

**Centre for Alternative Technology**

**Academic Council Meeting Minutes April 2024**

**Item**

**1. Welcome, Introduction and Apologies**

Welcome to Lucia Galvez Bravo, new link tutor for LJMU courses. Huge thankyou to Sarah Dalrymple who is stepping down from this role for all the hard work and support over the last few years. Lucia is a snr lecturer in conservation...

**Attendance:** Tim Coleridge (TC), Jane Fisher (JF), Rebecca Kent (RK), Jordan Hau (JH), Diana Massam (DM), Ignatious Maranga (IM), Jemma Barratt (JB), Adrian Watson (AW), Alice Leonard (AL), Lucia Galvez Bravo (LGB), Helen Hayes (HH), Diana Gall (DG), Katherine Barclay (KB), Teresa Serrano (TS), Jon Morgan (JM), Catriona San (CS), Kieran Catton (KC), Fran Graham (FG), Carl Meddings (CM)

**Apologies:** Frances Hill (FH), Kaushalya Kathireson (KK)

**Minutes of the Previous Meeting**

**Minutes Approved**

**2. Matters Arising:**

***From July 2022:***

**ACTION:** Survey CAT staff and arrange training date with Rach Boulter for HEA with LJMU (JB) JB spoken with Rach, told that unable to do HEA through LJMU as not part of contract. Will continue to use UEL for time being. **COMPLETE**

**ACTION:** update enhancement dashboard 6 weeks after LJMU board (TC, JF, JB)  
**COMPLETE**

**ACTION:** end of year feedback to be analysed then added to dashboard for discussion (AW) discussed in GSE meeting at end of academic year AW **COMPLETE**

***From July 2023***



**ACTION:** arrange visit to CAT for Tracy Razaghzadeh, Head of Registry Partnerships, and Registry from UEL (AW) Visit arranged for 9<sup>th</sup> May possibly change to following week due to train strikes. Max Corrigan, Dianne, Tracy Razaghzadeh and Daniel Owardieh. (JB)

**COMPLETE**

***From October 2023***

**ACTION:** JB to follow up with course reps and ALN students regarding hearing devices at CAT Jemma has spoken with Tom Wild, waiting more instructions on headphones and devices.

**Action –** Distribute information on devices to student body (JB)

**ACTION:** EDI working groups to be setup within CAT (AW) in process of being announced, will be emailed to all staff within next week **COMPLETE**

**ACTION:** Reps to meet with GSMO to look at supporting recruitment. (Student Reps),

**Action -** Meeting with Alis Rees to be rescheduled (JB)

**ACTION:** Review ALN policy at all day meeting towards end of academic year to consider submission rate (TC) Meeting coming up before ARD module TC to include in the agenda.

**Action –** Comments to be brought back to AC in July (TC)

**ACTION:** continue with the periodic review process and report back to AC in April (JF/RK)

**Agenda Item Below**

**ACTION:** Make sure that all students are aware of AR7407 and AR7408 marking turnaround changes and happy with them, before we make them (CM) not yet discussed.

**Action –** Discuss changes with students (CM)

**ACTION:** Submit changes to UEL for next year formally (CM) not yet submitted.

**Action –** submit paperwork to UEL (CM)

**ACTION:** Share feedback from Sept/Oct/Nov induction feedback meeting with reps summary with staff team at CAT (JB) Info written up, will be included in future meeting, dates shared for induction for August and September **Ongoing**

**ACTION:** continue to liaise with LJMU on time scales for Continuous Monitoring and Enhancement (CME) programme level and CME module level report processes (JF) **LJMUs processes are set and therefore we will have to continue to work within these COMPLETE**

***From January 2024***

**ACTION:** Share new student support GDPR procedure with GSE team (JB) **COMPLETE**

**ACTION:** Share SSLC more broadly with students (JB/TC) **minutes moved to student information hub, available to all students, COMPLETE**

**ACTION:** Review of the whole feedback process, moving to Microsoft forms for easier access and automatic analysis of data (JB/AW) **ongoing, aim to move to forms by end of May ahead of new students starting in September JB Complete by September**

**ACTION:** Report on term 2 accommodation deal usage at next academic council (JB)  
**Agenda Item**

**ACTION:** Staff / reps comments on Module Development Document (FH) **have met with programme leaders for more info, to be shared widely with students for more insight – to be discussed with Diana and Helen SSO COMPLETE**

**ACTION:** Review withdrawal data against other institutions (JB) **Agenda Item**

**ACTION:** Continue to monitor withdrawals throughout term 2 (JB) **Agenda Item**

**ACTION:** Check LJMU/UEL freedom of speech policies for changes (SD/AC)– **checking if the universities had made changes in line with OFS (LGB/TS) To complete**

**Discussion around how we use sources with ‘complications’ – how do we approach this with ljmu? (TC) – no set answer, depending on lecturer etc.**

**ACTION:** Take Prevent Policy and Code of Practice on Freedom of Speech policy to trustees for formal approval (AW) **COMPLETE**

**ACTION:** Take Procedure of booking of speakers and events policy to trustees for formal approval (AW) **COMPLETE**

**ACTION:** Take Designated Event Process to trustees for formal approval (AW) **COMPLETE**

**ACTION:** Complaint process directly for this legislation. (JB/AW) **standard complaint procedure applies (AW) COMPLETE**

**ACTION:** Establishing link between JMSU and CAT reps for training (SD)  
**Action Lucia to speak with student reps (LGB)**

**ACTION:** MArch programme, showcase best of students work at the UEL show in London.  
(AC/CM/AW) **to be completed – TS**

**ACTION:** Set up teams and issue 'join code' (JB) **COMPLETE- handed over to reps**

**ACTION:** Provide more detail on 'Creative assignments being marked more harshly.' More information required on this comment.

**Action (JM) – find out which module this relates to and look at mark**

**ACTION:** Raise introducing ALN rep for MArch with Anna Poston (AW) **COMPLETE**

**ACTION:** Continue discussions on using build project to resolve acoustic issues. (CM/AW)  
**ongoing discussions, has been introduced as of last Saturday. Ongoing**

### 3. Matters Arising April 2024

- 3.1. Aberystwyth University to hold Sustainable Horticulture Course at MSc level (AW) modules to be core modules on sustainability, will be an Aberystwyth university degree, discussed previously with LJMU, has been approved and confirmed by Aberystwyth university. Hoping to launch in September (or January if not ready by September) for small handful of students, to help with 'growth deal'. Aberystwyth university to launch promotion at Royal Welsh show. AW this is very positive.
- 3.2. EC Monitoring (AW) -71 applied for, 52 granted, some delays due to appropriate 3<sup>rd</sup> party evidence not provided, which is needed. Rare to be turned down if correct evidence provided. Focus on asking students for evidence as to not cause delay and further anxieties. GB and SBC showing largest number of EC applications. More LJMU applying for EC? (AW) – more investigation on this? Could this be due to number of non-submissions? RK- largest number of EC are the modules with highest number of students, why so many for behavioural change – investigate. JF – modules removed to avoid clash with 7503 and 7504, why is 7512 so high? AW – can investigate these in more depth. JB – March AW - why AR7407 large numbers? JB - as the date was

changed. TC – to look at modules at the end of year to compare. Fran – students facing fatigue between Christmas and easter, could be potential cause?

**Action – continue to monitor and report back at July/October AC meetings (JB)**

3.3. Withdrawal Monitoring (AW) - 16 students WD this year, no overall reason, mixture of different issues. Mature cohort leading to health reason AW? Similar WD rate to UEL / LJMU numbers. SBC and GB highest rates – will investigate in more detail.

**Action – continue to monitor and report back at July/October AC meetings (JB)**

3.4. LJMU Periodic Review Update (JF/RK) **COMPLETE** updating courses to remain current, clear transparent wording, streamlining assessments, 2 down to 1, new module to replace energy provision, passed on to TC . students have been sent email to move over to new course JB . AW – 4/5 module variants meaning processes could be streamlined. JF – could we have access to course loop to help enter the data?

**Action – look into getting access to course loop to enter data ourselves (JF)**

3.5. ARB Changes (CM) no updates, changes will be made over year and a half, to be completed by 2027, post part 2 qualification impact to be discussed. TS - Review of part 1 and 2 programmes currently being discussed; last few years a lot of aspects have been covered. Discussion around changes, outcomes, and the impact

3.6. Accommodation Deal Usage (JB) data pulled from check front. Heating issues mean cabins not in complete use. January and April peak time for free stay. Number of students onsite in Cabins has increased from last year, number of students onsite in Wise accommodation slightly down on last year. To be reviewed again to determine if the free stay is making a difference. DM – eco cabins seem popular, are Part Time students disadvantaged due to timings? JB – Part time students can use their free stay next year, wording has been changed slightly to help with that. F – can we look at restocking the kitchen to encourage students onsite. Kieran – can we send an email to book in for free stay asap. Discussion around maintenance tasks around the accommodation. Discussion around campervans not being allowed on site, can use campsite with various facilities available.

**Action – Distribute new policy once published (JB)**

### 3.7. Policies

GSE Maternity Paternity Adoption Policy and Checklist (AW) new policy has been written up to support students. To be circulated with students asap (once finalised) – in policy folder to read if anyone wishes to add comments. Approved.

**Action – Publish and distribute policy (JB)**

Admissions Policy (AW) recent changes with UEL updated, 2.4 and 2.5 tweaked for clearer processes. 2.11 2.12 explains why upper limit on student numbers. Clearer regs around deferred entry. March applicants to have interview – mentioned. Comments added on how we communicate the outcome with students. Discussion around reserving the rights to deny applicants due to various reasons eg criminal record ect. Approved.

**Action – Publish and distribute policy (JB)**

Withdrawal Policy (AW) minor changes – inline with changes at UEL and LJMU. Subtle changes of language, remove word ‘automatic’. Clearer policies around students contacts etc. clear statement around students not attending graduation, receiving certs due to unpaid fees. Approved.

**Action – Publish and distribute policy (JB)**

Discussion around processes for students with overdue fees. JB – explaining the process changes, check up after each module that student has paid, to not accrue large debts.

Accommodation Policy (AW) discussed above. Approved.

**Action – Publish and distribute policy (JB)**

Equal Opportunities Statement (AW) – has been renewed, EDI due to meet to add more once they have met. AW has tweaked statements on inclusivity etc, more in depth update to follow. **Action – report back on EDI working group at July AC (AW)**

#### 4. University Partner Updates

**LJMU** Lucia – no updates of any relevancy

Addendum to the Academic Framework Regulations 2023-24 (AW) – board of examiners to have a chair

**UEL** TS – no updates

#### 5. Programme Leader Reports:



## Minutes of Programme Committee Meetings –

**MArch** – minutes not readily available. CM to bring to next meeting.

**Action** - Provide minutes at next AC. CM

**MSc** – changes to LJMU/UEL licensing causing access issues. Module development forms discussed – positive comments. TC discussion around fire safety, financial situation at CAT, visitors centre changes. Policies presented today discussed. Minor changes to UEL modules to match LJMU. Availability of lecture recordings across modules – discussed at GSE meeting, need to maintain fairness to those who have paid for modules. DL meet and greet sessions for students to get to know each other. Consideration for DL timings across time zones. Mixed comments regarding social events, consideration of social secretary? Module leaders have taken lead to book bands or social evenings on Thursday for those onsite. Thanks to Jon (JM) for reviewing CAM report – no news from UEL on CAM audit.

**Action** – chase UEL regarding CAM report. TC/TS

**Action** – discuss the DL meet and greet sessions at next GSE meeting. TC

**Action** – module development documents uploaded to Student Information Hub. JB

## Programme Leader Comments

### MArch

CM has attended fair – student perspective given, response for call to evidence to follow.

Workshop ran by EDI consultant, SSO attended, feedback showed appreciation of our inclusion, can this be delivered beyond march students? JB – discussing more involvement with support staff/sso etc.

Fran – positive student/ staff breaking down barriers.

### MSc

Tim - Jemma to review safety processes following trip up to wind turbines, ongoing discussion on first aid trained supported, will look into getting more working trained as outdoor first aiders.

**Action** – Continue discussions on risk assessments and first aid with John Challen and Andy Varley (JB/TC/JF)

Jane – students experience weekend organised with Sven, witing to see if horticulture one will go ahead, connection to nature event to be confirmed. Catching up on module feedback, low submission rate brought up in second half. DL students presented, ‘unofficial chat’.

**Action** – look at submission rates for part 2 of 7501CATSCI module (JB/JF)

### **Academic Misconduct Hearings**

None

## **6. Any Other Business**

STUCAN festival onsite recently, very successful would like to replicate in future. Debrief meeting on this to follow, intention to do at least 1 more year. Good networking opportunity for students (CM)

Students suggested working weekends at CAT, helping with maintenance jobs etc (DM)  
Positive meeting with Amanda with setting up more experience weekends, volunteering, learning (TC) March cohort willing to offer labour also (JH)

**Action** – discuss with maintenance team onsite (AW)

Lucia will be onsite Wednesday 26<sup>th</sup> June (JF) Kirsty 17<sup>th</sup> June coming to CAT to look at admin stuff, will be here for a few day (JB)

Valuable contribution from students, students feedback, DL, when lectures are outside of theatre where there are issues with recordings, audio (FG)

40 attending symposium, 11<sup>th</sup> 12<sup>th</sup> May, careers fair 16<sup>th</sup> May, graduation 20<sup>th</sup> July (JB)

Discussion with Anna Poston about library needing to be organised as books can't always be found (JH)

**Action** – discuss library progress with Anna (AW)

## **7. Date of Next Meeting**

Wednesday 17<sup>th</sup> July 10am