

Minutes

Title:	Academic Council
Date:	4th December 2019
Time:	3:00pm
Place:	Room

Present:	Charles Hunt	Vice-Chancellor (Chair)
	Sharon Potter	Deputy Vice-Chancellor (Education)
	Steve Vogel	Deputy Vice-Chancellor (Research)
	Graham Sharman	Dean of Academic Development
	Hilary Abbey	Head of Research
	Francesca Wiggins	Head of Clinical Practice
	Jas Verdi	Head of Student Services
	Jason Mosher	President of the Students Union
	Mark Waters	Chair of Foundation Portfolio Board
	Heather Batten	Head of Quality
	Will Podmore	Head Librarian
	Soran David	Faculty Representative (Part-Time)
	Robert McCoy	Faculty Representative (Full-Time)
	Samantha Fennell	Faculty Representative (Full-Time)
	Albert Obeng	Student Representative (M.Ost Full-Time Year 4)
	Julie Greenwood	Student Representative (M.Ost Part-time Year 4)
	Steven Pearce	External Representative (Bucks New University)
	Alex Bols	In Attendance
	Ian Sanderson	Registrar (Secretary)

1. Welcome & Apologies for Absence

1.1 Noted:	Jas Verdi	Head of Student Support Student Support Officer
	Richard Pierce	Head of ICT
	Hilary Abbey	Head of Research

2. Minutes of the Last Meeting – 4th September 2020 (AC-19-02-02)

2.1 Agreed:	the minutes were agreed with the following amendments to clarify that the Osteopathic Practice Standards was published in September 2018 and took effect from September 2019 and that the minor modifications to the Being an Osteopath unit, referred
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3. Matters Arising from the Minutes of the Last Meeting (AC-19-02-03)

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
Registrar / Student Rep	8.1	Attendance Policy Secretary to complete adjustments to attendance policy following meeting and student representatives to put out for student consultation	Ongoing
Head of Student Support	9.2	Student Charter To add Vice-Chancellor and President of Student Union to charter and publish	Completed
M.Ost Course Leader	10.9	Major Modifications to M.Ost Programme To ensure conditions for approval of modifications to programme were completed	Completed
Registrar	11.2	Postgraduate Certificate Prizes To ensure prizes for the PGC ACE and SPOP were awarded at the Graduation Ceremony and added to the Graduation Brochure	Completed
M.Ost Course Leader	11.5	OPS Standards To circulate OPS mapping document to students	Completed

4. Chair's Actions

a) Academic Committee Structure

- 4.1 Noted The Chair had taken action to approve the pilot of the Revised Academic Committee Structure. This was intended to support the development of the new Teaching Learning and Assessment Strategy by streamlining the more routine business and creating an Enhancement of Teaching Learning and Assessment Sub-Committee to report to the Teaching Quality Sub-Committee which reports to the Academic Council

5. Vice-Chancellor's Report (AC-19-02-05)

5.1 Noted The Vice-Chancellor's report

- 5.2 Reported That one major project completed since the previous meeting was the Office for Students requirement for the accountability return. This was more detailed than previous years, requiring seven years of financial projections that required oversight by the UCO Board and was issued at very little notice. The Office of Students had previously issued warnings to institutions missing paying invoices so was indicative of a new tighter regulatory regime.

6. External Examiner Nominations (AC 19-02-08)

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a) AIMO MSc in Osteopathic Medicine

6.1 Noted That Andrea Fornica had graduated with the MSc from the UCO in 2015 whereas the regulations usually required five years to have elapsed before an individual with links to the UCO can act as an external examiner. However, the external representative felt this would be a good nomination and discretion to waive this regulation was appropriate.

6.2 Approved The nomination of Andrea Fornica as external examiner for the MSc in Osteopathic Medicine.

b) CICM BSc (Hons) Acupuncture x2

6.3 Noted That both nominations were members of the British Acupuncture Council and were already nominated previously by Kingston University.

6.4 Approved The nomination of Anne-Sophie Morel and Annie Walter as external examiners to the BSc (Hons) Acupuncture.

c) CWSH Foundation & BA (Hons) Degrees in Sport Management, etc.

6.5 Noted That the appointment of an external examiner was a condition of partner approval, Additional examiners would be appointed as the programmes were expected to develop but currently there was only a requirement for one external to provide scrutiny for the first year of the course (AQF4)

6.6 Approved Dr Andrew Adams as external examiner for the CWSH BSc (Hons) programmes.

7. Partner & Course Approvals: (AC-19-02-09)

a) AIMO M.Ost Med Course Approval

7.1 Noted That the Academic Council was being asked to approve the MSc pending the satisfactory resolution of ongoing conditions that were being monitored through the Collaborative Provision Sub-Committee. The external examiner had been approved (under section 7a above) and it was noted that the title of the programme was MSc in Osteopathic Medicine.

7.2 Noted That one important monitoring condition was to ensure that the integrated curriculum of the BSc and MSc programmes were mapped against European standards. The approval events referred to the OPS and GOPRE although it was acknowledged that this applied to UK training and the European Standards for Osteopathic Provision developed through CEN might also be appropriate,

7.3 Approved The MSc in Osteopathic Medicine, subject to monitoring progression to addressing the monitoring conditions through CPSC in January 2020 and March 2020.

b) CICM Partner Approval

7.4 Noted The all conditions apart from the due diligence checks had been addressed.

7.5 Approved CICM as a partner of the UCO, pending completion of the due diligence checks.

c) CICM BSc (Hons) Acupuncture Course Approval

7.6 Noted That the BSc (Hons) Acupuncture programme was already well developed and had successfully completed both QAA and other external validation events. Therefore, it had been agreed that there would be only one institutional review event.

7.7 Approved The BSc (Hons) Acupuncture

d) CWSH Partner Approval

7.8 Noted That there were several additional issues that had emerged after the partner approval event, relating to the company name and composition of the Directors that needed addressing at a contractual level before a partner approval could be approved. CWSH had also requested the approval of a further five

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new undergraduate programmes which had been put on hold pending a progress report on their readiness for a September start.

7.9 Noted That the UCO had recently visited the CWSH site and had noted some improvements to facilities, for example a student room and teaching rooms. However, these were not furnished and CWSH had not provided information to Student Finance England to be eligible for a recipient of support.

7.10 That the partner approval should be put on hold pending resolution of the issues reported above. The Council noted that it was important not to delay approval of CWSH if that impacted on recruitment so that Chair would circulate an update report for the members of the Academic Council to review and approve as a partner as and when these were resolved,

e) CWSH Foundation & BA (Hons) Degree Course Approvals

7.11 Noted That all review panel conditions had been addressed.

7.12 *The following programmes: Foundation Degree in Football Coaching and Management; Foundation Degree in Physical Education and Coaching; BA (Hons) in Football Coaching and Management; BA (Hons) in Physical Education and Coaching; BA (Hons) in Sports Management; BA (Hons) in Sports Management and Digital Marketing*

8. External Examiner Report Synthesis 2018-2019 (AC-19-02-10)

8.1 Noted That the reports highlighted several areas for action, which were being addressed

8.2 Noted This included a request to review the compensation procedure, a request from the external examiners to meet with students on Board of Examiners meetings days as well as some delays in forwarding assessments to external examiners for scrutiny and review.

8.3 Noted That the report also noted the high academic standards which was positive,

8.4 Approved The external examiners report synthesis.

9. GOsC RQ Annual Report 2019 (AC-19-02-11)

9.1 Noted The draft of the annual report to be submitted to the General Osteopathic Council (GoSC)

9.2 Reported That it was suggested that sections of the report that referenced the changes to research should place emphasis on the importance of preparing students for audit in view of the OPS.

10. New & Revised Policies (AC-19-02-12)

a) AIMO Policies

10.1 Noted That the TQSC was recommending several AIMO regulations and policies for approval.

10.2 That these policies were the result of AIMO reviewing the relevant UCO procedure and adapting these to consider local circumstances.

10.3 That the section on double/second marking and agreeing grades did not seem to be consistent with the Academic Quality Framework. All level 6 and 7 dissertations are double marked, and examiners should attempt to agree grades rather than average in the first instance.

10.4 That the Fitness to Practice regulations had removed the GOsC definition of what constituted acceptable behaviour, but it was not clear what behaviour was a fitness to practice concern. It was therefore unclear what the expected standard of behaviour was and therefore the basis for Fitness to Practice investigations. This might be the European Framework. It was noted that the regulations referred to the GosC Fitness to Practice document even though the detail had been deleted so it was

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suggested that the reference to the GosC guidance be amended to make clear this was the standard students were expected to observe.

10.5 It was noted that the policies were presented in English, but it was confirmed that AIMO students
Reported would have access to a local version

10.6 The amendments to the policies subject to the clarification of the assessment regulations relating to
Approved double marking identified above, which should be clarified with AIMO by CPSC.

11. M.Ost BAO3 Major Modification (AC-19-02-13)

11.1 Noted That the proposal was to amend the assessment dates for the Part-time Being an Osteopath unit. It
was being proposed as a major modification for approval by the Academic Council as this was being
submitted after the commencement of the academic year. This was the first year that the unit was
being run so this was identified after the unit had started.

11.2 The modification to the BAO3 unit
Approved

12. Quality Code Mapping (AC-19-02-14)

12.1 Noted The update on the QAA Quality Code mapping exercise.

13. Annual Summaries: (AC-19-02-15)

a) Student Academic Appeals

13.1 Noted The annual summary of student academic appeals

b) Student Academic Discipline

13.2 Noted The annual summary of student academic discipline.

c) Student DBS Cases

13.3 Noted The annual summary of student DBS cases

d) Student Complaints

13.4 Noted The annual summary of student complaints

e) Student Fitness to Practice Cases

13.5 Noted The annual summary of student fitness to practice

f) Student Misconduct Cases

13.6 Noted The annual summary of student misconduct cases

13.7 That this summary seemed to be in complete, as it did not include a case that had been referred to
Reported the Registry for investigation (*see note*¹).

14. Course Annual Reporting 2018-2019 Summary (AC-19-02-16)

14.1 Noted The course annual reporting summary for 2018/9

¹ One student was reported for a potential breach of the Academic Misconduct regulations for submitting the wrong piece of coursework which had not been subject to ethical committee approval. This did not proceed to a formal investigation due to a delay in conducting the investigation prior to the result and feedback being received, so was not included in the summary, although the student was subject to the anticipated penalty of a failing grade and a requirement to resit

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15. Progress towards implementing the UCO's Research and Scholarship Strategy (AC-19-02-17)

15.1 Noted The progress report on the implementation of the UCO's Research and Scholarship Strategy

16. Research Excellence Framework Update AC-19-02-18

16.1 Noted The update on the Research Excellent Framework.

16.2 Reported That some timescales had been amended due to delays in approval of the Code of Practice, but this had been received in November and progress was now being made.

17. Research Strategy and Scholarships Committee Revised Terms of Reference (AC-19-02-19)

17.1 Approved The revised terms of reference for the Research Strategy and Scholarships Subcommittee

18. Research Ethics Committee Revised Terms of Reference (AC-19-02-20)

18.1 Noted The revised terms of reference for the Research Ethics Committee

19. Research Ethics Committee Annual Report (AC-19-02-21)

19.1 Noted The Research Ethics Committee annual report for 2018/9

20. Sub-Committee Summary Reports & Minutes: (AC-19-02-22)

a) TQSC 22nd Oct 2019

20.1 Noted The minutes of the TQSC meeting held on 22nd October 2019

b) TQSC 19th Nov 2019

20.2 Noted The minutes of the TQSC meeting held on 19th November 2019

c) RSCC 18th March 2019

20.3 Noted The minutes of the RSCC meeting held on 18th March 2019

21. Dates of the Next Meeting

21.1 Noted: 25th March 2020

10th June 2020

All at 3pm in Room 2.09