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 9 November 2021.

PRESENT:
Ali Cain
Dr Stewart Kirton
Dr Stefanie Schmeer
Professor Mike Page
Katerina Vafeiadou
Dr Shivani Sharma
Charley Light
Bethany Brew

IN ATTENDANCE:
Kim Chase
Mel Golder

1 APOLOGIES
The Committee received apologies from Dr Richard Southern, Professor Joanna Adler, Dr Phil Porter, Dr Sherael Webley, Dr Zoe Aslanpour, Professor Darragh Murnane and Danny Buckley.

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
The Committee noted the Terms of reference and Composition.

(Agenda paper 3, refers).

4 STANDING ORDERS
The Committee noted the Standing Orders of the Academic Board.

5 CONDUCT OF THE COMMITTEE’S BUSINESS
The Committee noted and endorsed the conduct of the Committee’s business.

(Agenda papers 5.1, 5.2, 5.3, and 5.4, refer).

6 MEMBERSHIP
The Committee welcomed the new members and noted that Danny Buckley would be invited to join the Committee under category 8 as a representative for Degree Apprenticeships for future meetings.

(Agenda paper 6, refers).

7 MINUTES - 8 JUNE 2021
The Minutes were confirmed subject to the titles for Professor Darragh Murnane and Dr Shivani Sharma being corrected.

(Confidential Agenda Paper 7, refers).
STUDENT RECRUITMENT

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

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

(Confidential Agenda paper 8, refers).

ACADEMIC QUALITY AND STANDARDS

9 ASSOCIATE DEANS OF SCHOOL (ACADEMIC QUALITY ASSURANCE)

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

9.1 The partnership between UH and City and Islington College (CIC) would officially terminate as of 31 August 2022. An additional Optometry programme at UH was planned for 2022.

9.2 Naomi Hewitt, had been appointed as Executive Lead for Academic Misconduct and Appeals. An analysis of academic misconduct cases and appeals received in the academic year 2020/21 would be presented at the next meeting.

9.3 The Disclosure and Barring Procedure would be presented at the next meeting.

9.4 As part of the Ofsted preparations there were some staff involved in the delivery of Degree Apprenticeship’s (DA) yet to have their DBS checked. The appointment for a School Safeguarding Lead was underway.

(Confidential Agenda paper 9, refers).

10 MATTERS REFERRED FROM THE ACADEMIC STANDARDS AND AUDIT COMMITTEE (ASAC)

The Committee noted a report from ASAC.

(Confidential Agenda Paper 10, refers).

11 PROGRAMME SPECIFICATIONS

Confidential Agenda Paper 9, refers.

12 PROGRAMME COMMITTEE

The Committee noted the establishment of Programme Committees, their Chairs and to the dates of Programme Committee meetings held in each Academic Year via the live spreadsheet:

PC meetings tracker 2021.xlsx

13 CONTINUOUS ENHANCEMENT PLANNING AND AMERS 2021/22

The Committee received a report from Dr Stefanie Schmeer.

13.1 The Committee noted the guidance on the new Continuous Enhancement Process (CEP). The CEP process would replace the AMERs for all home programmes.

13.2 The data would become available at various data release points during the year. Programme Leaders (PL) were expected to review the data and, where necessary, generate actions and review regularly. Katerina Vafeiadou to discuss how to support the PL’s with Dr Phil Porter.

(Confidential Agenda Paper 13, refers).
COLLABORATIVE PARTNERS

Part of the responsibilities of the Committee was the monitoring and evaluation of programmes offered jointly with other Schools or with Partner Organisations via Collaborative Partnership Leader Reports. The Committee had highlighted an academic Quality risk concerning TOPRA, Dr Jo Cahill would discuss this with Professor Frank Haddleton, Director of Academic Quality Assurance.

THE REPORTING CYCLE FOR THE 2021-2022 ANNUAL SCHOOL REPORTS ON ACADEMIC STANDARDS AND STUDENT EXPERIENCE.

The Committee noted the reporting cycle for the 2021-2022 Annual School Reports on Academic Standards and Student Experience.

STUDENT EXPERIENCE AND LEARNING AND TEACHING

ASSOCIATE DEAN OF SCHOOL (EDUCATION) REPORT

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

INFORMATION MANAGER REPORT

The Committee received a report from Lisa Flint, Information Manager

STUDENT MATTERS

The students were thanked for their feedback and received assurances that each Programme had an action plan which considered feedback from The Postgraduate Taught Experience Survey (PTES) and The National Student Survey. The sector had taken a hit due to the Pandemic. However, the School had been the only School within the University to buck the trend.

RESEARCH

ASSOCIATE DEAN OF SCHOOL (RESEARCH)

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

With the easing of some restrictions in the University, there had been some relaxation of COVID restrictions relating to research activities. The main ongoing restrictions concerned access to, and use of, research spaces such as laboratories.

Several enquiries had been received in respect of the Research Excellence Framework (REF) audit and assessment, and these had been dealt with successfully by the Research Office. The date for the release of the REF results had been pushed back slightly to 12 May 2022, from the previously announced April 2022.

The DClinPsy programme had admitted the first of its new cohorts, having moved from 22 to 52 students this year. The school had 231 Doctoral students, the highest number ever.
19.4 The Research Review had rationalised structures, posts and roles, and were now moving forward with aspects of the proposed reorganisation of Research Centres. The Ebenezer Howard School of Planning, had incorporated the Smart Mobility Unit, the Urbanism Unit, a Planning Unit and, potentially, new work in Energy. The school had established temporary replacement facilities for the glasshouse/controlled environments over the Summer, and CAPEX had now been approved for a more permanent replacement facility on the College Lane campus.

(Confidential Agenda Paper 19, refers).

EXTERNAL ACADEMIC QUALITY

20 EXTERNAL ACADEMIC QUALITY REPORT

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

20.1 The Institute of Environmental Management and Assessment (IEMA), accreditation was annually approved and so was ongoing and the re-accreditation of the MSc Occupational Psychology, originally 2020/21, however, the British Psychological Society (BPS) had advised that they were unable to visit until 2021/22, and so the accreditation had been extended.

(Confidential Agenda Paper 20, refers).

OTHER BUSINESS

21 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.

22 RISK

The over representation of appeals by BAME students and the connection with referrals to Fitness to Practise and Academic Misconduct offences remained a concern.

The number of appeals had slightly increased. The new UH admin system continued to have issues, particularly around SACs.

23 EMERGENCY BUSINESS

There was no emergency business.

24 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 which had been received and therefore the report was taken as noted and approved.

(Confidential Agenda Paper 24, refers).

24.1 UNIVERSITY REGULATION

Academic quality and standards

UPR AS17 ‘Academic Quality’ effective 1 September 2021 particularly the responsibilities which it assigned to School Academic Committees.

Admissions policy

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

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:

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

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 2021-2022, 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

24.2 SCHOOL DEVELOPMENT AND STRATEGY

Study Abroad

The summary of those confirmed students undertaking a study abroad/exchange scheme during the academic year 2021-2022 (Part 2)

24.3 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.

12 May 2021 (Part 3)
7 July 2021 (Part 4)

24.4 EXTERNAL EXAMINERS

The External Examiners appointed within the school and the programmes for which they had been appointed. (Part 5)
24.5 PROGRAMME COMMITTEES

Programme Committees - governance

The generic terms of reference, generic composition Chairman and titles as 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

24.6 POLICY AND REGULATION

School-specific policies and regulations

Confidentiality Policy (Part 6)

Fitness to practice annual review 2020-2021 (Part 7)

The Annual Report for Appeals. (Part 8)

24.7 ANNUAL REPORTS 2020-2021

East and North Hertfordshire NHS trust 2020/21 annual report.

(Part 9 was not received)

24.8 COLLABORATIVE PROVISION

Collaborative Partners

The school’s collaborative partners and the dates on which those partners required re-approval. (Part 10 was not received)

Collaborative Operational Delivery Plans / Annual Activity Agreements

<table>
<thead>
<tr>
<th>Partner</th>
<th>Programme(s)</th>
<th>Collaborative Partner Leader</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>City &amp; Islington College</td>
<td>Initial Year Optometry</td>
<td>Susan Attwood</td>
<td>11.1</td>
</tr>
<tr>
<td>Global Academic Foundation hosting the University of Hertfordshire</td>
<td>Master of Pharmacy (MPharm)</td>
<td>Dr Eman Al-Saeed</td>
<td>11.2</td>
</tr>
<tr>
<td>Universities of: Bordeaux, Barcelona, Naples II, Utretch and Erasmus MC.</td>
<td>Eu2P MSc Pharmacovigilance and Pharmacoepidemiology</td>
<td>Marika Vousden</td>
<td>11.3</td>
</tr>
</tbody>
</table>

24.9 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

The schedule of validations, periodic reviews and revalidations (Part 12).

Validation, Periodic Review and Revalidation Reports

<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>MPharm (G.A.F)</td>
<td>27/05/21</td>
<td>24/06/21</td>
<td>yes</td>
<td>13</td>
</tr>
</tbody>
</table>
24.10 **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 14 was not received)

24.11 **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 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 15)

24.12 **ACADEMIC AND RESEARCH HEALTH**

The annual statement concerning the academic and research health of the school, received by the Academic Board on 23 June 2021 (Part 16)

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

School Research Tutors Group  
Chairman: Professor K Farrington

AMER Working Group  
Chairman: Dr Jo Cahill

Timetabling Group  
Chairman: Dr S Sharma

KIS data and contact hours  
Chairman: Dr S Sharma

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

The Annual Report of the School Academic Committee for Academic Year will be taken at a later meeting.

24.15 **COMMITTEES OF THE ACADEMIC BOARD**

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

<table>
<thead>
<tr>
<th>Name of Committee /Board</th>
<th>Date of Meeting</th>
<th>URL</th>
</tr>
</thead>
<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>
</table>

**DATE OF NEXT MEETING** - 1 March at 14.00 hours Via MS Teams