SCHOOL ACADEMIC COMMITTEE – SCHOOL OF LIFE AND MEDICAL SCIENCES

Minutes of the meeting of the School Academic Committee of the School of Life and Medical Sciences held on Tuesday, 21 May 2019.

PRESENT: Dr R L V Southern (Chair)

Professor J Adler
Dr Z Ahmed
Dr Z Aslanpour
Dr M Botha
Dr V Bugeja
Dr M J Cahill

Mrs A Cain
Ms L Flint
Ms N Hewitt
Professor J Inal
Miss L Mackintosh
Professor D Murnane

Dr P Porter
Dr S Schmeer
Ms P A Shaughnessy
Dr J Tammam
Dr M J Traynor
Dr S Webley

IN ATTENDANCE:
Mrs M Golder
Mrs J Harman

APOLOGIES:
Ms M Alonso-Molina
Dr A Guirguis
Ms L Uttley
Mr Y Al-Kurawi
Miss S Locke
Mrs J McClinchy
Miss C Greenberg

ACTION

813 MEMBERSHIP

Noted: the membership of the committee (Agenda Paper 2, refers).

813.1 Category 2 ‘Deputy Dean and Heads of Department’

Professor J Adler as Head of Dept (Psychology and Sport Sciences) was welcomed.

813.2 Officers in Attendance

Mrs J Harman was welcomed as School Technical Manager, and the Committee wished Mr M Green well for his retirement.

813.3 Membership category 13: ‘At least one (1) and not more than three (3) student representatives nominated for terms of office of one (1) year’

Noted: the term of office of Mr Y Al-Kurawi, Miss C Greenberg and Miss L Mackintosh, concluded on 31 August 2019 and the Committee thanked them for their contribution.

814 DECLARATIONS OF INTEREST

There were no declarations of interest by members, Officers in Attendance or others present in any of the matters to be considered during the meeting that had not been previously reported.

815 MINUTES

815.1 The minutes of the 6 November 2018 were confirmed and signed (Confidential Agenda Paper 4.1, refers).
815.2 The minutes of the 12 February 2019 were confirmed and signed (Confidential Agenda Paper 4.2, refers).

816 MATTERS ARISING FROM THE MINUTES
There were no matters arising from the previous meeting.

816.1 Any other matters arising not taken elsewhere on the Agenda.
Noted: the current format of the School Academic Committee would be considered by the Academic Board at their meeting on 26 June 2019.

817 SCHOOL DEVELOPMENT AND STRATEGY
Noted: the School Academic Standards and Student Experience Action Plan (Confidential Agenda Paper 6, refers).

818 STUDENT RECRUITMENT
818.1 Received: a report from Dr M Botha, Admissions Tutor, concerning student recruitment (Confidential Agenda Paper 7, refers).

818.2 Noted: the School had recruited a similar number of applications to the previous Academic Year however more UF’s had been made. The recruitment open and offer days had been a success although the one held in March had clashed with the mock A-Level exam period, so this did see a reduction of visitors as a result.

819 RESEARCH
819.1 Associate Dean’s Report – Minutes 529.1 and 562.1 refer

819.1.1 Noted: the report of Professor J Inal, Associate Dean of School (Research), concerning research degrees matters (Confidential Agenda Paper 8.1, was not received).

819.1.2 Received: a report from Professor Inal, concerning research and scholarship (Confidential Agenda Paper 8.2, refers).

819.1.3 Noted:

i the version of the draft Code of Practice circulated at the REF Steering Group had been developed to consider the feedback received during the consultation period of the University's draft Code of Practice for REF2021;

ii recent data from the Research Office confirmed that there had been 83 Research applications totaling £13.6M. There were several awards yet to be signed off or outcome notified. Applications and awards across the University had struggled compared to last year and the conversion rate continued to decline. Certain senior staff were no longer at the University and during this interim period junior staff and ECRs would be encouraged to submit grants.
UNIVERSITY PARTNERSHIP JOINT MANAGEMENT COMMITTEE ANNUAL REPORT

**Noted:** The Trust had requested further analysis of the information gathered concerning the Student Experience. This had proven difficult due to the shortage of mentoring staff and the data collected was a year out of date, however this was work in progress and the longer the placement the better the feedback received would be going forwards.

ACADEMIC QUALITY AND STANDARDS

821.1 **Associate Dean of School (Academic Quality Assurance) – Minutes 374 and 412.1 refer**

821.1.1 **Received:** a report from Ms P Shaughnessy, Ms N Hewitt, Dr S Schmeer, Associate Deans of School (Academic Quality Assurance) (Confidential Agenda Paper 10.1, refers).

821.1.2 **Noted:**

i there had been significant issues regarding the delivery of EDS at Herts Regional College, additional teaching had been put in place, assessment dates moved where appropriate, and additional uncapped resit opportunities had been offered to students. The committee expressed their thanks to the Collaborative Partnership Leader for all his work with the college;

ii the AQ2b for the Initial Year Sports Science programme at Oaklands College, was submitted to ADC on the 8 May 2019. The committee required reassurance regarding the teaching facilities required to run the programme. A site visit is planned for late May/early June to establish this and the paper will be re-submitted to ADC for the meeting on 3 July 2019;

iii the year 2017/18 saw a dramatic increase in the number of academic misconduct cases from 47 to 100 (an increase of 113%). Most of the cases occurred in Semester B after the Refer/Defer period when there was insufficient resource to deal with them, this put the School at risk of breaching UPR timelines; a timetable was being agreed with Heads of Departments for this academic year in order to ensure that SACO’s were available to cover the cases June – August;

iv an academic quality review of the DMD process hoped to address the issues which had been experienced regarding the stages of approval and publication of DMD’s and make the process more streamlined and consistent.

821.2 **Annual Monitoring and Evaluation Reports (AMERs), Annual Short Course Monitoring Reports and Annual Subject Monitoring and Evaluation Reports**

821.2.1 **Received:** the completion and approval of the AMERs (including, as appropriate, Annual Short Course Monitoring Reports and Annual Subject Monitoring and Evaluation Reports) for the Academic Year 2017-2018 for the School and noted that the AMERs would be held in the electronic archive of the Committee’s business as from the date of the meeting (Confidential Agenda Paper 10.2, refers).

821.2.2 **Noted:** issues raised by Programme Leaders concerning Tableau had been raised at the Academic Standards and Audit Committee (ASAC).

821.3 **Academic Standards and Audit Committee (ASAC) – Minute 568.3 refers**

821.3.1 **19 March 2019**

**Noted:** a report of the business discharged by ASAC (Agenda Paper 10.3.1, refers).

821.3.2 **7 May 2019**

**Noted:** a report of the business discharged by ASAC (Agenda Paper 10.3.2, refers).
822 STUDENT EXPERIENCE AND LEARNING AND TEACHING

822.1 Associate Dean of School (Education) – Minutes 375.1 and 413.1 refer

822.1.1 Received: a report from Dr P Porter the Associate Dean of School (Education) (Confidential Agenda Paper 11.1, refers).

822.1.2 Noted:

i the second careers event had seen low attendance; the dissertation deadline had been cited as the main reason for this;

ii several projects had utilised the £15,000 funding from the Widening Access and Student Success (WASS) and a final report would take place during the summer.

822.2 National Student Survey (NSS) – Minutes 369.2 and 466.2 refer

822.2.1 Received: an NSS update (Confidential Agenda Paper 11.1, refers).

822.2.2 Noted: the School had attained a high response rate of 77% compared to 78.7% at the end of the survey last year. Student feedback indicated that the central publicity campaign was not as effective or visible as in previous years and may explain the initial low response rates.

822.3 Student Educational Experience Committee (SEEC) – Minutes 476.3 and 504.3 refer

822.3.1 12 March 2019

Noted: the report of the business discharged by SEEC (Agenda Paper 11.3.1, refers).

822.4 Student matters

Noted: there were no further student matters.

823 EXTERNAL ACADEMIC QUALITY

823.1 Received: a report from Dr S Schmeer, Head of Department, concerning External Academic Quality (Confidential Agenda Paper 12, refers).

823.2 Noted: the British Association of Sport and Exercise Science (BASES) had accredited the BSc (Hons) Sports Sciences programme for three years which was a great achievement.

824 ACADEMIC PORTFOLIO

824.1 Academic Development Committee – Minutes 477.1 and 505.1 refer

824.1.1 30 January 2019

Noted: there were no withdrawals or temporary suspensions submitted by the Dean of School at this meeting.

824.1.2 20 March 2019

Noted: the withdrawals and temporary suspensions submitted by the Dean of School (Confidential Agenda Paper 13.1.2, refers).
824.2 Programme Specifications

Approved: In compliance with UPR AS17, proposed amendments to Programme Specifications (Revised Confidential Agenda Paper 13.2, refers).

824.3 Additional Venues for TOPRA

Noted: the following report (Confidential Agenda Paper 13.3, refers).

825 EXTERNAL EXAMINERS – Minutes 478 and 506 refer

825.1 Noted: amendments to External Examiner appointments (Confidential Agenda Paper 14.1, refers).

825.2 Received: oral assurances from the Associate Deans (Academic Quality Assurance), that any issues of concern raised by the School’s External Examiners had been addressed by the School.

826 PROGRAMME COMMITTEES – Minute 574 refers

826.1 Matters referred by Programme Committees

Noted: there were no items that the Programme Committees wished to draw to the attention of the School Academic Committee for this meeting.

827 POLICY AND REGULATION - School-specific policies and regulations

827.1 Chair’s action – Practice Complaints Policy

Noted: Chair’s action was taken on 19 March 2019 to approve the updated Practice complaints policy (Confidential Agenda Paper 16.1, refers).
COLLABORATIVE PROVISION – Minutes 442 and 508 refer

Collaborative Partnership Leader reports – Minute 575.2 refers

<table>
<thead>
<tr>
<th>Partner</th>
<th>Programme(s)</th>
<th>Collaborative Partnership Leader</th>
<th>Date of Visit</th>
<th>Paper</th>
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<td>C A Malcolm</td>
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<td>17.1.3</td>
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<td>Oakland College</td>
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<td>20.03.19</td>
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<td>S Attwood</td>
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<td>Foundation &amp; Integrated Foundation Programmes for Life and Medical Sciences</td>
<td>J Jenkins</td>
<td>14.03.19</td>
<td>17.1.6</td>
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<td>S Webley</td>
<td>11-12.04.19</td>
<td>17.1.7</td>
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<td>Luigi Vanvitelli (Napoli),</td>
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Matters referred by the Collaborative Partnership Leaders

Noted: the items referred by the Collaborative Partnership Leaders for consideration by the School Academic Committee. (Additional Confidential Agenda Paper 17.2, refers).

VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS – Minute 576 refers

Noted: the schedule of validations, periodic reviews and revalidations (Confidential Agenda Paper 18.1, refers).

Received: oral assurances from the Associate Deans (Academic Quality Assurance), that none of the School’s validated or re-validated programmes had failed to commence within six (6) months of the date of approval.

Validation, periodic review and revalidation reports

Received: the following reports:

<table>
<thead>
<tr>
<th>Programme title</th>
<th>Date of event (periodic review)</th>
<th>Date of conditions meeting</th>
<th>AQ3 signed</th>
<th>Paper</th>
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<tbody>
<tr>
<td>Master of Pharmacy</td>
<td>10/01/2019</td>
<td>08/02/2019</td>
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<td>PgDip Pharmacy Overseas Pharmacists Assessment</td>
<td>09/01/2019</td>
<td>07/02/2019</td>
<td>YES</td>
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<td>Programme (OSPAP)</td>
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Noted and approved: the remaining items in Part II of the Agenda (Items 831 to 837, refer.)

PROGRAMME COMMITTEES

Programme Committee – Meetings

Noted: a report from Ms S Locke, School Administration Manager concerning the date on which each of the Programme Committees met during the Academic Year together with confirmation from her that, as required by Standing Orders, the record of these meetings (Agenda, Agenda Papers and Minutes) had been placed in the Electronic Document Management System (Agenda Paper A.1, refers).

BOARDS OF EXAMINERS

Noted: amendments to the titles of the Short Course/Module and Programme Boards of Examiners established within the School by the Vice-Chancellor, their Chairs appointed by the Vice-Chancellor, and their memberships (Agenda Paper B, refers).

PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

Noted: any changes of professorships, readerships and honorary titles conferred by the Dean of School, the names of the individuals concerned and the dates of the term of conferment (commencement and conclusion) which also shows other senior academic titles (Reader, Reader Emeritus, Professor, Professor Emeritus) conferred on other members of the School by the Academic Board or the Board of Governors since the last meeting (Agenda Paper C, refers).

COMMITTEES OF THE ACADEMIC BOARD

Noted: reports of the minutes of meetings of the following committees and boards of the Academic Board, issued since the last meeting.

<table>
<thead>
<tr>
<th>Name of Committee /Board</th>
<th>Date of Meeting</th>
<th>URL</th>
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<tbody>
<tr>
<td>Ethics Committee</td>
<td>2 May 2018</td>
<td><a href="https://www.herts.ac.uk/__data/assets/word_doc/0019/234235/2018-05-02-ECIHP-Minutes.doc">https://www.herts.ac.uk/__data/assets/word_doc/0019/234235/2018-05-02-ECIHP-Minutes.doc</a></td>
</tr>
</tbody>
</table>

UNIVERSITY POLICY AND REGULATION – COMPLIANCE

There were no matters concerning compliance with University policy and regulation which had not already been considered during the meeting.
RISK

There were no further risks inherent in the matters dealt with by the Committee during the meeting not discussed when the item was taken.

EMERGENCY BUSINESS

(Admissible only with the consent of the Chairman given prior to the meeting.)