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 8 June 2021.

PRESENT: Dr Stefanie Schmeer (Chair)
Ali Cain
Dr Phil Porter
Dr Sherael Webley
Professor Mike Page
Darragh Murnane
Shera Webley
Danny Buckley
Annie Clarke
Thelma Gossel

IN ATTENDANCE:
Kim Chase
Mel Golder

23 APOLOGIES

The committee received apologies from Dr Richard Southern and Dr Stefanie Schmeer chaired the meeting at his request. Apologies were also received from Professor Joanna Adler, Dr Stewart Kirton, Dr Zoe Aslanpour, Dr Jo Cahill and Greta Mazeikaite.

24 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.

25 MINUTES- 17 NOVEMBER 2020

The minutes were approved subject to some minor corrections.

(Confidential Agenda paper 3, refers).

26 STUDENT RECRUITMENT

The Committee received a report from Ali Cain, Deputy Dean of School.

Minute 26 is confidential and available to Members and Officers in Attendance only.

(Confidential Agenda paper 4, refers).

27 LMS MARKETING FORUM MINUTES - 25 MAY 2021

The Committee noted the Minutes of the School’s Marketing and Recruitment Forum Meeting held on 25 May 2021.

(Confidential Agenda paper 5, refers).

28 ASSOCIATE DEANS OF SCHOOL (ACADEMIC QUALITY ASSURANCE) REPORT

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

28.1 Development activities for the MSc Health and Medical Simulation – PNU had been temporarily suspended however, funding had now been secured.
A new Collaborative Partnership Leader for HIC had been appointed.

Ofsted had resumed inspections of degree apprenticeship provision and the University were expecting a visit this year. The Associate Dean (AQA) and School Administration Manager were members of the Ofsted Steering Group that was in charge of co-ordinating preparations centrally. Prevent training had been offered to staff on degree apprenticeship programmes. A gap analysis suggested that it would be desirable for the School to appoint a Safeguarding Officer.

The Committee received a report concerning changes to Programme Specifications since the last meeting.

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

The use of the FIKA app was currently in limbo which affected The Schools of Creative Arts, Education and Health and Social Work who had also invested in the app.

The annual Dean’s Awards ceremony was held in May. The online event was a great success with strong engagement from staff and students. The Committee passed on thanks to the School Community Officer’s for their support.

PTES launched on 18 March 2021. The closing date had been extended to 18 June 2021. The results would be circulated in due course.

The Committee received a report from Lisa Flint, Information Manager

Assurance was given that support was in place for Students however, more awareness was needed to ensure all students were aware of the help available to them.

A critical writing workshop had been added this year and had been the highest attended workshop within the school. Following positive Student feedback this would be developed for next year.

The placement support payment as a possible summer bursary would be raised for discussion at the Programme Leaders Forum.

The Committee was reassured that the word count issues raised within the report would be included for discussion at the forthcoming away day.

The Committee agreed that there had been excellent engagement from the student representatives this year and wished them the best of luck for their careers.
ASSOCIATE DEAN OF SCHOOL (RESEARCH) REPORT

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

32.1 Research progress had maintained despite the restrictions placed on us by the COVID-19 pandemic. A priority plan was established, and laboratories were open virtually throughout the pandemic period, to support high-priority research by staff and PGR students. In addition to academic staff, this could not have been achieved without the excellent efforts of the Health and Safety Lead, technical staff, health and safety officers, the Estates team, and colleagues in housekeeping. The Committee conveyed their gratitude to them for their considerable efforts.

32.2 There were 284 outputs submitted across three areas. All of these outputs had been reviewed by external experts and the large majority had been rated 3* or 4* in REF terms. Teaching staff were thanked for the significant increase of staff numbers that submitted to each UoA.

32.3 A report concerning research infrastructure will be received at the next meeting. MP MP

EXTERNAL ACADEMIC QUALITY REPORT

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

33.1 The School had a high proportion of accredited programmes. The General Medical Council (GMC) would be added in due course.

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 over representation of appeals by BAME students and the connection with referrals to Fitness to Practise and Academic Misconduct offences was of concern. Work would continue with the SCO’s and the Academic Support Unit (ASU).

EMERGENCY BUSINESS

There was no emergency business.

CLERK’S 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.

SCHOOL DEVELOPMENT AND STRATEGY

The School Academic Standards and Student Experience Action Plan (Part 2)

Annual Monitoring and Evaluation Reports (AMERs), Annual Short Course Monitoring Reports and Annual Subject Monitoring and Evaluation Reports
The AMERs which the Schools is required to provide and their completion and submission (Confidential Agenda Paper 6.1, refers)

37.2 POLICY AND REGULATION

School-specific policies and regulations
Disclosure and Barring Service Procedure. (was not received)
Confidentiality Policy (was not received)
The Annual Report for Appeals. (Part 3)
The Annual Report of the School's Disclosure and Barring Service policy. (was not received)
Workbased Learning/ Practice Complaints Procedure (Part 13).
Any revisions made to the following School-specific policies and procedures;
  i Disclosure and Barring Procedure; (was not received)

37.3 ACADEMIC PORTFOLIO

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.
2 December 2020 (part 6)
3 February 2021 (none)
17 March 2021 (none)

37.4 EXTERNAL EXAMINERS

The External Examiners appointed within the School and the programmes for which they have been appointed. (Part 7)

37.5 PROGRAMME COMMITTEES

Matters referred by Programme Committees
There were no substantive items that the Programme Committees wished to draw to the attention of the School Academic Committee.

37.6 COLLABORATIVE PROVISION

Collaborative Partners
The School's collaborative partners and the dates on which those partners required re-approval. (was not received)

Matters referred by the Collaborative Partnership Leaders
There were no substantive items that the Collaborative Partnership Leaders wished to draw to the attention of the School Academic Committee. (Part 11)
37.7 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

The schedule of validations, periodic reviews and revalidations (Part 8).

**Home Validations 2020/21**

<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>
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<tr>
<td>MSc/MSc (S/W) Transport Planning; MSc Transport Planning with Advanced Research PgDip / PgCert Transport Planning</td>
<td>10/11/2020</td>
<td>11/02/21</td>
<td>Yes</td>
<td>9</td>
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**Periodic Review**

<table>
<thead>
<tr>
<th>Programme Title</th>
<th>ADC approval Date?</th>
<th>Date of Event</th>
<th>AQ4 signed</th>
<th>Part</th>
</tr>
</thead>
</table>
| MSc Occupational Psychology  
MSc Business Psychology | Extension granted by Prof F Haddleton to March 2021 | 23/02/21 | Yes | 10 |

37.8 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. (was not received)

37.9 COMMITTEES OF THE ACADEMIC BOARD

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>12 February 2020</td>
<td><a href="https://www.herts.ac.uk/data/assets/pdf_file/0003/271731/2020-02-12-ECSIHP-Minutes.pdf">https://www.herts.ac.uk/data/assets/pdf_file/0003/271731/2020-02-12-ECSIHP-Minutes.pdf</a></td>
</tr>
</tbody>
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37.10 DATE OF NEXT MEETING

The next meeting of the School Academic Committee - Life and Medical Sciences will be held on Tuesday, 9 November 2021 from 14:00 hours via MS Teams - Online.