

**Centre for Alternative Technology**

**Academic Council Meeting 17/07/2023**

**Agenda**

**Item**

**1. Welcome, Introduction and Apologies**

In Attendance: Adrian Watson (AW), Jemma Barrat (JB), Frances Hill (FH), Carl Meddings (CM), Tim Coleridge (TC), Sarah Dalrymple (SD), Terresa Serrano (TS), Spike Asri (SA), Becky Lovell (BL), Zoe Bant (ZB), Jacob Calland (JC), (MM) Mathew McCartney

Apologies: Jane Fisher (JF) Rebecca Kent (RK)

**2. Minutes of the Previous Meeting**

Minutes of last meeting presented and signed off.

**3. Matters Arising:**

***3.3 From July 2022:***

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

**(SD)** This will now be looked at on a case by case basis, we need to find out how many this are affected.

**(AW)** still fairly rare.

**(SD)** needs to be considered as credit transfer/APL/RPL

**Action:** (SD) Spoke to Jason, new pathway more formalised PT pathway which will replace this going forwards. (AW) check on numbers going forwards. **AW**

**(AW)** to be considered during the review, for which we have now fixed a date for next year

**Action:** investigate training from LJMU on EDI (SD)

(SD) calendar for EDI training hasn't been set and nothing planned for summer. Will circulate new calendar in Aug/Sept for new term. ) **SD**

(AW) not set, SD to send round in august/September as it is finalised (action). UEL are going to look at what support they can offer as well

**Action:** check if HEA available through LJMU for academic and student support staff (SD) Speak to SD and circulate information **AW**

(SD) LJMU contact is Rachel Boulter, currently on leave. LJMU can offer HEA accreditation, but cannot offer route through the PGCert in academic practice. Fellowship can be supported, and will give briefing session to CAT Staff, from late august/September (Action for SD to co-ordinate)

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

(JF) JF and TC did some updates a few months ago, tends to be after CME update and next one is in June. (TC) similar with UEL. **(TC, JF, JB)**

(TC) still in need to some time, needs to tidied up. Still in discussion with UEL with action plan from CAM. Tim to look at after academic year.

### **3.3 From October 2022:**

**Action:** (AW) survey needs sending out. Get updates from Science Direct with usage, it is increasing but needs to increase further.

(AW) usage is increasing, but survey to still go out.

#### **Policies**

**CAT Extension and Extenuating Circumstances Policy** – Minor Updates to clarify 24hr late only applying to first on time submission deadline for UEL. (JF) clarify if it is per piece of work or module. (AW) per module. (JF) update wording to be clearer. ACTION update wording AW and publish JB

(AW) Updates made, will be posted online (action).



### **3.4 From April 2023:**

**ACTION:** (SD) Had meeting with JC and DG about issues with Canvas (student numbers moving and downloading feedback) – chasing this up and will give more information when available.

(SD) This had been communicated with SSO, still ongoing. This need to be captured in screenshots. TII downloads not possible.

(JB) adding the EE's to canvas would be more useful in any case (Action for SD/KM to facilitate adding CAT EE's to Canvas)

**ACTION:** (TC) Quiet spaces onsite **ACTION** more signs and information on board HH

**ACTION:** (TC) travel to site, shuttle bus on Sunday afternoons as no taxis. (AW) raised with site manager but will chase up again. Difficult as taxi firms locally have been reducing in numbers. ACTION chase up AW

(AW) chased with site manager, taxi's have not improved. Teams now include space to discuss lift sharing.

**ACTION:** (TC) student information hub – gradually populating this with study skills (AW) aiming to launce for September 23. ACTION publish before September JB

(JB) now complete, first induction session set for 31<sup>st</sup> July, all current students will be added on the 1<sup>st</sup> August. Video to be produced letting students know how to use the Hub.

**ACTION:** (TC) Review of Programme committee and SSLC scheduling . ACTION review AW

(AW) To look at for the start of next academic year. (JB) SSLC will now be an open session, managed through the Hub.

### **Questions from MA**

(BL) what does the PT pathway involve.

(AW) bring things into line with LJMU, making the PT pathway more flexible, including a bigger spread of credits undertaking per year 45-75

### **Matters Arising July 2023**

#### **GSE QAA Action Plan AW**

(AW) reflection on our last year. Circulated to staff the week previous. Process ensures the course continues to meet high standards. Ensuring courses are adaptable (i.e. more flexible PT route). Preparatory work for revalidation. Supporting staff through CPD, ideally this would be more flexible.

(TC) Online feedback database, noted as complete, though it is not, however the dashboard is in place. It would be good to have more detailed feedback on student feedback on individual modules.

(AW) to amend Action plan to reflect that this is in fact the enhancement dashboard, and we will look at MSc module feedback. (Action)

(AW) Student survey planned for end of year, previously poor response rate for this, request that reps encourage response

(AW) Access to journals (to be discussed later)

(AW) Onsite library, site redevelopment will address this, Anna Postern has made progress in cataloguing the library and improving the quiet space already.

(AW) Site master plan work still ongoing, in line with Mid Wales Growth Deal. Changes to be updated as information materialises.

(AW) Curriculum content, discussions in progress as staff meetings, reviewing content. Bigger changes include ARD delivery, how to support students in following through to dissertation, which is improving. Assessment outcomes are starting to be used, taking good practice from LJMU to be applied across all programmes.

(AW) Internationalisation of curriculum, International zero carbon a good step to address this

(AW) good feedback from EE's and from Students.

- (AW) PT route to dissertation, has been great, noted as helpful for PT students, we now need to be monitoring the outcome of this route.
- (AW) improved coursework feedback, constant monitoring, always trying to be consistent in this feedback
- (TC) Rubrics, with LJMU introduction of 'speed grader', this has meant the introductory of new style rubrics, previously EE have requested this, which is now in place across all modules.
- (AW) modules development plans will be in place and embedded for next academic year, SSO have produced template for this.
- (AW) progression, noted EDI barriers to studying, we have not seen a barrier once students apply to us, but note that we do not get the diversity across applications in the first place. Ongoing discussion with UEL and LJMU about how this can be improved. We plan to set up CAT's own EDI forum. Continual ongoing monitoring.
- (AW) induction policy, changes made last august, outcomes of this has improved retention and progression.
- (JB) ALN students meeting with SSO prior to start to help with retention.
- (AW) Have we had feedback on bookings
- (AS) Feedback on booking system has been positive generally
- (AW) Employability, skills reflected in programme aid employability.
- (AW) Grad fair, first this year, seemed to be positive. We would plan to run this again next spring. This should help with employability. We note many students are already employed.
- (AW) Student outcomes, needs to be reviewed and repeated this year. This has been one that has previously been difficult to get responses to. For next year HESA will require that we return this information so we need to improve the return rate for this
- (AW) Student experience, CAT has strong student community, M.Arch in particular.

(AW) We will be asking student how we develop our modules, we will also continue discussions with student about the growth deal.

(AW) ensure SSO information to cohort is of high quality, continual, support and training available to SSO

(AW) Options for timetables need to be better communicated, we will review to simplify this.

(AW) Improved induction, ALN assessment being review. Student to know more about how we teach up front.

(AW) to increase levels of student support for all holistic issues. Currently EAP in place, feedback is positive on the EAP programme.

(AW) enhancement strategy, ongoing monitoring.

(AW) improved DL provision, improved significantly since the pandemic, teams has been very helpful and streamlined since integrated. Will be integrated increased functionality from team

(AW) EDI, continued monitoring, improving documentation for unconscious bias, UEL asked to review this.

(AW) Continued support for students with ALN, we have implemented new ALN policy and will review the outcomes of this, believe this has been an improvement

(AW) Improve linked to statutory bodies.

(AW) M.Res in place, we will be reviewing our engagement for this coming AY

(AW) alumni network, our first alumni event for some time delivered last month, this was successful. We see ways to improve this for next year, and plan to continue these networking opportunities.

(AW) Student engagement strategy, we aim for a clearer policy on this for next September.

(AW) **Action**, to publish online once a few amendments made

(TC) What is being discussed at UEL and LJMU inc terms of quality enhancement, pedagogy, CPD etc.

(TS) We have a university wide engagement week, and a school session as well as training courses for staff to develop teaching skills

(TC) What does this include at a topic level

(TS) Quite diverse, how to improve progression, how this is tracked, why this is important. Other training sessions include, providing feedback to students. In the school session we discuss different aspects of how we improve engagement and working group debating this then reporting back.

(SD) similar for LJMU, we run 'student at the heart conference' a teaching and learning conference. Discussion strategic plan, sustainability and inclusion are key points at the moment. Looking at good practice in feedback in relation to the QAA action plan.

(TS) UEL has a quality team who asses this on a yearly basis, after modules they produce module development improvement plan.

#### LJMU Library Issues **Reps**

(SA) student have come forward raising issue with access to LJMU library. Students are worried about discrepancies between LJMU and UEL access students, student worried they may fall behind because of an overreliance on free resources which students are reluctant to rely on

(AW) We try to ensure we include journals in our reading list are available to both.

(SD) The incident highlights a wider issue, SD surprised that this could have taken place at short notice. This issue needs to be taking higher up at LJMU as it shows issues in CAT/LJMU contract and relationship. SD to take the issue to Jason Kirby to understand the agreement, and what warning could be given when resources access to change. We cannot pull these things mid module. (Action)

(TC) The resources pulled included resources for which there are not equivalent access (for instance mapping (digi-maps), trade information, CIS (through IHS), and building regs information). We have been told students should have never had access, but ignores the material changes to resources.

(SD) Unfortunately short term impact on students is impacted, what could the short term solution be for LJMU students who are affected.

(TC) will discuss with Ivor and Anna about how this will be assessed, and to talk about how to alleviate pressure on affected students. TC, ID and AP to continue to weekly drop in sessions.

(MM) Echo AS's points, this has not just affected the one module, it has affected the ARD as well. Issue of Parity being discussed by all students, and options should be offered ASAP.

(AW/TC) We need to understand the full issue and will be looking at how this is marked and will keep students updated on this

(JB) SSO can email all affected student as soon as solutions are planned

## **Policies**

### **Academic Integrity Policy AW**

(AW) Slight revisions made, issues around AI have been noted and acknowledge, this has been discussed with staff. Students have informed TC of contact from essay mill. We ask students not to use AI without acknowledgement and it will currently be treated as a student using someone else's work.

(MM) clarify that this is in the context of generating an assignment

(AW) AI can be used in the same way as the internet, for research purposes is fine

### **GSE Student Charter AW**

(AW) Minor amendments made to Student Charter, to complaint procedure. Adding line to say that all students contributions should be equally valid and respected.

(TC) notes sequencing error in document. AW to update

(AS) happy with changes

### **Accommodation Policy AW**

(JB) free 4<sup>th</sup> stay on site for students who come on site 4 times in a year.

(FH) on behalf of the estate manager notes accommodation should be left in a good state upon leaving



(MM) happy with the changes, clarify points about which accommodation.

(AS) asks for clarification on retaining booking numbers.

(TC) Block bookings for whole site lead to a lot of lost revenue, is there a way in which we can formalise when we 'give up' space at CAT for other activities outside the GSE.

(JB) to introduce this, while retaining priority to students coming on-site to study

#### 4. University Partner Updates

##### LJMU

(SD) Re: Ongoing rollout for CME, Programme leaders should have access to online portal for documenting this. SD cannot see CAT programmes, requested access. SD asks if RK and JF can see this. Can we give SD access to this. (Action)

(AW) Yes they can

(TC) In the equivalent process with UEL, the link tutor does look through and comment on this.

##### UEL

(TS) No updates since collaboration meeting, notes ongoing issues with UEL registry for CAT Students. Useful to have discussion at the Collaboration meeting about EE's. Could we provide tracker to UEL, which TS will follow up on (Action)

(AW) Tracy and registry to visit CAT

(TC) UEL student card still not resolved, certificates still not resolved, digital access would be a good interim measure but not yet in place.

(TS) This needs to be captured in the tracker

(AW) Thomas Scott is keeping notes of these on the tracker

(JB) SSO has sent information again, it was not communicated to CAT that there is a new system for student cards, which has now been communicated.

(TC) Full time students who are now on dissertation have not been able to access UEL library resources, they need cards for current students to access SCOUNL.

(JB) UEL students to contact JB to gain access to the UEL resources

(TS) were any of these issues not raised on Monday, anything not captured on the tracker please comment. (Action)

## 5. Programme Leader Reports:

Minutes of Programme Committee Meetings

(CM) No programme committee minutes at the moment, to be processed (action) to be discussed at planning day next week. Minutes to be circulated (Action)

Programme Leader Comments

### **MSc (UEL)**

(TC) prog committee meeting on 3<sup>rd</sup> of July, minutes on teams. Actions include, how to access library room, LJMU database access. End of year meeting planned with reps, relationship with SSLC to PC, making students aware of SSLC through meeting through hub, Student rep legacy who will be continuing and recruitment of new reps.

(TC) thanks for Jemma, Alis etc for careers fair and graduation ceremony

### **M.Arch**

(CM) additional request from ARB to provide further information, ARB provided document on sustainability and, fire and life safety to be filled in which has been returned.

(CM) one of our EE's has had to drop out and had been replaced, for resubmission still some nice needed to discuss ongoing EE support

(CM) EDI is an issue of sustainability, ensure sustainability of future generations. CM to look at each module and the content of each module, to reflect this.

(CM) Finished build week, three projects on site almost complete.

Academic Misconduct Hearings

(AW) none since last meeting

## 6. Any Other Business

### Rules for visiting site outside of Module weeks **JB**

(JB) issues with students being onsite without staff knowledge, or using rooms set for other groups, being discussed internally. Access is only allowed during opening hours (9-5), outside of this need to be booked as overnight visitors, need to check in at bottom station, and logged with checkfront, ideally providing reg number if driven, students to be provided with lanyard to wear while on site. Need to book a room on site if they need a space to work to be booked with bottom station. MSc students then need to return the lanyard before 5pm. Discussed with Ed to have swiped access to library without booking, allowing students accessed 9-5.

(AS) all clear, how will this work for students coming during modules week who are not on the module

(JB) yes fine for them to come but need to check in on bottom station

(TC) is there a booking system for students setting time aside to come outside of module weeks.

(JB) they will need to contact Wise Reception to check availability before travelling to site.

### Students with outstanding fees blocks **JB**

(JB) students with outstanding fees, will not now allow them to book further modules until either fees are paid or a payment plan is in place. The students needs to be discussed with Student finance if this occurs.

(ZB) if students have finished there course with outstanding fees, we also need to be withholding certificates until the debt is paid.

(JB) this is fine for UEL, but LJMU post directly, is there a process at LJMU

(AW) SSO need a mechanism to inform LJMU of this

### **AOB**

(CM) re:access to site can we look at later access during 'crunch' weeks

(FH) do we know when the UEL handbook template will be available



(JB) has UEL provided this yet

(TS) unsure, please contact quality team

(AW) Tom Barker has now retired, acknowledging the work great Tom has contributed over a long period of time. Three new members of staff are due to start with us in September, mainly contributing to the LJM courses, but across all.

## 7. Date of Next Meeting

11<sup>th</sup> October 2023

Date agreed, details to be sent.