

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 1 March 2022.

PRESENT: Dr Stefanie Schmeer (Chair)

Ali Cain

Dr Stewart Kirton

Dr Phil Porter

Naomi Hewitt

Dr Sherael Webley

Professor Mike Page

Professor Darragh Murnane

Dr Jo Cahill

Katerina Vafeiadou

Danny Buckley

IN ATTENDANCE:

Kim Chase

Mel Golder

26 **APOLOGIES**

The Committee received apologies from Professor Joanna Adler, Dr Zoe Aslanpour, Dr Shivani Sharma, Emily Ashwell and Liam Lucas.

27 **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.

28 **MEMBERSHIP**

The Committee welcomed the new members and noted the vacancy in category 6.

(Agenda paper 3, refers).

29 **MINUTES - 9 NOVEMBER 2021**

The Minutes were confirmed as accurate.

(Confidential Agenda Paper 4, refers).

STUDENT RECRUITMENT

30 **DEPUTY DEAN OF SCHOOL REPORT**

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

30.1 Semester A 2022 data was now available on Tableau. A taster day by Programme Leaders was planned for 9 June 2022 for 2023 entry.

(Confidential Agenda paper 5, refers).

ACADEMIC QUALITY AND STANDARDS

31 **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).

31.1 An Academic Quality Guidance folder was being created within the School SharePoint site to provide academics with a central point where all Academic Quality related processes and documents were located.

- 31.2 The partnership between UH and Islington College would officially terminate as of 31 August 2022 and the Initial Year Optometry programme would be offered by the School.
- 31.3 The School of Health and Social Work had offered Fitness to Practice training and the sessions had been well received.
- 31.4 The AMER process had been replaced by Continuous Enhancement Planning (CEP). Programme Leaders had been asked to submit a good practice case study for potential presentation at the School Enhancement Event. The quality of the documentation had been good.
(Confidential Agenda paper 6, refers).

32 **PROGRAMME SPECIFICATIONS**
(Confidential Agenda paper 6, refers).

33 **PROGRAMME COMMITTEE**

The report from Suzanne Locke, Academic Registry, would be circulated to members following the meeting.

Clerk

Minute 33 is confidential and available to Members and Officers in Attendance only.

(Tabled Confidential Agenda paper 8, refers).

34 **COLLABORATIVE PARTNERS**

The University's transnational education arrangement with The Global Academic Foundation (GAF) had been selected for review by the Quality Assurance Agency during 2021/22. GAF had expressed an interest in validating a number of other collaborative programmes with the School.

(Confidential Agenda paper 6, also refers).

35 **ANALYSIS OF ACADEMIC MISCONDUCT CASES 2020/21**

The Committee received a report from Naomi Hewitt, Executive Lead for Academic Integrity and Appeals.

Minute 35 is confidential and available to Members and Officers in Attendance only.

(Confidential Agenda paper 10, refers).

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

The Committee noted the following reports from the Academic Standards and Audit Committee (ASAC).

- 36.1 Summary of decisions and outcomes from the 7 December 2021 meeting.

(Confidential Agenda paper 11.1, refers).

- 36.2 Summary of decisions and outcomes from the 24 January 2022 meeting.

(Confidential Agenda paper 11.2, refers).

STUDENT EXPERIENCE AND LEARNING AND TEACHING

37 **ASSOCIATE DEAN OF SCHOOL (EDUCATION) REPORT**

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

37.1 Colleagues were asked to encourage student uptake of the National Student Survey.

37.2 The Deans awards were to be in person this year after two years of being online.

(Confidential Agenda paper 12, refers).

38 **STUDENT MATTERS**

There were no student matters at this meeting.

RESEARCH

39 **ASSOCIATE DEAN OF SCHOOL (RESEARCH)**

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

39.1 Research Delivery Plans for the current Research Excellence Framework period, would be completed by mid-March. In addition, plans for Sport, Health and Exercise and for Geography and Environmental Studies, which had not previously been submitted.

39.2 Research Applications and Awards had been low however, the school had achieved 75% of the award target for 2021-2022.

39.3 A shortage of staff in the UH Research Office and in the School Research Finances department has led to some difficulties in grant costing and in post-award finances. These issues were being addressed.

39.4 The DClinPsy programme had increased from 22 to 52 students this year.

39.5 The first 3 students had arrived in the UK and two more were expected to join in the next few weeks for the new Clinical MD.

39.6 The Doctorate in Public Health had recruited well. There was a number of PhD students through HKEP and through the Doctoral Training in Aerosol Science programme, as well as an additional 6 QR-funded studentships last year. As a result, the school had almost 300 PhD students, more than ever before.

(Confidential Agenda Paper 14, refers).

EXTERNAL ACADEMIC QUALITY

40 **EXTERNAL ACADEMIC QUALITY REPORT**

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

40.1 The large majority of programmes were now accredited. MSc Occupational Psychology was awaiting feedback and an initial visit from the General Pharmaceutical Council (GPhC) was expected in the Summer.

(Confidential Agenda Paper 15, refers).

OTHER BUSINESS

41 **UNIVERSITY POLICY AND REGULATION – COMPLIANCE**

Urgent action would be taken concerning modules that had not been to an exam board on the Masters and Regulatory Science programme.

42 **RISK**

There were no further items of risk.

43 **EMERGENCY BUSINESS**

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

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

(Confidential Agenda Paper 19, refers).

44.1 **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.

13 October 2021 (Part 2)
1 December 2021 (Part 3)
2 February 2022 (None)

44.2 **EXTERNAL EXAMINERS**

The External Examiners appointed within the school and the programmes for which they had been appointed. (Part 4)

44.3 **ANNUAL REPORTS 2020-2021**

There were no reports for this meeting.

44.4 **COLLABORATIVE PROVISION**

There were no reports for this meeting.

44.5 **VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS**

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

Validation, periodic review and revalidation reports

Periodic Reviews / Revalidations

| Programme Title | Date of Event | Date of Conditions Meeting | AQ3 signed | Part |
|--|------------------------|-----------------------------------|-------------------|-------------|
| BSc (Hons) Sports Business Management (Work-based) / Degree Apprenticeship | 08/09/2021 | | Yes | 9.1 |
| Extended Degree Initial Year Science | 20 and 21 October 2021 | 10/12/21 | YES | 9.2 |

44.6 **BOARDS OF EXAMINERS**

There were no reports for this meeting.

44.7 **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 | 20 May 2021 | https://www.herts.ac.uk/__data/assets/pdf_file/0018/234306/2021-05-20-RC-Minutes.pdf |

45 **DATE OF NEXT MEETING - 28 JUNE 2022 VIA MS TEAMS**