

UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

SCHOOL ACADEMIC COMMITTEE - LIFE AND MEDICAL SCIENCES

Minutes of the meeting of the School Academic Committee - Life and Medical Sciences held on 17 November 2020.

PRESENT: Dr Stefanie Schmeer (Chair)

Ali Cain
Joanna Adler
Dr Phil Porter

Dr Sherael Webley
Naomi Hewitt
Zoe Aslanpour

Darragh Murnane
Shivani Sharma

IN ATTENDANCE:

Kim Chase

Mel Golder

1 APOLOGIES

The committee received apologies from Dr Richard Southern and Dr Stefanie Schmeer chaired the meeting at his request. Apologies were also received from Dr Stewart Kirton and Professor Mike Page.

2 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.

3 TERMS OF REFERENCE AND COMPOSITION (DRAFT)

The Committee noted the Terms of reference and Composition.

(Agenda paper 3, refers).

4 MEMBERSHIP (DRAFT)

4.1 The Committee welcomed new members Greta Mazeikaite, Annie Clarke and Thelma Gossel, School Community Organisers for Academic Year 2020-21, Danny Buckley, representing the Collaborative Partnership Leaders, Dr Sherael Webley and Naomi Hewitt as Acting Associate Deans (Academic Quality Assurance) and Kim Chase as School Business Manager.

4.2 The membership would be corrected to reflect Dr Shivani Sharma, as Executive Lead for Equality, Diversity & Inclusivity.

Clerk

4.3 As current membership category 5 required two student representatives the Students would decide and inform the clerk the agreed members before the next meeting.

SCOs

4.4 Representation from Director of Academic Quality Assurance had been reinstated to the membership and Dr Jo Cahill attended in this capacity.

4.5 Representation from a Programme Leader representing the Programme Leaders would also be added to the membership going forwards.

4.6 It was agreed that representation from the new centralised Student Administration Service would be a welcomed addition to the membership.

(Agenda paper 4, refers).

5 **STANDING ORDERS**

The Committee noted the Standing Orders of the Academic Board.

https://www.herts.ac.uk/_data/assets/pdf_file/0003/255882/Academic-Board-Standing-Orders.pdf

6 **MINUTES- 10 MARCH 2020**

The minutes were approved.

(Confidential Agenda paper 6, refers).

7 **ANY OTHER MATTERS ARISING FROM THE MINUTES NOT TAKEN ELSEWHERE ON THE AGENDA.**

Members were invited to send examples of course content issues on the website to: as-systems@herts.ac.uk (Minute 8.2, refers).

8 **STUDENT RECRUITMENT**

The Committee received a report from Dr Michelle Botha.

- 8.1 A report from the Marketing and recruitment forum group will be provided at the next meeting.

AC

(Confidential Agenda paper 8, refers).

9 **ASSOCIATE DEANS OF SCHOOL (ACADEMIC QUALITY ASSURANCE) REPORT**

The Committee received a report from Dr Stefanie Schmeer, Dr Sherael Webley and Naomi Hewitt, Associate Dean of School (Academic Quality Assurance).

- 9.1 The MSc Transport Planning validation had been approved subject to meeting a number conditions.

- 9.2 The MSc Psychology event originally scheduled for November 2020, had been extended to December 2021 due to the delay in the arrival of international students and the workload of the move to online teaching.

- 9.3 The appeals section within the report would be updated at the next meeting due to new data being received.

ADos
(AQAs)

- 9.4 It was confirmed that the new regulator, General Medical Council (GMC), were still unable to be part of the periodic review for the MSc/PgDip Physician Associate Studies programme as it did not have the standards required yet and so to avoid further delay this would go ahead with or without the GMC at the end of this year.

- 9.5 The existing Academic Support Agreement with the College of Optometrists was due to Expire. An AQ2a would be submitted to the February meeting of the Academic Development Committee.

(Confidential Agenda paper 9, refers).

- 9.6 The Committee received the School Education and Student Experience Action Plan, 2020/21.

(Confidential Agenda paper 9.1, refers).

10 **PROGRAMME SPECIFICATIONS**

In compliance with UPR AS17, the Committee approved the proposed amendments to the Programme Specifications.

(Confidential Agenda Paper 10, refers).

11 INFORMATION MANAGER REPORT

A report will come to the next meeting.

12 PROGRAMME COMMITTEE

The Committee noted the dates of the Programme Committee meetings and the appointed Chairs.

(Confidential Agenda paper 12, refers).

13 ASSOCIATE DEAN OF SCHOOL (LEARNING AND TEACHING) REPORT

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

13.1 The amount of work that had been undertaken by the Associate Deans Education, Academic Quality and Programme Teams to facilitate the move to online delivery was acknowledged by the Committee and feedback from SCOs about the School response had been very positive.

13.2 The FIKA emotional fitness mobile app that the School had pioneered was available to all students from March to the end of the academic year. The contract with FIKA had been renewed. The Schools of Creative Arts, Education and Health and Social Work had also invested in the app.

13.3 Issues had been raised concerning the new administration structure with Dr Mairi Watson, Pro Vice Chancellor (Education and Student Experience) and the impact to the student experience.

13.4 Social events had been postponed or cancelled due to the Covid-19 pandemic. It was hoped that a spring or a mid-summer ball if the restrictions allowed could be planned.

(Confidential Agenda paper 13, refers).

14 NATIONAL STUDENT SURVEY (NSS)

14.1 NSS results were made available over the summer. Performance at school level was strong, but attention was needed to various elements of the NSS at programme level, most notably around organisation and management.

14.2 The Academic Support Unit (ASU) had moved to predominantly online provision but continued to offer face to face support where safe to do so. Several School wide workshops had been provided in an online format. The Head of the ASU was leaving, and recruitment would commence for her replacement.

(Confidential Agenda paper 13, also refers).

15 STUDENT MATTERS

15.1 Lockdown had been tough on students and the impact that virtual methods for student learning had on some students and the increased workload along with gaps in skills were of concern. It was hoped that the FIKA mobile app would help with some of these issues which allowed students to sign up for regular coaching and live workshops.

15.2 Some students had come forward to say that they felt left out and not part of the community, Phil Porter and the SCOs would meet to discuss how to address this.

PP/
SCOs

16 EXTERNAL ACADEMIC QUALITY

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

(Confidential Agenda Paper 16, refers).

17 **ASSOCIATE DEAN OF SCHOOL (RESEARCH) REPORT**

The Committee received a report from Professor Mike Page, Associate Dean of School (Research)

(Confidential Agenda Paper 17, refers).

18 **CLERKS REPORT**

The Clerk's report substituted Part II of the agenda.

There were no indications that Members wished to comment on any item in the Clerk's report and therefore the report was taken as noted and approved.

(Confidential Agenda paper 18 refers).

18.1 **UNIVERSITY REGULATION**

Academic quality and standards

UPR AS17 'Academic Quality' effective 1 September 2019 and **to note** particularly the responsibilities which it assigns to School Academic Committees.

https://www.herts.ac.uk/_data/assets/pdf_file/0004/230539/AS17-Academic-Quality.pdf

Admissions policy

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 are 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."

The following summaries of the academic regulatory changes for 2020-2021, affecting the University's taught programmes:

- i UPR AS11
- ii UPR AS12
- iii UPR AS13
- iv UPR AS14

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

18.2 **CONDUCT OF THE COMMITTEE'S BUSINESS**

Protocol for approval by Chairman's Action

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

Protocol for the conduct of business

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

Membership – responsibilities and duties

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

Protocol for the appointment of External Examiners

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

18.3 **SCHOOL DEVELOPMENT AND STRATEGY**

The School Academic Standards and Student Experience Action Plan

(Confidential Agenda Paper 9.1, refers)

Study Abroad

A summary of those confirmed students undertaking a study abroad/exchange scheme during the academic year 2020-21 (Part 7)

Programme Leaders would encourage and highlight the benefits of the Study Abroad Programme.

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

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 to note also, where relevant, the membership of any working group to which the Committee has delegated responsibility in this regard and that AMERs will be held in the electronic archive of the Committee's business.

The AMERs which the Schools is required to provide and their completion and submission (Part 8)

Annual School Reports on Academic Standards and Student Experience reporting cycle

The reporting cycle for the 2020-21 Annual School Reports on Academic Standards and Student Experience. (Parts 9.1 and 9.2)

18.4 **POLICY AND REGULATION****School-specific policies and regulations**

The Annual Report of the School's Fitness to Practise policy. (Part 10.1)

Disclosure and Barring Service Procedure. (was not received)

Confidentiality Policy (was not received)

The Annual Report on Assessment Offences 2019- 2020 (was not received)

The Annual Report for Appeals. (was not received)

The Annual Report of the School's Disclosure and Barring Service policy. (was not received)

Workbased Learning/ Practice Complaints Procedure (was not received)

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

i Disclosure and Barring Procedure; (was not received)

18.5 **UNIVERSITY PARTNERSHIP ANNUAL REPORT 2019-2020**

The final draft of the university partnership annual report (was not received)

18.6 **ACADEMIC PORTFOLIO**

Modules – development and validation

Section B2.3, UPR AS17 (AS17 Academic Quality-v10.0).

‘A new module may be initiated by a Programme Committee, by a group of staff or by an individual member of staff. Schools are 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 has been sought from the Dean or ADoS (AQA) and the relevant Programme Committee(s) for the programmes on which the module will be taught.’

Academic Development Committee (ADC)

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.

5 February 2020 (None)

13 May 2020 (Part 12)

8 July 2020 (None)

7 October 2020 (Part 13)

18.7 **EXTERNAL EXAMINERS**

External Examiners appointed within the School and the programmes for which they have been appointed. (Part 14)

18.8 **PROGRAMME COMMITTEES**

Programme Committees - governance

The generic terms of reference, generic composition Chairman and titles as approved by the Academic Board which apply 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>

Matters referred by Programme Committees

There were no substantive items that the Programme Committees wish to draw to the attention of the School Academic Committee.

18.9 **COLLABORATIVE PROVISION**

Collaborative Partners

The School’s collaborative partners and the dates on which those partners require re-approval. (was not received)

Collaborative Operational Delivery Plans / Annual Activity Agreements

Partner	Programme(s)	Collaborative Partner Leader	Part
City & Islington College	Initial Year Optometry	Susan Attwood	16.1
Global Academic Foundation hosting the University of Hertfordshire	Bsc (Hons) Pharmaceutical Sciences	Chris Keating	16.2
Universities of: Bordeaux, Barcelona, Naples II, Utrecht and Erasmus MC.	Eu2P MSc Pharmacovigilance and Pharmacoepidemiology	Sherael Webley	16.3

Matters referred by the Collaborative Partnership Leaders

There were no substantive items that the Collaborative Partnership Leaders wish to draw to the attention of the School Academic Committee.

18.10 **VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS**

The schedule of validations, periodic reviews and revalidations (Part 17).

Validation, periodic review and revalidation reports

Periodic Reviews / Revalidations

Programme Title	Date of Event	Date of Conditions Meeting	AQ3 signed	Part
MSc and MSc (SW): Molecular Biotechnology Medical Microbiology Cancer Immunotherapy Drug Discovery and Toxicology MSc (with Advanced Research): Molecular Biotechnology Medical Microbiology Cancer Immunotherapy Drug Discovery and Toxicology	14/02/2020	19/03/2020	YES	18.1
MSc Pharmacovigilance	18/10/2019	19/11/2019	YES	18.2
Master of Public Health-online	24/01/2020	27/02/2020	YES	18.3

Collaborative Validations

Programme Title	ADC approval Date?	Date of Event	AQ4 signed	Part
BSc (Hons) Pharmaceutical Science – Global Academy Foundation	03/07/2019	09/06/2020	YES	18.4

18.11 **BOARDS OF EXAMINERS**

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 19)

18.12 PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

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.

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 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.(Part 20)

18.13 WORKING GROUPS ESTABLISHED BY THE SCHOOL ACADEMIC COMMITTEE**School Research Tutors Group**

Chairman: Professor Ken Farrington

AMER Working Group

Chairman: Dr Jo Cahill

18.14 ANNUAL REPORT OF THE SCHOOL ACADEMIC COMMITTEE

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

18.15 COMMITTEES OF THE ACADEMIC BOARD

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

Name of Committee /Board	Date of Meeting	URL
Ethics Committee	12 February 2020	https://www.herts.ac.uk/__data/assets/pdf_file/0003/271731/2020-02-12-ECSIHP-Minutes.pdf
Research Committee	21 May 2020	https://www.herts.ac.uk/__data/assets/pdf_file/0018/234306/2020-05-21-RC-Minutes-rev.pdf

19 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.

20 RISK

20.1 The impact of StAR on Academic Quality processes had been significant. The Committee highlighted the risk to the overall student experience and to the NSS, and PTES.

20.2 Work would continue with the new Administration Team to overcome the placement challenges that had resulted from the new administration structure.

21 EMERGENCY BUSINESS

There was no emergency business.

22 DATE OF NEXT MEETING

8 June 2021 at 14.00 hours via MS Teams