UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

COMMITTEE STRUCTURE OF THE ACADEMIC BOARD

SCHOOL ACADEMIC COMMITTEE – HERTFORDSHIRE BUSINESS SCHOOL

Minutes of the meeting of School Academic Committee held on 28 February 2018.

PRESENT: Professor D Ward (Chairman)

Dr D A Ball
Ms E Babafemi
Miss A Bond
Mr J P Easter

Mr G Katechos
Professor S J Page
Mr K Pinn
Dr S M Shelley
Dr H Wells

IN ATTENDANCE:
Mrs M Banks
Ms C A Bruce
Mr D W Fraser

Mr N Ghann
Mrs M Pardey

APOLOGIES:
Mr A Delliston
Ms C Gee
Mrs E A Hedges
Mr M Mylles

Ms K Robins
Mr M J Rosier
Dr E Stan-Maduka
Ms R Wilson

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.

Membership

Noted: the membership of the Committee and the terms of office of those members serving in non ex officio categories.

(Confidential Agenda Paper 3, refers)

Minutes – 6 December 2017

Confirmed and signed: the minutes.

(Confidential Agenda Paper 4, refers)

Matters arising from the minutes

Noted: the actions arising from the meeting on 6 December 2017.

(Confidential Agenda Paper 5.1, refers)

There were no other matters arising.
SCHOOL DEVELOPMENT AND STRATEGY

Received: a report from the Chair concerning the School Development and Strategy Update.

(Confidential Agenda Paper 6.1, refers)

Noted: the Academic Standards and Student Experience School Action Plan 2017-18 from the Dean of School.

(Confidential Agenda Paper 6.2, refers)

STUDENT RECRUITMENT

Received: a report from Ms C Gee, Senior Lecturer, Business School UK/EU Recruitment Manager, concerning recruitment for the Academic Year 2017-2018 to programmes offered by the School.

Minute 598.2 is confidential and available to members and Officers in attendance only.

(Confidential Agenda Paper 7, refers)

ACADEMIC QUALITY AND STANDARDS

Associate Dean of School (Academic Quality Assurance)

Received: the report of Dr D A Ball, Associate Dean of School (Academic Quality Assurance), together with an oral report concerning matters relating to academic quality and standards.

Noted:

i. the partly agree areas for the School to work on from the External Examiner Reports were noted along with the actions in place to resolve these;

ii. appendix 1 provided a response to the ‘Partly Agree’ Summary of External Examiner reports referred from the Academic Standards and Audit Committee;

iii. in most cases the Head of Group had already responded to the External Examiners;

iv. Mr D Fraser, School Administration Manager, along with Mr M J Rosier, Associate Dean (International), would be formulating pre-boards to confirm students on placement and ‘Replacement’ years, their credit gained (if applicable) and placement suffix so that the impact on award title is clear for each board; Programme Leaders would then be asked to then use this information, along with language suffix award information to check titles prior to the Boards;

v. Dr Ball and Dr H Wells, Head of Information Systems and Project Management Group (MLO) and Head of Postgraduate Development (BS), would ensure that Programme Leaders had guidelines on language suffix;

vi. feedback provision on dissertations had also been a theme and this would be worked on by Dr Ball, Dr Wells and Mrs M Banks, Head Undergraduate Programme Development;

vii. that cross programme patterns would need to be addressed.

(Confidential Agenda Paper 8.1, refers)
599.2 **Associate Dean of School (Academic Quality Assurance) International**

599.2.1 **Received:** the report of Mr J Shahar, Associate Dean of School (Academic Quality Assurance) International, together with an oral report concerning matters relating to academic quality and standards.

599.2.2 **Noted:**

i. all AMERs had been received except one which was expected in the coming week;

ii. INTI would be revalidated in June 2018.

(Confidential Agenda Paper 8.2, refers)

599.3 **Academic Standards and Audit Committee (ASAC)**

**Received:** reports of the business discharged by ASAC at its meeting on 30 January 2018.

(Confidential Agenda Paper 8.3, refers)

599.4 **Matters referred from ASAC**

**Noted:** the following matters referred from the Academic Standards and Audit Committee (ASAC):

599.4.1 **Summary of External Examiner Reports for the academic year 2016-2017.**

**Noted:** summaries of the external examiner reports for the School for the academic year 2016-2017:

i. A UH-wide summary of external examiners’ reports from 2016/17, showing where they have ‘partly agreed’ or ‘disagreed’ or with the statements in the report template;

(Confidential Agenda Paper 8.4.1, i, refers)

ii. A UH-wide summary of external examiners’ reports from 2016/17, showing where they have ‘disagreed’ with the statements in the report template;

(Confidential Agenda Paper 8.4.1, ii, refers)

iii. A more detailed report summarising the responses for each of the external examiners for the School.

(Confidential Agenda Paper 8.4.1, iii, refers)

599.4.2 **Collaborative Partnership Leader (CPL) Induction Checklist**

**Noted:** the CPL induction checklist from the Centre for Academic Quality Assurance (CAQA).

(Confidential Agenda Paper 8.4.2, refers)

599.4.3 **Responsibilities and Duties of CPLs**

**Noted:** guidance for the School concerning the responsibilities and duties of CPLs from the Centre for Academic Quality Assurance (CAQA),

(Confidential Agenda Paper 8.4.3, refers)
STUDENT EXPERIENCE AND LEARNING AND TEACHING

600.1 **Associate Dean of School (Learning and Teaching)**

*Noted:* a report from Ms K Robins, Associate Dean of School (Learning and Teaching).

(Confidential Agenda Paper 9.1, refers)

600.2 **National Student Survey (NSS)**

*Noted:* that the National Student Survey had launched on 29 January 2018.

600.3 **Student Educational Experience Committee (SEEC)**

*Noted:* a report of the business discharged by SEEC on 7 November 2017.

(Confidential Agenda Paper 9.3, refers)

600.4 **BME (Black Minority Ethnic) Report**

600.4.1 **Received:** an update from Mr N Ghann, Programme Coordinator and the School Transformation Champion, concerning the measures in place to address the BME attainment gap within the School.

600.4.2 **Noted:**

i. three business school programmes, Accounting and Finance, Business Administration SDL and Economics, had been selected as exemplar case studies of work to address the attainment gap in a project funded by the Leadership in Higher Education;

ii. programmes with trending value added differences had been contacted and actions have been agreed to move forward in order to address scores;

iii. work would be undertaken after the NSS period to further explore BME student views with regard to NSS differences;

iv. widening participation student data indicated that circa 12% of the Schools student body were from WP backgrounds, work was progressing with the Admin team to disseminate the data appropriately with Programme Leaders; it was unclear whether any attainment gap was present;

v. a Student Success Team was now up and running and would provide early intervention to all students at risk of non-continuation;

vi. that the BME gap had been on average 25% in the last year and that new data would be available the end of the academic year;

vii. current data indicated that larger programme had the biggest attainment gap;

viii. the work being undertaken to address the BME attainment gap within the School needed to be communicated more widely within the School.

600.4.3 **Agreed:** a report on the work done to assist students from WP backgrounds would be included in the next BME report to the Committee on 13 June 2018.

(Confidential Agenda Paper 9.4, refers)

600.5 **Student matters**

*Noted:* that there were no matters to report.
601  
RESEARCH DEGREES

601.1  
Associate Dean's Report

601.1.1  
Received: the report of Dr S M Shelley, Senior School Research Tutor, concerning research degrees matters together with an oral report from Dr Shelley concerning matters relating to research degrees.

601.1.2  
Noted:

i  
that there were currently 92 doctoral students;

ii  
the number of applications for September was down with the quality of the applications also a concern;

iii  
due to a flux in staffing the School was now five experienced supervisors down.

(Confidential Agenda Paper 10, refers)

602  
RESEARCH AND SCHOLARSHIP

602.1  
Associate Dean's Report

602.1.1  
Noted:

confidential agenda paper 11 was not received.

602.1.2  
that a report would be received from Professor S J Page, Associate Dean of School, Research, concerning research and scholarship at the next meeting on 13 June 2018.

603  
ACADEMIC PORTFOLIO

603.1  
Academic Development Committee (ADC) -11 October 2017

Noted: the programme and partner proposals submitted by the Dean of School for consideration by ADC at their meeting on 11 October 2017 and that Committee's decisions in relation to these proposals.

(Confidential Agenda Paper 12.1, refers)

603.2  
Academic Development Committee (ADC) - 29 November 2017

Noted: that there was nothing to report from ADC in relation to the School at their meeting on 29 November 2017.

603.3  
Programme Specifications

Approved: In compliance with UPR AS17, proposed amendments to Programme Specifications.

(Confidential Agenda Paper 12.3, refers)
EXTERNAL EXAMINERS

Noted:

a. amendments to External Examiner appointments;

b. that there would be External Examiners that needed replacing by the end of September 2018;

c. a revised institution list would be available shortly.

(Confidential Agenda Paper 13.1, refers)

Received: oral assurances from Dr Ball and Mr Shahar that any issues of concern raised by the School’s External Examiners had been addressed by the School.

PROGRAMME COMMITTEES

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.

COLLABORATIVE PROVISION

Collaborative Partners

Noted: the School’s collaborative partners and the dates on which those partners require re-approval.

(Confidential Agenda Paper 15.1, refers)

Collaborative Partnership Leaders and Schedule of Collaborative Partnership Leaders Activity

Noted: the schedule of Collaborative Partnership Leaders and Collaborative Partnership Leaders activity.

(Confidential Agenda Paper 15.2, refers)

Collaborative Partnership Leader reports

Noted: reports from the following Collaborative Partnership Leaders:

<table>
<thead>
<tr>
<th>Partner/Programme</th>
<th>Collaborative Partnership Leader</th>
<th>Date of Visit</th>
<th>paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions International College, Singapore. BA Business Administration (Top Up).</td>
<td>Dr Reda LEBCIR</td>
<td>13/14 November 2017</td>
<td>15.3.1 (Confidential)</td>
</tr>
<tr>
<td>Vancouver Island University. MSc International Management.</td>
<td>Herminia Alonso</td>
<td>16/17 November 2017</td>
<td>15.3.2 (Confidential)</td>
</tr>
</tbody>
</table>

Collaborative provision – other matters to report

Noted: that there were no substantive items that the Collaborative Partnership Leaders wished to draw to the attention of the School Academic Committee.
607 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

607.1 Noted: the schedule of validations, periodic reviews and revalidations.

(Confidential Agenda Paper 16.1, refers)

607.2 Received: oral assurances from Dr Ball and Mr Shahar that none of the School's validated or re-validated programmes had failed to commence within six (6) months of the date of approval.

607.3 Validation, periodic review and revalidation reports

Received: the following reports:

Home

<table>
<thead>
<tr>
<th>Programme title</th>
<th>Date of event and nature of event</th>
<th>Date of conditions meeting</th>
<th>AQ3 signed</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc Finance and Investment Management, renamed to MSc Finance and Investment Banking. Includes validating a sandwich.</td>
<td>02.11.17 Periodic Review/validation</td>
<td>6.12.17</td>
<td>yes</td>
<td>Paper 16.3.1 (Confidential)</td>
</tr>
<tr>
<td>BA (Hons) International Business programme</td>
<td>13.07.17 Periodic review</td>
<td>27.09.17</td>
<td>yes</td>
<td>Paper 16.3.2 (Confidential)</td>
</tr>
<tr>
<td>MSc International Tourism and Hospitality Management renamed to MSc International Tourism, Hospitality and Event Management. Includes validating a sandwich.</td>
<td>17.10.17 Periodic Review/validation</td>
<td>6.12.17</td>
<td>yes</td>
<td>Paper 16.3.3 (Confidential)</td>
</tr>
</tbody>
</table>

Collaborative

<table>
<thead>
<tr>
<th>Partner</th>
<th>Programme title</th>
<th>Date of event and nature of event (validation or revalidation)</th>
<th>Date of conditions meeting</th>
<th>AQ4 signed</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTI International College Penang</td>
<td>BA (Hons) Event Marketing and Management.</td>
<td>03.07.17 Re-validation</td>
<td>4.10.17</td>
<td>yes</td>
<td>Paper 16.3.4 (Confidential)</td>
</tr>
<tr>
<td>INTI International College Subang</td>
<td>BA (Hons) Event Marketing and Management.</td>
<td>05.07.17 Re-validation</td>
<td>4.10.17</td>
<td>yes</td>
<td>Paper 16.3.5 (Confidential)</td>
</tr>
</tbody>
</table>

608 EXTERNAL ACADEMIC QUALITY

Noted: that there were no matters to report.
AGENDA - PART II

Noted and approved: the remaining items in Part II of the Agenda (minutes 610 to 615, refer.)

BOARDS OF EXAMINERS

Noted: amendments to the titles of the Short Course/Module and Programme Boards of Examiners established within the School by the Vice-Chancellor, their Chairmen appointed by the Vice-Chancellor, and their memberships

(Confidential Agenda Paper B, refers)

PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

611.1 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.

611.2 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.

(Confidential Agenda Paper C.2, refers)

WORKING GROUPS ESTABLISHED BY THE SCHOOL ACADEMIC COMMITTEE

Noted:

<table>
<thead>
<tr>
<th>Title</th>
<th>Convenor</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMER Group</td>
<td>Dr D A Ball</td>
</tr>
</tbody>
</table>

PROFESSIONAL ADVISORY GROUPS (OR EQUIVALENT) – Minutes 362 and 400 refer

Noted:

<table>
<thead>
<tr>
<th>Title</th>
<th>Convenor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAIB Programme Advisory Group</td>
<td>Mr M J Rosier</td>
</tr>
<tr>
<td>Business School Advisory Board</td>
<td>Professor D Ward</td>
</tr>
</tbody>
</table>

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>Ethics Committee</td>
<td>25 October 2017</td>
<td><a href="http://sitem.herts.ac.uk/secreg/EthicsCommitteeECSIHP.htm">http://sitem.herts.ac.uk/secreg/EthicsCommitteeECSIHP.htm</a></td>
</tr>
</tbody>
</table>
MATTERS REPORTED FOR INFORMATION

There were no matters reported for information.

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.

RISK

There were no further risks inherent in the matters dealt with by the Committee during the meeting but not discussed when the item was taken.

EMERGENCY BUSINESS

618.1 Membership

Noted:

618.1.1 that Mr K Pinn would be retiring from the University and as such this would be his last meeting;

618.1.2 the Committee thanked Mr Pinn for his outstanding contribution over many years on behalf of the School and wished him well in his retirement.

DATE OF NEXT MEETING

Wednesday, 13 June 2018 at 14:00 hours, in the Central Committee Room, MacLaurin Building.

Items for the Agenda should be notified to the Clerk by 23 May 2018. Supporting papers should be provided to the Clerk by 30 May 2018. (e-mail: m.pardey@herts.ac.uk Telephone: 1056).