

ACADEMIC DISCIPLINE BOARD: PSYCHOLOGY AND COUNSELLING

AGENDA 3rd December 2025 Swansea IQ and Microsoft Teams

UNIVERSITY OF WALES TRINITY SAINT DAVID

PRESENT: Paul Hutchings (Chair), Kate Williams (KW), Charlotte Greenway (CG), Judith Marshall (JM), Beverly Cole (BC), Karen Eaton Thomas (KET), Katie Sullivan (KS), Stuart Jones (SJ)

IN ATTENDANCE: Meeting recorded and minutes completed by L.Williams-Evans

Agenda Item	Main Discussion Points	Action Points	Timescale
• 1. Welcome and Apologies	Chair welcomed everyone to the first Psychology & Counselling Discipline Board of 2025/26. Apologies were received from Lymarie Rodriguez-Morales, Ceri Phelps, Andrea Williams, Stacey Coleman, Mason Neely		
• 2. Matters Arising from the last meeting and action points	<u>Action points from previous board:</u> ACTION: Liaise with admissions tutors to construct workflow/plan for ensuring information gets to applicants – ONGOING (for next Board) Programme managers on BPS accredited courses to check with cohort to find out whether membership has been sorted. All academic staff to read the three papers on EE reports Student Cases, and	COMPLETED (AD and JM) COMPLETED (AD) COMPLETED (AD)	Sept '25 Sept '25 Reported to IB via DB

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	Peer-led Obs. AD (PBH) to confirm at next IB		minutes 22/10/25
	Institute placement working group set-up – staff to contribute as relevant. Staff interested to e-mail KW by 27/06/25	COMPLETED (KW)	June '25
	Team to have considered why Discipline has most reduction in no. of AM allegations in the institute.	COMPLETED (KW)	Current academic year (25/26)
	Any suggestions dealing with AI related AM send to KW – consideration of oral vivas	COMPLETED (KW)	By 1 st QEC meeting of 25/26 academic year
	PMs to complete quality tasks to prepare for 25/26 academic year	COMPLETED (Team)	Sept '25
	AD to discuss with Discipline Team any proposed changes to Discipline Board structure	COMPLETED (AD)	Sept '25
	Feedback to be considered in Supervisor allocation for 25/26 supervision	COMPLETED (KW)	
		COMPLETED (AD)	KW (Diss module lead) – to report back to next board
	AD to review all module reviews and module lead reports		Sept '25
	Academic Team to support marketing and admissions leads with recruitment and conversion activities over the summer.	COMPLETED (Team)	Sept '25

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	Identify new PTL and submit information to Institute Board Team to feedback to JM after all events and visit days.	COMPLETED (AD) COMPLETED (Team)	FOR IB (22/10/25) Sept '25
3. Part 1 University Issues arising from Committees and Boards - SLG update - QEC update - RC update - Ethics update	1.1 SLG/Institute Board Report (PBH) - No direct actions from Institute Board on 22nd October 2025 – all incorporated in SLG feedback below: From SLG - Student enrolment targets for Psychology as set out in Curriculum Review Business Plan (see AD report) - Risk Register for Psychology to be updated by Jan 2026 - Discipline Strategic Plan updated by AD in November 2025 and will be reviewed in April 2026 - Discipline Budget set in September 2025 – continue to work under a tight budget and all individual items to be signed off by AD - Monitoring of mandatory training compliance – all staff to ensure up to date - Monitoring of IT Security – all staff to be aware of phishing attacks and ensure compliance and training relating to IT security - 1.2 Quality Enhancement Committee Report (KW) - Staff with Academic Support Tutor (AST) and Year-Tutor responsibilities	ASTs and YTs to engage with students	January 2026

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	to ensure these are carried out – with corresponding paperwork and confirmation of meetings documented as relevant. - Psychology and Counselling discipline model is now being used as an example of good practice for other disciplines in the faculty. • EC form process for students due to be reviewed (possibly Jan 2026) • Caroline Lewis now chair of Institute Academic Integrity Committee. • Xicheng Liu to become Institute Academic Misconduct Coordinator. • Academic Misconduct protocol has been updated (see sections in red) https://uowtsd.sharepoint.com/:w:/r/teams/PsychologyandCounsellingDiscipline_GRP2/Shared%20Documents/General/Discipline%20Admin/Quality%20Enhancement%20Committee%20(QEC)/2025-2026/QEC%20Related%20Documents%20for%20staff%20to%20review/IEH%20Academic%20Misconduct%20Protocol%20%2025-26.docx?d=w42fd31ad27764aed815b5c6dd2922844&csf=1&web=1&e=R7erkT • Placement working group has met twice already - Meeting is due with academic services to review queries already identified - All disciplines must share their placement paperwork to the SharePoint folder. • PGR Supervisors MUST attend regular training - Also, issues being raised re: PGR relate to support for research activities, use of honorary research fellowship scheme, & changes to visa regulations affecting Professional Doctorate programmes. • Reports from EEs - Need to work on reducing amount of feedback provided to students. - Important for EEs to visit each year and offered to attend exam boards. • Reading List – must inform library if Moodle page does not need a reading list so it is removed from the checking process.	and update meeting documents as relevant. Team to review updated IEH Academic Misconduct Protocol Discipline to share placement paperwork to SharePoint AD/PMs to ensure EEs visit each year & offered to attend exam board Team to ensure their module Reading Lists are accurate	January 2026 TBC End of Academic year January 2026

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	1.3 Research Committee Report (CP) - Committee provided feedback on University Research Strategic Plan - Update provided on IEH Disciplines grant and publication metrics for current REF cycle		
• 4. Part 2 All School Items linked to remaining Terms of Reference • Brief report from programme managers • Admissions Tutors update • Marketing update • Research • Externality	2.1 Academic Director Report (PBH) - <u>Staffing changes:</u> Stuart Jones leaving post 31st December 2025 (final day before leave = 12th December). Chair thanked Stuart for all his hard work over the last 15 years and wished him all the best in his new role. Eol circulated to team members, thanks to those who applied. Karen-Eaton Thomas to take on Interim Programme Manager of BSc Applied Psychology role until July 2026 (end of teach-out) and incoming Foundation Year Manager from January 1st onwards (in preparation for First delivery September 2026). Zoe Cooke to return to .5FTE Technical Tutor role December 2025. Staffing level @Jan 2026 = 11.3 (Jan 25 = 11.2) - <u>Student Recruitment:</u> UG - as set out in Curriculum Review – Recruitment of 78FTE required across all programmes (6). Applications currently double and firms triple compared to this point in 2024. PG – as set out in Curriculum Review – Recruitment of 10FTE to MSc Applied Psychology (see Programme Changes information below) - <u>Programme Changes:</u>		

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	ASC confirmation of programme changes October/November 2025. Programmes to be delivered in September 2026 are: BSc Psychology BSc Psychology including Foundation Year BSc Psychology with Placement Year BSc Psychology with Counselling BSc Psychology with Counselling including Foundation Year BSc Psychology with Criminology Confirmed closure of MA Psychotherapeutic Practice: Humanistic programme Confirmed closure of MA Children and Young People's Mental Health programme (programme to re-open via CYE Curriculum Review at ASC March 2026) - <u>External Examiners</u> New External Examiner MA PPH – Dr Noof Hasan New External Examiners BSc Psychology (Swansea) portfolio – Dr Alejandro Estudillo and Dr Jessie Shepherd New External Examiner BSc Mental Health – Dr Jessie Shepherd - <u>Strategic Role update</u> Overall purpose served and will no longer be part of the Discipline Board – the two remaining roles (International and BPS) will be incorporated into other items on the Board agenda - <u>Annual Leave:</u> Fractional staff must submit leave for Bank Holiday and closure days on which they would normally work (hours are given in allowance and		

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	must be used for these days) Leave should be put into the calendar in advance - <u>QA Compliance:</u> Ensure to act upon requirements set out in Staff Bulletin, Staff Development Week, and Institute emails – AD will not circulate/send reminders of requirements at request of Discipline staff. - <u>Discipline Board:</u> Board to be the main mechanism for reporting on programmes and Discipline – minuted to report to Institute Board. No requests to update Discipline Board procedures were received by deadline so all Boards for 25/26 academic year will follow current format. 2.2 Development Director Report (PBH) • Discipline strategy to be updated to remain in line with new University strategy, but until this is agreed we will continue to work to our initial strategy set out in November 24 • SRR meetings to be completed by December 2025 – all SRRs to maintain Research Planning Meeting log and ensure projects map against KPIs identified by University and Discipline • Grants – VTCT running until May 2026; Horizon bid submitted (Mindway) and outcome expected early/mid 2026. • All SRRs should engage in income generation (grant and commercialisation funding) and output delivery against KPIs • Reminder that all grants must be costed and submitted to University (Inspire) for approval		

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	2.3 Programme Reports: student numbers, retention, engagement, student feedback, staffing: 2.3.1 BSc Applied Psychology (SJ) <u>Student Numbers:</u> Level 6 – Six Students. There are no students at levels four or five as the programme is being taught out. <u>Student retention and engagement:</u> The students have showcased excellent attendance – no grades have been given back to students at the time of this report. Engagement with the Dissertation module has been more mixed – at the time of the report 3 students have gained full ethical approval, one student has provided a second submission to the ethics panel (following a resubmission in November) and at the time of the report being written the other two students have not submitted to the panel yet. All students have told the programme manager that they are liaising with their supervisor. <u>Student feedback:</u> The first student/staff panel was held on the 5th of November 2025. Unfortunately the level 6 representative did not turn up or provide any comments (there was major floods in the area and he was unable to attend). It was agreed that the 2024-2025 traffic light were no longer valid for this cohort and due to no specific cohort related comments being made for the Applied Psychology programme, no additional traffic lights could be created following this first meeting.		

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	2.3.2 BSc Psychology (KW) <u>Student Numbers (current)</u> L4 – 6 FT & 3 PT L5 – 12 FT (inc. 1 direct entry, 2 transfer from BSc Psychology & Counselling, & 1 transfer from BSc Applied Psychology) + 3 Study Abroad (Sem.1) L6 – 5 FT <u>Retention</u> L4 – 2 repeat level students did not return L5 – 2 PT due to enter L5 this year on IOS & 1 FT student did not return to L5 L6 – All L5s from 24-25 progressed to L6 & all L6 students from 24-25 graduated <u>Engagement</u> Majority are excellent – online and on-campus 1 L5 student with no on-campus attendance and sent university warning letter due to poor online engagement – has been encouraged to engage with student support. 2 students (1 L4 & 1 L5) with very little on-campus attendance and poor online engagement (both are known to student support services) <u>Student Feedback</u> Staff-Student Panel Meeting 5th Nov 2025: L4 – All are happy with the course L5 – All good but some issues with recording of lectures in IQ 301 &		

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	being able to hear the lecturer L6 – All are enjoying – had a query about careers event day, which was answered. <u>Staffing</u> No permanent full-time lab/technical support Multiple staff absences throughout the semester 1 FT staff member leaving in December Staff member on maternity leave due to return on phased return in December. <u>General</u> Most students with SCMs, and some with very complex/challenging circumstances New EEs in place New procedure for getting students enrolled with BPS membership Course Reps for all levels in place. • 2.3.3. BSc Psychology & Counselling (KW) <u>Student Numbers (current)</u> L4 – 30 FT & 2 PT L5 – 24 FT & 2 PT L6 – 13 FT & 1 PT <u>Retention</u> L4 – 2 repeat module students returned L5 – The 5 repeat module students did return, 2 FT due to enter L5 this year did not return. 1 on IOS did not return, 2 FT due to enter L5		

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	transferred to BSc Psychology, 1 FT due to enter L5 transferred to BSc Psychology & Criminology L6 – All who passed L5 from 24-25 returned to L6 & all L6 students from 24-25 graduated <u>Engagement</u> 5 have received Attendance Letter One and 1 has received Attendance Letters One and Two. On-campus attendance for one of the L4 & one of the L6 Counselling modules have been highlighted by module leads as poor. 10 students with very little on-campus engagement – some also have poor online engagement (most are known to student support services and those who are not have been encouraged to engage with student support). <u>Student Feedback</u> Staff-Student Panel Meeting 5th Nov 2025 L4 – All are enjoying but some queries over breaks in Counselling module. L5 – All good but some issues with recording of lectures in IQ 301 & being able to hear the lecturer and concerns with group work if other students in group do not engage in tasks. Issues with mail tile on HWB on some devices. L6 – All are enjoying and felt that induction was well organised, and Qualitative training was very good. <u>Staffing</u> No permanent full-time lab/technical support Multiple staff absences throughout the semester		

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	1 FT staff member leaving in December Staff member on maternity leave due to return on phased return in December - Chair thanked all staff for pulling together during staff absences. - Chair to organise a meeting and discussion regarding lack of engagement with students on BSC Psychology & Counselling <u>General</u> Most students with SCMs, and many with very complex/challenging circumstances Lots of extended DDs being submitted New EEs in place New procedure for getting students enrolled with BPS membership Course Reps for all levels in place 2.3.4 BSc Psychology & Criminology (SC) <u>Student Numbers (Current)</u> - Level 4: 10 FT and 2 PT - Level 5: 5 FT and 1 PT <u>Retention:</u> - Level 4: As of 3/12/25- 1 student submitting IoS - Level 5: All 5 students returned from L4 plus 1 transferred from Psychology & Counselling. - Level 6: 0 Level 5's progressed to Level 6.	Meeting regarding student engagement	January 2026

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	<u>Engagement</u> - Majority of students have demonstrated good attendance online and on-campus - Two Level 4 students with little to no on-campus attendance – one has been sent a university warning letter due to poor online engagement – has been encouraged to engage with student support but no response to e-mails. - One Level 5 student known to have ongoing issues but is engaging with student support services and is keeping programme manager updated on the situation. <u>Student Feedback</u> Staff Student Panel meeting 5th November: - Level 4 – all are happy with the course. - Level 5 – No representative – no feedback provided. <u>Staffing</u> - No permanent full-time lab/technical support. - Multiple staff absences throughout the semester. - 1 FT staff member leaving in December. - Staff member on maternity leave due to return on phased return in December. <u>General:</u> - A few students with SCMs but nothing challenging coming through on this programme as of yet. - New EEs in place. - New procedure for getting students enrolled with BPS Membership. - Course reps for all levels in place but will require a new Level 4 re as the current rep is interrupting studies.		

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	- Big thanks to KW for taking over the role of PM in SC's absence. • 2.3.5 BSc Mental Health (KET) <u>Student Numbers</u> At Level 5 – one student. There are no students at levels four or five as the programme is being taught out. <u>Student retention and engagement</u> The single student has excellent attendance and engagement – she is also making excellent progress, consistently achieving grades within the first class boundary. <u>Student feedback</u> The first student/staff panel was held on the 1st of November 2025 with myself, Judith Marshall and the student. Feedback received was very positive with one action point for completion by May 2026. • 2.3.6 BSc Psychology UMW Dual Award (LRM) - The partnership with UMW continues to progress well following the successful revalidation of the dual-award programme. - An online guest session, Growing Young Minds, Changing Environments: Nature and Youth Mental Health (by Dr Lymarie Rodriguez-Morales), was delivered recently (20.11.25) to 25 UMW students, with another guest talk planned for March to continue strengthening academic engagement within the partnership.		

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	- A Taith Mobility application has been submitted to support a staff visit in summer 2026, strengthening collaboration through teaching and knowledge exchange sessions on youth mental health and development, and community psychology. - The Level 5 Study Abroad module will run again this year with two incoming students. Numbers are slightly lower due to increased living costs and visa requirements; UMW has put a mitigation plan in place (payment by instalments) to support student participation. • 2.3.7 MA Psychotherapeutic/Humanistic Practice (CP) - Programme now in teach-out (scheduled to end September 2027) - No Year One of programme recruited in September 2026; Year Two (current students = 13) being taught by Andrea Williams and Mason Neely; Part II (current students = 18) being taught/supervised by Bev Cole and Ceri Phelps. - PG survey results 2025/26 identified positive results for Part II with expected negative results for Part I delivery following disruption in 24/25 academic year – will monitor PG survey results in 26/27 but resources put in place for delivery of Part I/Year 2 appear to be working well. - New External Examiner appointed 1st September 2025 – Dr Noof Hasan • 2.3.8 MA Advanced Counselling Theory & Research (CP) - One student remains on Part II of programme due to extenuating circumstances		

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	• 2.3.9 MA Children and Young People's Mental Wellbeing (CG) <u>Student Numbers:</u> • Yr 1 - 21 full-time, one part-time • Yr 2 – 12 full-time <u>Retention:</u> • Yr 1: withdrawals – five <u>Engagement:</u> • Yr 1 - excellent attendance for the majority and excellent engagement in class. Poor engagement with module feedback and PG surveys. <u>Student Feedback:</u> • Student-staff panel meeting 1st December. • Year 1: very positive feedback about their first module and happy about the timely, appropriate feedback. They liked the recorded tips and guidance alongside the proforma. They asked for submission days to be Tuesday, rather than the same night as their lectures (Monday). Paul agreed to this change. • Year 2 students: They praised the supervision and support they have received for the dissertation module so far. <u>Staffing:</u> • 1 FT staff member leaving in December (need to cover half of the research methods module and supervision) <u>General:</u> • I've asked students for ideas to improve 'their sense of community' and		

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	how they can improve on-campus engagement outside of their Monday night sessions. • CYPMH - University (Academic Standards Committee) confirmed the closure of the CYPMH programme in Academic Discipline of Psychology and Counselling in order for it to move to the Academic Discipline of Childhood, Youth, and Education (confirmed November 2025 - no recruitment to programme in 2026). CYE programme to open in September 2026 in its place - this will not impact upon students currently studying on the programme as modules due to be delivered on their programme will continue to run - this is in recognition of part-time and repeat-year/suspended students, and full details of this will be set out to students early in 2026 (by no later than March when the CYE programmes are confirmed at ASC). • 2.3.10 MSc Applied Psychology (CP) • Five students enrolled on programme (one PT, four FT). • No reports from programme at this point (first year of delivery, no staff-student panel held until December 2025) • 2.3.11 PTL Coleg Sir Gar (KET) - I have met with the CSG counselling team and discussed their need for specific elements of support, including the migration from Google documents for exam board and documentation purposes. I will be meeting with them early in the new year to ensure all processes relating to the mid sessional board are in place and that moderation processes are in place. The team are pleased to have a new PTL in place, having been without one since the last PTL retired. - I have also met with Caroline Lewis and have a further meeting		

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	planned for Friday 5th December, to ensure that I fully appreciate what is expected of my role as PTL. - I have viewed the last available EE report and the report of the previous PTL and they were both very positive with no action points to be addressed. - As yet I do not have information on student numbers, retention or engagement, but I expect to have this information fairly soon. 2.5 Ethics Report (LRM) - A brief reminder about the use of the University's ethics templates: colleagues are encouraged to treat the templates as starting points and to adapt all documents (particularly the Participant Information Sheet and consent materials) to the specific study context and participant group. This supports clarity, accessibility, and good ethical practice. - University's Ethics Committee: A reminder was noted regarding amendments to PG2 forms. Students and staff only need to submit an updated PG2 if their methodology changes. This includes cases where AI is newly introduced or where data-collection methods have changed significantly. If an amendment is required, only the revised sections should be updated and highlighted in red for clarity. 2.6 Lab Manager Report (KS) <u>Lab Usage:</u>		

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	- Labs are currently used for a number of different activities across the discipline, including staff research projects (E.g., VTCT), internships, teaching and undergraduate Empirical Projects. - Lab booking system is being used for semester one – no issues. - All staff have access to the lab calendars (the overall psych labs calendar and individual lab calendars). These calendars are updated every Monday morning and regularly monitored/updated. - Labs have been successfully used for school visits and open days, there are documents on the teams page to follow for an open day/school visit set up and all required Resources are in the labs/lab cupboard. <u>Security:</u> - Access card provided to Level 6 students who require lab access. - New card provided, with university branding - Safety protocols have been updated and made available within the lab environment. <u>Protocols:</u> - There are a number of documents on the Microsoft Teams page which - covers Superlab, VR, lab resources, and processes		

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	- Lab Resource Sign-out and Access Card Sign-out spreadsheets being used to track usage. Moved away from paper-based sign-out sheets to online spreadsheet via Teams, to ensure all staff have access. - Qualtrics Protocol has been accepted by IEH research committee and will be rolled out over the remainder of the academic year. <u>Experiment Management System:</u> - All undergraduate students have access to the EMS, and many Level 4 and Level 5 students are actively engaging in research. - Over the summer an audit of the EMS took place to remove old profiles and studies. <u>Lab Computers/Laptops:</u> - Laptop licences issues as the laptops are on 'Kiosk' mode – key staff within the discipline have been given the password to update the licences when required. - Lab computers are being reviewed and potentially updated. <u>Areas of Concern:</u> - The labs have been covered on an ad-hoc basis – this has not impacted the students, but has impacted staff availability for other		

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	activities (e.g., research activities). 2.7 Recruitment (JM) <u>Power BI 22/04/2024</u> <u>F/T Undergraduate</u> Centre for Psychology and Counselling 1812 ↑ 6 6 33% 2 17% ↑ 4 <u>P/T Undergraduate</u> Centre for Psychology and Counselling 11 → 0 1 100% 0 0% ↑ 1.00 <u>Post-graduate</u> Centre for Psychology and Counselling 02 ↓ -2 0 1 50% ↓ -1 <u>Recruitment events</u> <table><tr><td>Open Day</td><td>11th October 2025</td><td></td></tr><tr><td>Hosted Visit Day: Ysgol Gyfun Gymraeg Bryn Tawe</td><td>21st October 2025</td><td></td></tr><tr><td>External Visit: Coleg Sir Gar</td><td>12th November 2025</td><td></td></tr><tr><td>External Visit: Archbishop McGrath CS Bridgend</td><td>19th November 2025</td><td></td></tr><tr><td>Session for Criminology Day: Bro Dinefwr</td><td>4th December 2025</td><td></td></tr><tr><td>Hosted Visit Day: Archbishop McGrath CS Bridgend</td><td>14th January 2026</td><td></td></tr><tr><td>Hosted Visit Day: NPTC</td><td>January (date to be agreed)</td><td></td></tr><tr><td>Hosted Visit Day KS5: Ysgol Gyfun Gymraeg Bryn Tawe</td><td>Date to be agreed</td><td></td></tr></table> - Ongoing contact with schools and colleges.	Open Day	11 th October 2025		Hosted Visit Day: Ysgol Gyfun Gymraeg Bryn Tawe	21 st October 2025		External Visit: Coleg Sir Gar	12 th November 2025		External Visit: Archbishop McGrath CS Bridgend	19 th November 2025		Session for Criminology Day: Bro Dinefwr	4 th December 2025		Hosted Visit Day: Archbishop McGrath CS Bridgend	14 th January 2026		Hosted Visit Day: NPTC	January (date to be agreed)		Hosted Visit Day KS5: Ysgol Gyfun Gymraeg Bryn Tawe	Date to be agreed			
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5. AOB	Chair thanked everyone for attending and closed the meeting.																										

