male/female **AW** Gender is different to sexuality **CS** GDPR restricts what data we can hold with the application form **TC** We would need a reason to collect the data so if there is a feeling of under representation we should collect the data **RK** sexuality data is not as forward facing so may not have been raised previously as something to collect **SA** will arrange for reps to meet with GSE EDI team to discuss what data we collect and also speak to Chris (data officer) about anonymous collection and GPR **JB**

Progression Report (AW)

Data shows progress for students from each intake. Course numbers can be seen to be increasing over time. Withdrawal without an award is decreasing and we ideally want to keep it that way. Numbers will change as students complete their courses etc but looks positive in terms of progression as a whole **JB**

Do we collect data on why students withdraw **MM** withdrawal data collected and analysed later in year but again quite vague due to GDPR **JB**

ALN Training for Academic Staff (JB)

Speak to sarah/Teresa **JB**

4. **University Partner Updates**

    4.2.   **LJMU**

    Collaborative Student Compliant Procedure

    Relatively similar to before with minor updates – see document for details **AW**

    Grade Descriptors

    Issued but generally what we already work to – wont impact our marking as such. See document for details **AW**

    Academic Framework Regulations Changes Summary

    See document – most don't apply but some changes expected next September **JB**

    Removal of Turnitin as submission method on Canvas

    Turnitin removed as submission method for LJMU – will look different upon submission and feedback will look different **JB/TC**

    4.3.   **UEL**

    Issues with UEL board SSO and HoS working in background to keep wheels moving as much possible but is now impacting students graduation dates etc due to delays with board. **TC/JB**

    Ongoing issues, lots of work behind the scenes to try to make the process easier and avoid errors but it has not been acted on by UEL – AW and JB meeting Solly (26th PM) to raise this. **AW**

5. **Programme Leader Reports:**

    5.2.   Programme Quality and Enhancement Reports

    No information from JF **RK**

    CAM reported is being drafted for all UEL MSc Courses, will be around 100 pages long. UEL reps will be involved during December once the draft is submitted to UEL **TC**

    CAM report started for MArch, wont be as long but same process with reps. ARB response to application for renewal, raised a few questions as expected – questions

been answered and thanked for reply so hopefully goes to November education committee to approve ARB prescription **CM**

5.3.   Minutes of Programme Committee Meetings

PL and SSM met with new reps last week as meet and greet – overview of committees etc. Not officially PC but useful to start year. PC committee meeting in December. No new minutes as reps were not in place for Sept **TC**

Similar MArch met new reps, PC got interrupted last year so dates in diary for these this year. End of onsite week feedback with notes recorded as unofficial minutes but more programme level than committee level. Have made new ongoing document to log issues raised and who will be actioning them for SSLC **CM**

Tools onsite need reviewing along with GB tutors and others who use them – will be meeting to discuss. Disabled resident onsite – ongoing discussion with UCL under initiative called disorderly designs. Student numbers need to look at architecture course number as down to 16/17 rather than 23/24 so looking at symposium in March for potential students and RSAW are having mini conference onsite at CAT in April which will hopefully promote the course **CM**

5.4.   Academic Misconduct Hearings

One has been held between MSc and LJMU where the allegation of plagiarism was upheld. Student attended meeting, evidence produced and although strong reasons given for the event this was logged as AMP2. LJMU wanted evidence of plagiarism meeting and they asked for a copy as they were very impressed with our meeting **AW**

6.   **Any Other Business**

Some questions for sarah but will chase in another meeting **RK**

Huge thanks to new reps for taking part in their first meeting. Also huge thanks to outgoing reps Vivian, Molly, Izzi and Izzy for their work over the last year. Thanks to Becky for continuing and also AJ as disability rep **TC**

Legislation passed to setup CTER replacing HEFQ starting beginning of next year but formally taken over in 2024. This will change how CAT is administered under the Welsh government **AW**

Additional support released to post grad students which was not given to CAT. Student setup petition which was taken to senate – discussed 3 or 4 times. Whilst Welsh gov where sympathetic they couldn't support. Thanks to student for going forward with this and it is a shame it didn't go through **AW**

Welcome to Anna Poston and Rebecca Kent who started with us in August. Goodbyes and thankyous to Scott Saskia and John who are leaving this month and we really appreciate their support over the past few years. Additional hours allocated to some staff to cover this and a post advertised to cover the remainder. Will be email to all students at the end of the week **AW**

7. **Date of Next Meeting**

   25th January 2022