SCHOOL ACADEMIC COMMITTEE - LIFE AND MEDICAL SCIENCES

Minutes of the meeting of the School Academic Committee - Life and Medical Sciences held on 10 March 2020.

PRESENT:

Dr Stewart Kirton         Zoe Aslanpour          Dr Shori Thakur
Virginia Bugeja          Dr Sherael Webley       Dr Michelle Botha
Phil Shaughnessy         Danny Buckley            Lisa Flint
Dr Stefanie Schmeer     Dr Jo Cahill              Lucy Mackintosh

IN ATTENDANCE:

Jenny Harman            Mel Golder

1 APOLOGIES

The Committee received apologies from Dr Richard Southern, Professor Joanna Adler, Dr Zamzam Ahmed, Alison Cain, Imashi Panditha Gedara, Professor Jameel Inal, Jane McClinchy, Professor Darragh Murnane, Abigail Okyere, Dr Phil Porter, Nuala Ryder, Dr Shivani Sharma, Lisa Uttley, Monica Alonso-Molina and Suzanne Locke.

2 TERMS OF REFERENCE AND COMPOSITION

Noted: the terms of reference and composition of the Committee approved effective from 14 January 2020.

(Agenda Paper 2, refers).

3 MEMBERSHIP

Received: the membership of the Committee

(Agenda Paper 3, refers).

4 STANDING ORDERS

Noted: The Standing Orders of the Academic Board, revised with effect from 1 September 2012, revised on 1 December 2019.

https://www.herts.ac.uk/data/assets/pdf_file/0003/255882/Academic-Board-StandingOrders.pdf

5 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.

6 MINUTES - 21 MAY 2019

The minutes were confirmed and signed.

(Confidential Agenda Paper 6, refers).
MATTERS ARISING FROM THE MINUTES

7.1 Noted: there were no actions arising from the meeting on 21 May 2019.

Any other matters arising not taken elsewhere on the Agenda.

7.2 Received: Collaborative Partner Lead (CPL) Representative report.

7.3 Noted: The AMERs had highlighted considerable issues at Herts Regional College. During semester A there had been four times the amount of failure rates compared to other colleges. The Collaborative Partnership Leader was working with the college and this Committee would continue to monitor the progress.

(Additional Agenda Paper 7, refers).

STUDENT RECRUITMENT

Minute 8 is confidential and available to Members and Officers in Attendance only.

The Committee received a report from Dr Michelle Botha, Admissions Tutor.

(Agenda Paper 8, refers).

RESEARCH AND SCHOLARSHIP

The Committee received a report from Professor Jameel Inal, Associate Dean of School Research

9.1 Within the Strategic Plan for Research (2020-25), the target for postgraduate research students was for an increase of 38% (approx. 100 students). To meet this target, consideration needed to be given as to whether adequate facilities were in place.

(Agenda Paper 9, refers).

ACADEMIC QUALITY AND STANDARDS

The Committee received a report from, Philomena Shaughnessy and Dr Stefanie Schmeer, Associate Deans of School (Academic Quality Assurance)

10.1 The Associate Deans of School (Academic Quality Assurance) and Collaborative Partnership Leader were going to attend the Executive and Examination Boards in Utrecht in April 2020, however due to the restrictions in place due to Covid-19 this would now take place online.

10.2 The Initial Year Science would be revalidated in 2019/20. A delay had occurred owing to difficulties finding and resourcing an LMS development lead. There was a plan to make the programme more appealing to students by having the option to add modules to tailor to the individual’s ambitions.

10.3 To provide an audit trail that issues were being dealt with action plans would need to be appended to the AMER. This would be communicated to members of staff.

(Agenda Paper 10, refers).
11 STUDENT EXPERIENCE LEARNING AND TEACHING

The Committee received a report from Dr Phil Porter, Associate Dean of School Education

11.1 One to one coaching had been implemented for students at risk of withdrawal. The scheme was offered to all programmes, with a particular focus on programmes exhibiting high rates of attrition which was a main focus of the School.

(Agenda Paper 11, refers).

National Student Survey (NSS)

11.2 The School’s NSS campaign was underway. The Response rate currently stood at 60.1% as of 5 March.

(Agenda Paper 11, also refers).

12 INFORMATION MANAGER REPORT 2019-2020

The Committee received a report from Lisa Flint, Information Manager

12.1 Use of Canvas and Talis was underpinned by the Guided Learner Journey principles. Lisa had contacted members of staff whom she felt would benefit and attended the Programme Leaders forum to review engagement with the Talis reading lists.

12.2 A new Canvas module Library ‘SkillUP’ had received good feedback it had been launched to help with searching, reading, evaluating and referencing and was developed in house by the Academic Engagement team with LTI funding.

12.3 Digital Skills – The JISC Digital Discovery Tool continued to be available for students (and staff) to assess their digital skills and identify where improvements could be made to enhance employability. LCS were working on directing the necessary support and resources to meet needs identified by the report.

(Agenda Paper 12, also refers).

13 STUDENT MATTERS

The student members were contacted prior to the meeting and there were no items that they wished to raise for the attention of the School Academic Committee.

14 EXTERNAL ACADEMIC QUALITY

The Committee received the Professional and Statutory Regulatory Body Accreditation report from Dr Schmeer.

(Agenda Paper 14, also refers).

15 PROGRAMME SPECIFICATIONS

Amendments to Programme Specifications would be reported at the next meeting.

16 EXTERNAL EXAMINERS

Assurances were received from the Associate Deans of School (Academic Quality Assurance), that any issues of concern raised by the School’s External Examiners had been addressed by the School.
VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

Assurance was received from the Associate Deans of School (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.

UNIVERSITY POLICY AND REGULATION - COMPLIANCE

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

RISK

The Committee highlighted the Coronavirus and its impact on work related learning and Student placements as a risk and the Chair referred the Committee to the University’s Home page and the email updates received from Sharon Harrison-Barker, Secretary and Registrar, which had useful links and information.

CLERKS REPORT

The Committee received the Clerk’s report and noted the information detailed therein on the following matters:

UNIVERSITY REGULATION

21.1 Academic quality and standards

Noted: UPR AS17 ‘Academic Quality’ effective 1 September 2019 and noted particularly the responsibilities which it assigned to School Academic Committees.

https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/amendments-to-regulations

21.2 Admissions policy

Noted: the following extract from UPR SA03 (SA03-Admissions-Undergrad and Taught Postgraduate Students-v10.0.doc).

“4.4 Deans of School (Chairmen of School Academic Committees)

Any admissions policies, regulations and procedures within programme regulations were the responsibility of the relevant Programme Committee. They must be:

a consistent with the principles, policies, regulations and procedures set out in this document (UPR SA03) and with those of any relevant external validating or professional body and

b approved by the relevant Deans of School and such approvals noted by the School Academic Committee.”

21.3 Summary of changes to academic regulations (taught programmes) for 2019/20

Noted: the following summaries of the academic regulatory changes for 2019/20, affecting the University’s taught programmes:

i UPR AS11
ii UPR AS12 (and, by association, UPR AS13)
iii UPR AS14
iv UPR AS17

https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/amendments-to-regulations
22  CONDUCT OF THE COMMITTEE’S BUSINESS

Noted and endorsed the following:

22.1 Protocol for approval by Chairman’s Action

approved by the Committee on 10 October 2012; (Part 2)

22.2 Protocol for the conduct of business

approved by the Committee on 10 October 2012; (Part 3)

22.3 Membership – responsibilities and duties

the responsibilities associated with membership of the Committee and members’ duties
(Part 4)

22.4 Protocol for the appointment of External Examiners

the arrangements approved by the Committee on 10 October 2012, whereby External
Examiner vacancies were identified, nominees were considered by the Committee and
recommendations for appointment were made by the Committee for the approval of the
Director of Academic Quality Assurance (Part 5)

23  SCHOOL DEVELOPMENT AND STRATEGY

Noted: The School Academic Standards and Student Experience Action Plan (Part 6)

23.1 Study Abroad

Noted: a summary of those confirmed students undertaking a study abroad/exchange
scheme during the academic year 2019-2020 (Part 7)

23.2 Academic Standards and Audit Committee (ASAC)

Noted: reports of the business discharged by ASAC at its meetings on:

25 June 2019 (Part 8)
15 October 2019 (Part 9)
10 December 2019 (Part 10)
28 January 2020 (Part 11)

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

Noted and endorsed: the arrangements for the formulation, consideration and
approval of Annual Monitoring and Evaluation Reports (AMERS) (including, as
appropriate, Annual Short Course Monitoring Reports and Annual Subject Monitoring
and Evaluation Reports) and noted also, where relevant, the membership of any
working group to which the Committee had delegated responsibility in this regard and
that AMERs would be held in the electronic archive of the Committee’s business.

Noted: the AMERs which the Schools is required to provide and their completion and
submission (Agenda Paper 10, also refers).

23.4 Annual School Reports on Academic Standards and Student Experience
reporting cycle

Noted: the reporting cycle for the 2019-2020 Annual School Reports on Academic
Standards and Student Experience. (Part 13)
POLICY AND REGULATION

24.1 School-specific policies and regulations

Disclosure and Barring Service Procedure. (Part 14.1)

Confidentiality Policy (Part 14.2)

The Annual Report of the School’s Fitness to Practise policy. (Part 14.3)


The Annual Report for Appeals. (Part 14.5)

The Annual Report of the School’s Disclosure and Barring Service policy. (Part 14.6)

Workbased Learning/ Practice Complaints Procedure (Part 14.7)

Noted: revisions made to the following School-specific policies and procedures;

i Disclosure and Barring Procedure; (Part 14.8)

UNIVERSITY PARTNERSHIP ANNUAL REPORT 2019-2020

Noted: the final draft of the university partnership annual report (part 15)

STUDENT EDUCATIONAL EXPERIENCE COMMITTEE (SEEC)

Noted: there were no reports of the business discharged by SEEC currently.

ACADEMIC PORTFOLIO

27.1 Modules – development and validation


‘A new module may be initiated by a Programme Committee, by a group of staff or by an individual member of staff. Schools were responsible for the approval of modules and may exercise discretion in determining an appropriate approval process in each case. Schools should ensure that initial approval to develop a new module had been sought from the Dean or ADoS (AQA) and the relevant Programme Committee(s) for the programmes on which the module will be taught.’

27.2 Academic Development Committee (ADC)

Noted: the programme and partner proposals submitted by the Dean of School for consideration by ADC at their meetings and that Committee’s decisions in relation to these proposals.

8 May 2019 (none)
3 July 2019 (Part 16)
9 October 2019 (Part 17)
4 December 2019 (Part 18)

EXTERNAL EXAMINERS

Noted: The External Examiners appointed within the School and the programmes for which they had been appointed. (Part 19)
29 PROGRAMME COMMITTEES

29.1 Programme Committees – structure

Noted and endorsed: the structure of Programme Committees that would operate within the School, including those for the School's collaborative programmes, their titles and Chairs, and in doing so noted that Annual Monitoring and Evaluation Reports constitute the Annual Reports of the Programme Committees. (Part 20)

29.2 Programme Committees - governance

Noted: the generic terms of reference, generic composition Chairman and titles approved by the Academic Board which applied to all Programme Committees established by the School Academic Committee and in doing so noted that the Programme Committees established within the School function as sub-committees of the School Academic Committee.

https://www.herts.ac.uk/about-us/governance/academic-board/academic-board-structure

29.3 Matters referred by Programme Committees

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

30 COLLABORATIVE PROVISION

30.1 Collaborative Partners

Noted: The School's collaborative partners and the dates on which those partners required re-approval. (Part 21)

30.2 Collaborative Operational Delivery Plans / Annual Activity Agreements

Noted: as follows:

<table>
<thead>
<tr>
<th>Partner</th>
<th>Programme(s)</th>
<th>Collaborative Partner Leader</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Herts College West Herts College</td>
<td>Extended Degree in Science Initial Year</td>
<td>Dr Colin Malcolm</td>
<td>22</td>
</tr>
<tr>
<td>Oaklands College Herts Regional College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City &amp; Islington College</td>
<td>Initial Year Optometry</td>
<td>Susan Attwood</td>
<td>23</td>
</tr>
<tr>
<td>Universities of Bordeaux, Barcelona, Naples II, Utrecht and Erasmus MC.</td>
<td>Eu2P MSc Pharmacovigilance and Pharmacoepidemiology</td>
<td>Sherael Webley</td>
<td>24</td>
</tr>
<tr>
<td>TOPRA</td>
<td>MSc Regulatory Affairs, MSc Regulatory Affairs (Medicines), MSc Regulatory Affairs (MSc Medical Devices)</td>
<td>Dr Stewart Kirton</td>
<td>25</td>
</tr>
</tbody>
</table>
30.3 Collaborative Partnership Leader reports

Noted: reports from the following Collaborative Partnership Leaders:

<table>
<thead>
<tr>
<th>Programme/Partner</th>
<th>Collaborative Partnership Leader</th>
<th>Date of Visit</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation &amp; Integrated Foundation Programmes for Life and Medical Sciences / Hertfordshire International College</td>
<td>Dr James Jenkins</td>
<td>16/09/19</td>
<td>26</td>
</tr>
<tr>
<td>Initial Year Extended Degree in Science / Herts Regional College</td>
<td>Colin Malcolm</td>
<td>04/11/19</td>
<td>27</td>
</tr>
<tr>
<td>Initial Year Extended Degree in Science / Herts Regional College</td>
<td>Colin Malcolm</td>
<td>06/02/19</td>
<td>28</td>
</tr>
<tr>
<td>Initial Year Optometry / City &amp; Islington College</td>
<td>Susan Attwood</td>
<td>12/11/19</td>
<td>29</td>
</tr>
<tr>
<td>Initial Year, Extended Degree in Science / North Hertfordshire College</td>
<td>Colin Malcolm</td>
<td>18/10/19</td>
<td>30</td>
</tr>
<tr>
<td>Initial Year Extended Degree in Science / Oaklands College</td>
<td>Colin Malcolm</td>
<td>14/11/19</td>
<td>31</td>
</tr>
<tr>
<td>Initial Year Sports Sciences / Oaklands College</td>
<td>Philomena Shaughnessy</td>
<td>20/05/19</td>
<td>32</td>
</tr>
<tr>
<td>Initial Year Sports Sciences / West Herts College</td>
<td>Colin Malcolm</td>
<td>06/11/19</td>
<td>33</td>
</tr>
</tbody>
</table>

30.4 Matters referred by the Collaborative Partnership Leaders (CPL)


(Additional Agenda Paper 7, refers).

31 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

Noted: the schedule of validations, periodic reviews and revalidations (Part 34).

31.1 Validation, periodic review and revalidation reports

Noted: the following reports:

2018/19

Periodic Reviews / Revalidations

<table>
<thead>
<tr>
<th>Programme Title</th>
<th>Date of Event</th>
<th>Date of Conditions Meeting</th>
<th>AQ3 signed</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc Pharmacovigilance</td>
<td>18/10/2019</td>
<td>19/11/2019</td>
<td>YES</td>
<td>35</td>
</tr>
<tr>
<td>BSc (Hons) Applied Biomedical Science – Degree Apprenticeship</td>
<td>29/04/2019</td>
<td></td>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>

32 BOARDS OF EXAMINERS

Noted: 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. (Part 37)
33 **PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES**

33.1 **Noted:** that the Dean of School was authorised to confer the following honorary titles: Visiting Research Associate; Visiting Research Fellow; Senior Visiting Research Fellow; Honorary Senior Lecturer (Clinical); Honorary Lecturer (Clinical); Visiting Fellow; Visiting Clinical Fellow; Visiting Senior Clinical Fellow; Visiting Industrial Fellow.

33.2 **Noted:** the 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) set out in the attached list which also showed 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. (Part 38)

34 **WORKING GROUPS ESTABLISHED BY THE SCHOOL ACADEMIC COMMITTEE**

To be confirmed:

- **School Research Tutors Group**
  Chairman: Professor K Farrington

- **AMER Working Group**
  Chairman: Dr P Shaughnessy (Part 39)

- **Timetabling Group**
  Chairman: Dr S Sharma

- **KIS data and contact hours**
  Chairman: Dr S Sharma

35 **ANNUAL REPORT OF THE SCHOOL ACADEMIC COMMITTEE**

**Noted:** The Annual Report of the School Academic Committee for Academic Year 2018-2019, would be taken at the next meeting.

36 **COMMITTEES OF THE ACADEMIC BOARD**

**Noted:** 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>
</tr>
</thead>
<tbody>
<tr>
<td>Research Committee</td>
<td>17 October 2019</td>
<td><a href="http://sitem.herts.ac.uk/secreg/ResearchCommittee.htm">http://sitem.herts.ac.uk/secreg/ResearchCommittee.htm</a></td>
</tr>
</tbody>
</table>

37 **EMERGENCY BUSINESS**

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