

Minutes

Title:	Academic Council
Date:	16th June 2021
Time:	3:00pm
Place:	Microsoft Teams

Present:	Charles Hunt	Vice-Chancellor (Chair)
	Sharon Potter	Deputy Vice-Chancellor (Education)
	Steve Vogel	Deputy Vice-Chancellor (Research)
	Francesca Wiggins	Head of Clinical Practice
	Graham Sharman	Dean of Academic Development
	Hilary Abbey	Head of Research
	Francesca Wiggins	Head of Clinical Practice
	Jas Verdi	Head of Student Services
	Mark Waters	Chair of Foundation Portfolio Board
	Heather Batten	Head of Quality
	Soran David	Faculty Representative (Part-Time)
	Julie Greenwood	Student Representative (M.Ost Part-time)
	Ian Sanderson	Registrar (Secretary)

1. Welcome & Apologies for Absence

1.1 Noted:	That apologies were received from:	
	Sara Wazifdar	Student Support Manager
	Robert McCoy	Faculty Representative (Full-Time)
	Samantha Fennell	Faculty Representative (Full-Time)
	Kevin McGhee	External Representative
	Marvelle Brown	External Representative
	Alex Bols	In attendance

2. Minutes of the Last Meeting – 24th March 2021 (AC-20-03-02)

2.1 Agreed:	The minutes of the meeting dated 24 th March 2021 with the amendment of section 5.3 to read:
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Substantial improvements were being made to Rooms 3.01 and 3.10 to enhance synchronous online and in person teaching as well as to enhance asynchronous teaching options. These developments would be consistent with the plans for Hallsville as well as within the UCO's electronic teaching strategy and the improvements that have been required because of Covid-19.

3. Matters Arising from the Minutes of the Last Meeting (AC-20-03-03)

3.1 Noted:	
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Minutes

Actions from the Academic Council meeting on 4th December 2019

Responsibility	Minute/s	Initial action/s	Outcome/s
Vice-Chancellor	7.8	<p>CWSH Partner Approval</p> <p>Vice-Chancellor to report to AC on CSWH Partner approval following addressing of outstanding issues.</p> <p>March 2021: following meetings to discuss the partnership, CWSH reported they were looking to launch in May 2021 and recruit to commence teaching in September 2021. CWSH were focusing on the programme that already had approval plus a couple of e-sports courses.</p>	Ongoing

Actions from the Academic Council meeting on 19th June 2020

Responsibility	Minute/s	Initial action/s	Outcome/s
Dean of Academic Development	7.4	<p>AIMO Major Modifications</p> <p>Advise AIMO Course Team to consider re-wording some of the learning outcomes during future modifications.</p> <p>March 2021: Dean of Academic Development to report at the next meeting.</p>	Ongoing
Course Leader	11.3	<p>Compensation and Condonement Policy</p> <p>Complete consultation and forward final version of the policy for consideration by Academic Council</p> <p>March 2021: consultation was being sought from students and, following this, a set of proposals would be brought to the next meeting.</p>	Completed (On agenda)
Head of Quality	12.4	<p>Board of Examiners Terms of Reference</p> <p>Update membership to include explicit reference to the unit leaders separately from internal examiners</p>	Completed (On agenda for information)

Actions from the Academic Council meeting on 2nd December 2020

Responsibility	Minute/s	Initial action/s	Outcome/s
Head of Quality/Registrar	9.6	<p>Academic Discipline</p> <p>That the Registrar and Head of Quality would develop guidance for staff on use of Turnitin.</p>	Ongoing

Minutes

Actions from the Academic Council meeting on 24th March 2021

Responsibility	Minute/s	Initial action/s	Outcome/s
Head of Quality	4.5	Approval of External Examiner - SPOP That Colm Gregory would be approached to act as a mentor for the SPOP external examiner in addition to the standard external examiner induction and training.	Completed
M.Ost Course Leader	7.4	Master of Osteopathy Adaptation Plan That an updated version of the M.Ost adaptations document would be circulated to the next meeting, including links to the Osteopathic Practice Standards so that it could be demonstrated these were still being achieved.	Completed (On agenda)
HIS Course Leader	11.2	Modifications to the Introduction to Healthcare Sciences It was noted that some of the documents still referred to Osteopathy (e.g., CIF) so may need editing further. The subject content however is appropriate for Nutrition. The last review date was July 2020, so the course team were advised to double check dates.	Completed
Deputy Vice Chancellor (Education)	12.1	Revised Committee Structure and Terms of Reference A paper, providing the wider context to the proposed change to the Committee structure following review, would be prepared for a future meeting.	

4. Chair's Actions

4.1 Noted There had been no Chair's Actions taken since the previous meeting

5. Vice-Chancellor's Report (AC- AC-20-03-05)

5.1 Noted The Vice-Chancellor's report

5.2 Reported The UCO budget had been agreed for 2021-22. The level of funding available had been affected by a planned reduction in automatically allocated capital funding by the Office for Student, with the removal of the London weighting and a transition to a bidding system for most of this expenditure. Approximately £180k was removed from the budget because of these changes although it was hoped that the Hallsville move may be eligible for the bidding element of the fund in future years.

6. Nominations for Honorary Degrees, Awards and Titles

6.1 Noted Lesley Haig, Vice Chancellor at AECC University College, had accepted the nomination to the Honorary Awards Committee

7. New Course: AIMO PGCert Healthcare Education (AC AC-20-03-06)

Minutes

- 7.1 Noted The AIMO Postgraduate Certificate in Healthcare Education had completed a UCO validation event and had responded to all actions identified by the panel. It was noted that the validation panel had included an external representative who had agreed the completion of the follow up actions and approved the responses. As a result, the PGC was being recommended for approval by the Academic Council
- 7.2 Approved The Postgraduate Certificate in Healthcare Education

8. External Examiner Nominations (*AC-20-03-07*)

a) CICM BSc Acupuncture

- 8.1 Noted A second external examiner was required for the CICM BSc Acupuncture and Dr Felicity Moir, a retired Lecturer in Herbal and East Asian Medicine at the University of Westminster and current practitioner was being recommended for approval following approval from CPSC and TQSC.

b) NCA MSc Chinese Herbal Medicine

- 8.2 Noted Dr Jason Tsai, Senior Lecturer at Lincoln College, was being recommended as External Examiner for the NCA MSc in Chinese Herbal Medicine. Dr Tsai had qualified in Chinese Medicine and had previous UK experience of external examining in the field.

c) Postgraduate Certificate in Animal Osteopathy

- 8.3 Noted Mrs Jennifer Latchford was being recommended as external examiner for the Postgraduate Certificate in Animal Osteopathy. It was noted that Mrs Latchford did not have previous experience of external examining but was an experience practitioner in the field. It was noted that this was a specialist field, and it was difficult to identify individuals with both practice and academic experience. It would be important to ensure mentoring from an experienced external examiner was put in place, if the Academic Council approved the appointment
- 8.4 Approved All appointments, with the condition that mentoring was made available to the external examiner for the PGC Animal Osteopathy.

9. Review of Condonement & Compensation Policy (*AC-20-03-08*)

- 9.1 Noted The proposal to repeal the policy had been circulated to students for consultation, who were supportive of the changes. Therefore, the policy would be removed and aligned with the current progression regulations defined in the Student Handbook.

10. Revised Board of Examiners Terms of Reference (*AC-20-03-09*)

- 10.1 The minor amendments to the terms of reference.
Approved

11. Periodic Review Schedule 2021-2022 (*AC-20-03-10*)

- 11.1 Noted Several changes were proposed to the schedule for periodic course review to take into account the disruption to partners and staff caused by the pandemic. This would mean that approval for several programmes would need to be extended by one year pending the outcome of these reviews.
- 11.2 Noted The review of the AIMO BSc (Hons) Osteopathic Conversion course would be brought forward to September 2021 due to specific issues being identified in the structure of the programme.
- 11.3 Noted It was noted that the March 2022 review date for the PGC SPOP was close to that proposed for the UCO Education Conference, which should be avoided. This needed reviewing to avoid a clash.

Minutes

- 11.4 The changes to the periodic review schedule for 2021-22., with the proviso that the March date for
Approved the PGC SPOP review would be confirmed following review.

12. NCA Online MSc Courses Major Modification (AC-20-03-11)

- 12.1 Noted Several changes to the NCA online MSc had been considered and recommended for approval by CPSC and TQSC. Important amendments included a revised marking criteria that would apply across all units, which had been the subject of detailed discussion with the NCA, as well as modifications to the assessments in the research focused units. It was noted these changes increased the assessment burden on students, as the length of some assignments had increased.
- 12.2 The changes to the NCA online MSc.
Approved

13. Proposed 2020-2021 Annual Reporting Process (AC-20-03-12)

- 13.1 Noted The annual reporting system had been modified to reduce the burden on unit leaders by requiring one report covering each programme subject stream (E.g. research) rather than each unit as the current system produced a significant amount of unnecessary duplication. Individual units would be referenced as necessary within the overarching reports.
- 13.2 Noted Smaller PGC programmes would only be required to produce one single report at programme level and APP statistics would also be included to ensure a consistent set of monitoring.
- 13.3 The proposed modifications to the annual reporting process
Approved

14. Summary Report of the UCO submission to REF2021 (AC-20-03-13)

- 14.1 Noted The financial and staff submission to REF had been submitted by the 31st March deadline and an extension of six weeks was granted for the research outputs and impact case studies. UCO falls below the minimum threshold for staff in terms of submission but elected to submit. The final submission was an equality impact assessment covering what had been learned how this had promoted equal opportunities. The final submission would be an assessment by the panel over the next 12 months. Grading was from 1* to 4* stars with 3* and 4* ratings gaining funding. The UCO was aiming for one star which would mean recognition as a research institution. The next review was in 2028 and institutions were already preparing for this.
- 14.2 Noted A lot of smaller institutions had elected not to submit so completing a submission was a real achievement for the UCO and for Osteopathy, as this involved a lot of background work in developing policies. This was a particular challenge given the same requirements applied to both large and small institutions. The research team, and the Head of Research in particular, were commended for their efforts completing the submission.

15. Outcome to GOsC Annual Report 2020 (AC-20-03-14)

- 15.1 Noted The UCO had submitted the report and had received feedback from Mott MacDonald. This had been the subject of significant discussion and the outcome was that two recommendations would be monitored in relations to progression rates and the implementation of the change management plan.
- 15.2 Noted A new structure for annual reporting would was being developed. It was expected that Mott MacDonald would require a lot more data but hopefully once the initial detailed review was this was completed there would be a move to more light touch monitoring.

Minutes

15.3 Noted Mott MacDonald had identified additional key risks which seemed to be of concern in the report but the only two areas the UCO needed to respond to were those listed.

16. Access and Participation Plan (AC-20-03-15)

16.1 Noted This plan had been previously submitted and the UCO was still waiting on hear the outcome from the Office for Students. The plan had been previously circulated to Academic Council for consultation and approval.

17. Pre-Registration Programmes Covid-19 Adaptations (AC-20-03-16)

17.1 Noted The updated Pre-Registration Programmes Covid-19 Adaptation Plan

18. Sub-Committee Summary Reports & Minutes: (AC-20-03-17)

a) TQSC Minutes of 25th May 2021

18.1 Noted The minutes of the meeting dated 25th May 2021 and the Academic Integrity Charter, that the UCO would be signing up to

19. Any Other Business

a) GOsC Consultation on Osteopathic Practice Standards

19.1 Noted The GOsC was consulting on Osteopathic standards and training with a due date of 22nd September. This was currently being discussed at the Council of Osteopathic Education and it was suggested that TQSC should look at this consultation in detail. The outcome would have implications for annual reporting and review as it was expected that learning outcomes would map onto Osteopathic Practice Standards

b) Committee Membership

19.2 Noted That Julie Greenwood was shortly due to complete her studies and therefore would no longer act as student representative on the Committee.

19.3 Noted Thanks were extended to her very helpful contributions and for representing the interests of part-time students.

19.4 Noted The Council also wished to put on record its thanks to all students and staff for their efforts in adapting during the recent trying months.

20. Dates of the Next Meeting

24.1 Noted: 1st December 2021

30th March 2022

15th June 2022

All at 3pm