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| Title: | **Academic Council** |
| Date: | **10th June 2020** |
| Time: | **3:00pm** |
| Place: | **Room** |

**Present:** Charles Hunt Vice-Chancellor (Chair)

Sharon Potter Deputy Vice-Chancellor (Education)

Steve Vogel Deputy Vice-Chancellor (Research)

Hilary Abbey Head of Research

Francesca Wiggins Head of Clinical Practice

Jas Verdi Head of Student Services

Demri Mitchell President of the Students Union

Mark Waters Chair of Foundation Portfolio Board

Heather Batten Head of Quality

Will Podmore Head Librarian

Sara Wazifdar Student Support Manager

Soran David Faculty Representative (Part-Time)

Robert McCoy Faculty Representative (Full-Time)

Julie Greenwood Student Representative (Part-time)

Steven Pearce External Representative (Bucks New University)

Alex Bols In Attendance

Ian Sanderson Registrar (Secretary)

1. **Welcome & Apologies for Absence**

1.1 Noted: That apologies were received from:

Graham Sharman Dean of Academic Development

Francesca Wiggins Head of Clinical Practice

Albert Obeng Student Representative (Full-Time)

Marvelle Brown External Representative

1. **Minutes of the Last Meeting –4th December 2019 (AC-19-04-02)**

2.1 Agreed: The minutes of the previous meeting were approved.

1. **Matters Arising from the Minutes of the Last Meeting (AC-19-04-03)**

3.1 Noted:

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| ***Actions from the Academic Council meeting on 4th December 2019*** | | | |
| **Responsibility** | **Minute/s** | **Initial action/s** | **Outcome/s** |
| **Vice-Chancellor** | 7.8 | **CWSH Partner Approval**  Vice-Chancellor to report to AC on CSWH Partner approval following addressing of outstanding issues | **Ongoing** |
| **Head of Quality** | 10.3 | **AIMO Assessment Regulations**  Clarification of double/second marking procedure to the UCO AQF regulations | Completed |
| **Head of Quality** | 10.4 | **AIMO Fitness to Practice Regulations**  To ensure accepted standards are clearly defined | Completed |

1. **Chair’s Actions**

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| 4.1 Noted | The report on Chair’s actions taken since the previous Council meeting in December. |
| 4.2 Reported | That the approval process for six the CWSH programmes relating to e-sports had created considerable workload for the validation team and it was suggested that this sort of fast track approval process should not be undertaken in the future unless greater capacity to conduct such reviews was available. |

1. **Vice-Chancellor’s Report (AC-19-04-04)**

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| 5.1 Noted | The Vice-Chancellor’s report |
| 5.2 Reported | That a huge effort had been put in place to adjust teaching and assessment because of the disruption caused by the Covid-19 pandemic. The Chair wished to thank the course team for adjusting assessment plans to align with requirements of the professional body. In addition, the Chair wished to thank clinic staff in relaunching the virtual clinic to see patients and provide experience, student support for helping students through such difficult times and the library for fulfilling student academic requirements. Attempts were being made to keep in contact with staff as well. |
| 5.3 Reported | That an announcement would be made to the students regarding future plans for 2020/1 so that they were aware of what they can expect in terms of learning which was expected to be a mix of face to face and online learning. Students had appreciated the efforts to continue teaching so far but the course team would like to ensure that learning was fully blended. The Office for Students had placed a cap on student numbers to avoid destabilising admissions and this had been confirmed as 73. However, it was felt that there was that there was some margin for movement within this limit and it was not known whether Osteopathy could benefit from a premium for Allied Health Professions in view of Covid-19. |
| 5.4 Reported | That the absence of staff and students from the campus had permitted ICT and estate improvements to be made. |
| 5.5 Reported | That a second major development had been the Black Lives Matter movement in the UK. The UCO was currently looking to ensure how the principles advanced by this movement could be taken forward and were in discussions with the study body about this. It was clear that the students expected the UCO to be actively supporting this area. |

1. **Nominations for Honorary Degrees, Awards and Titles**

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| 6.1 Noted | That two members of the Honorary Degrees, Awards and Titles Committee (HDAATC) needed to be appointed, one member of an external Higher Education Institution elected by Academic Council and one member of the Academic Council |
| 6.2 Agreed | That members would forward suggestions for an external member from a Higher Education Institution to the Chair, who would take this forward |
| 6.3 Approved | Robert McCoy as the Academic Council member of the HDAATC |

1. **AIMO Major Modifications: BSc (Hons) Osteopathic Science *(AC 19-04-06)***

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| 7.1 Noted | That the modifications being submitted for approval partly relating to the amendment of the research units across the programme to address inconsistencies with assessment and academic level. For example, the year 2 research assessment would now be level 5 which was consistent with other units in that year. This would align the units more consistently to the MSc which had recently commenced and which most students were expected to progress. |
| 7.2 Noted | That the other modification related to the practical component and, whilst moving Hand and Neck into year 2, the modifications also cut down on the number of assessments, which was a UCO validation recommendation. |
| 7.3 Noted | That the modifications had been reviewed and approved at both CPSC and TQSC. |
| 7.4 Approved | The modifications to the BSc programme although the AIMO course team were advised to look at some of the wording in the learning outcomes. |

1. **MSc Osteopathy (Pre-Registration) – Major modification to suspend programme *(AC-19-04-07)***

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| 8.1 Noted | That this was a modification to suspend the MSc for 2020/1. This was partly because the programme had been under-recruiting and work had been ongoing to make the course more attractive to students. Previously the course team had been looking to align the teaching more in line with the part-time course so that students, who already came from a professional background, could still practice in their chosen area. However, it has been decided to pause recruit to conduct a wider review. In view of the circumstances, this was fortunate as the course typically started early at the beginning of August and this would be difficult in view of the ongoing restrictions. Students with commitments have been contacted. |
| 8.2 Approved | The modification to suspend the programme. |

1. **PGCert ACE – Major modification to suspend programme *(AC-19-04-08)***

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| a) | Sub-Item 1 | |
| 9.1 Noted | | That the PGC ACE was being suspended for one cycle as the numbers requiring training were falling so impacted on numbers. New teaching staff without a teaching qualification were given two years to gain qualification they would not be affected by this decision. |
| 9.2 Approved | | The modification to suspend the programme. |

1. **Herbal Medicine Course Proposal Update *(AC-19-04-09)***

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| a) | Sub-Item 1 | |
| 10.1 Noted | | That the development of this programme had been suspended as it was felt that this was not aligned with UCO strategy, in view of development of links to HCPC. Expand the idea of working more broadly. |
| 10.2 Noted | | That the UCO’s articles refer to “Regulated Healthcare” although it was hoped that this could be expanded to include more broader areas linked to well-being and health promotion in the future. |
| 10.3 Noted | | That the UCO Board was interested at looking at the needs of shareholders and this afforded an opportunity to look at the articles more closely. |

1. **Repeal of Compensation and Condonement Policy**

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| 11.1 Noted | That this item would be deferred as it had not gone through student consultation yet. This was important as the proposal affected 1st and 2nd years, who would previously benefit from compensation, which awarded credit for certain units meeting the eligibility criteria, even though these had been failed. |
| 11.2 Noted | It was noted that although new students would not have been subject to the regulations, these are published so could be considered a material change. |
| 11.3 Agreed | That this policy would need to come back to the Academic Council for detailed consideration during the next academic year, which would give time for student consultation. This was not necessarily a bad thing as the changes had been introduced relatively recently and therefore an extra year would give time for more feedback to be available. |

1. **Revised Terms of Reference – Board of Examiner and Revisions to AQF Section 12 *(AC-19-04-10)***

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| 12.1 Noted | That the terms of reference and AQF regulations were essentially being updated to remove references to the University of Bedfordshire, which was no longer relevant. For example, the Chair of the Board of Examiners is now from another HE Provider rather than University of Bedfordshire. |
| 12.2 Considered | Whether the terms of reference could be updated to remove the need for the Chair to be from an external institution. However, because of the size of the UCO, this was felt to be useful in assuring the students that there was an independent voice to consider matters. |
| 12.3 Reported | That the Board of Examiners Terms of Reference should be updated to include unit leaders as members. Currently the terms of references stated “internal examiners” only. This was vague and did not make it clear the expectation that unit leaders should normally be attending Board meetings. However, to ensure that results could be approved, the quoracy for the meeting did not need to be amended to specify a minimum number. |
| 12.4 Agreed | The modifications to the terms of reference and AQF regulations, with the changes suggested above. |

1. **Revised Terms of Reference – TQSC *(AC-19-04-11)***

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| 13.1 Noted | These terms of reference had been updated to add an external partner representative to the TQSC membership. The external partner had previously attended CPSC but given that Committee discussed other partners confidentially, this was felt to be inappropriate and representation from partners was felt to be more appropriate at this forum. In addition, the student representative had been removed from the TQSC membership as this was felt to not be necessary. This was reflected in the difficulty in finding a student to attend meetings. |
| 13.2 Approved | The changes to the terms of reference. |
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1. **Revised Terms of Reference - CPSC *(AC-19-04-12)***

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| 14.1 Noted | That the external partner representative had been removed from the membership, for the reasons outlined in item 13. In addition to this, the requirement for this committee to monitor partner approval conditions as well as annual approval reports had been added to the terms of reference. |
| 14.2 Approved | The changes to the terms of reference. |

1. **Revised Course & Unit Information Form Templates & Manuals *(AC-19-04-13)***

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| 15.1 Noted | That the course and unit information had been reviewed and updated to remove aspects that were no longer relevant in view of the ending of the UCO’s relationship with the University of Bedfordshire. These templates had also been updated to bring the information provided to students into line with the CMA as well as the UCO strategic priorities. The associated guidance was to ensure consistency in information being provided. |
| 15.2 Noted | That the proposals had been considered by TQSC. Students and staff had been consulted and several suggestions had been incorporated as a result. The updated templates were commended as a big advance on the previous versions. |
| 15.3 Noted | That the process of completing the forms would take place in line with periodic review of courses and units, as several programmes were due for renewal during 2020/1. There needed to be a clear timetable in place to ensure that this was done. |
| 15.4 Approved | The changes to the templates and associated manuals without further amendment. |

1. **Revised Policy – AIMO Fitness to Practice *(AC-00-00-00)***

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| 16.1 Noted | That the AIMO Fitness to Practice procedure had now been fully agreed: AIMO had identified several students to which the policy applied, specifically relating to health and medical issues, and the revised version covered these areas. |

1. **Update on Research Degree Developments *(AC-19-04-15)***

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| 17.1 Noted | That the update reported on the outcome of the recent validation event with the University of Bedfordshire, who still awarded research degrees conducted at the UCO, but that several areas arising from this had still not been addressed fully by the awarding provider. Therefore, the research team was looking at this exercise to generate a resource that could be used take to other institutions, In case it was felt that the research degree validation arrangements should be changed, as well forming the basis for an application for research degree awarding powers at some point in the future. A number of providers had been identified who might be appropriate although it was also hoped that there may also be renewed emphasis from the University of Bedfordshire with the appointment of a new Vice Chancellor who was aware of the value of their links to Osteopathy. |

1. **Dates of the Next Meeting**

24.1 Noted: 02-Dec-20 at 3.00pm

24-Mar-21 at 3.00pm

16-Jun-21 at 3.00pm