**Meetings between Directors, UG Programme Leaders and Associate Dean (Education) 2018/19**

**Selected outcomes**

* Programmes reported that plans were in place to conduct NSS mirror surveys and feedback prior to NSS using Meetoo in some cases.
* It was noted that current Level 6 are first to follow new academic framework and NSS outcomes may be less predictable. For example, some students are returning from placement years with a different range of options to that scheduled at the start of their courses.
* Forensic Science is putting on support sessions for students entering with BTEC chemistry.
* Staff rotas had been developed for open and applicant days although some programmes reported variable levels of commitment. The ‘face-to-face’ involvement of Subject Leaders in recruiting staff was noted as good practice.
* Some programmes had been atypically affected by staff illness or staff departures in 2018/19.
* The involvement of level 4 (ex-L3 students) in foundation inductions was recommended.
* Having open days on the same day as the University of Liverpool for programmes that we both offer presents advantages and disadvantages.

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| **Suggested areas for development** | **Action\*** | **Progress** |  |
| Permit recruitment of staff with professional credentials e.g. HCPC-registered and experienced, rather than exclusively those with a PhD. | Explore with Phil Carey (EHC). | The practice in EHC is that if a candidate without a PhD has had a senior role and significant experience, then it would be a consideration when selecting them for appointment. If selected, EHC ask permission of the VC to appoint to a Grade 8 without a PhD and there is precedent for this being granted. | Y |
| Further staff guidance on use of Meetoo in class. | Develop video in liaison with TLA. | Filming complete, uploaded by TLA. | Y |
| Further guidance discussion on mock interview requirement for NSP/PBS programmes (not including MPharm). | ADE | Raised at June away day. Agreed that mock interview and/or discussion of interview techniques is appropriate. | Y |
| Check whether benchmarking in LEO data to be used in TEF provides any kind of geographical mitigation. | ADE with Chris Finn | There is no benchmarking to LEO data within the current model. One of two LEO measures in the subject-level TEF looks at the proportion of those in sustained employment earning above the (sector) median salary for 25-29 year-olds, or in higher study. It is expected that this metric will be included in future institutional TEF. | Y |
| Greater access to EDI information on programmes | ADE and TLA | This is under active consideration by the LJMU OfS impact and evaluation group. Integration within CME is being explored. | Y |
| Semester 2 option changes are not permitted in December: needs revision | ADE and registry | Raised LEP 15/7/19. JMSU bringing paper to Education Committee December 2019 | Y |
| Guidance on the level tutor role is required. | ADE and TLA | Apparent that no Level Tutor role descriptor exists: Proposed we develop informal document at September awayday. Other Faculties would be interested in this. | Y |
| Low-attending students not being flagged or chased-up through University systems/policies. | ADE | Raised ay Faculty/TLA/PVC meeting 11/7/19. New Learning Digital Engagement system and recently-approved attendance policy expected to address this issue. | Y |
| LDE to flag absolute must-see students to SEOs: Monday morning phone-calls. | ADE and ITS | ITS invited to September away day to explore | Y |
| Online withdrawal form does not require counter signature or evidence of discussion with staff. | ADE and ITS | ITS invited to September away day to explore | Y |
| Charging points routinely fitted into classrooms | ADE | Added to room refurbishment agenda 22/11/18 | Y |
| Provide information to EDU on suitability of our degrees for specific PGCE programmes | ADE | Information collected from PLs passed to EDU June 2019 | Y |

Phil Denton, ADE 3/12/19