

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 12 June 2019.

PRESENT: Professor D Ward (Chairman)

Miss M Andrea
 Dr D A Ball
 Mrs M Banks
 Mr J Carlton
 Dr S Davari

D F Gagliardi
 Ms C Gee
 Mr G Katechos
 Mr M Mylles
 Professor S J Page

Ms K Robins
 Mr M J Rosier
 Ms C Wilson
 Mr R E Wright

IN ATTENDANCE:

Mrs M Pardey

APOLOGIES:

Ms S Dunk
 Mr J P Easter
 Mr L Filer
 Mr D W Fraser

Ms E Gormley-Fleming
 Mrs E A Hedges
 Ms C Marasinghe

Dr E Stan-Maduka
 Dr H Wells
 Mrs L Uttley

ACTION

706 **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.

707 **MEMBERSHIP**

707.1 **Noted:**

707.1.1 the membership of the Committee;

707.1.2 the Committee noted that this would be the last meeting of Dr D A Ball, Associate Dean of School (Academic Quality Assurance), the Committee thanked Dr Ball and acknowledged the contribution her experience and expertise had made.

(Confidential Agenda Paper 2, refers)

708 **MINUTES – 13 FEBRUARY 2019**

Confirmed and signed: the minutes.

(Confidential Agenda Paper 4, refers)

709 **MATTERS ARISING FROM THE MINUTES**

709.1 **Noted:** the actions arising from the meeting on 13 February 2019.

- 709.2 **Associate Dean of School (Academic Quality Assurance) – Minute 687.1.2 refers**
- Noted:** Further discussions would be held with Head of Groups concerning compulsory training before this was taken further.
- 709.3 **Student matters – Minute 688.3 refers**
- Noted:** investment had been made in two hundred Excel licenses; discussions were ongoing concerning how to pass on the cost of the licenses and it was hoped they would be available to students in the next academic year.
- (Confidential Agenda Paper 5, refers)
- 710 **SCHOOL DEVELOPMENT AND STRATEGY**
- Noted:** the School Academic Standards and Student Experience Action Plan and updated School Action Plan.
- (Confidential Agenda Paper 6, refers)
- 711 **STUDENT RECRUITMENT**
- 711.1 **Received:** a report from Ms C Gee, Senior Lecturer, Business School UK/EU Recruitment Manager, concerning recruitment for the Academic Year 2019-2020 to programmes offered by the School.
- Minute 711.2 is confidential and available to members and Officers in attendance only.*
- (Confidential Agenda Paper 7, refers)
- 712 **ACADEMIC QUALITY AND STANDARDS**
- 712.1 **Associate Dean of School (Academic Quality Assurance)**
- Received:** the report of Dr D A Ball, Associate Dean of School (Academic Quality Assurance), concerning matters relating to academic quality and standards.
- (Confidential Agenda Paper 8.1, refers)
- 712.2 **Associate Dean of School (Academic Quality Assurance) International**
- Received:** the report of Mr J Carlton, Associate Dean of School (Academic Quality Assurance) International, concerning matters relating to international academic quality and standards.
- (Confidential Agenda Paper 8.2, refers)
- 712.2.1 **HBS International and Home International Collaborative AMERs 2017/18**
- Noted:** a report concerning HBS International and Home International Collaborative AMERs 2017/18.
- (Confidential Agenda Paper 8.2.1, refers)

712.2.2 **APCL at INTI International University, Nilai - The Cottee Review December 2018**

Received: a report to the University Director of Academic Quality Assurance on APCL at INTI International University, Nilai.

(Confidential Agenda Paper 8.2.2, refers)

712.2.3 **UH-INTI Nilai Dual Award Grade Synthesis: Evaluation Report 2018 (Final Version)**

Received: the final UH-INTI Nilai Dual Award Grade Synthesis Evaluation Report 20

(Confidential Agenda Paper 8.2.3, refers)

712.3 **Annual Monitoring and Evaluation Reports (AMERs) and Annual Short Course Monitoring Reports**

Noted: the completion and approval of the AMERs (including, as appropriate, Annual Short Course Monitoring Reports) for the Academic Year 2017 - 2018 for the School, and **noted** that the AMERs would be held in the electronic archive of the Committee's business as from the date of the meeting.

(Confidential Agenda Paper 8.3, refers)

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

712.4.1 **Received:** reports of the business discharged by ASAC at its meeting on 19 March 2019.

(Confidential Agenda Paper 8.4.1, refers)

712.4.2 **Received:** reports of the business discharged by ASAC at its meeting on 7 May 2019.

(Confidential Agenda Paper 8.4.2, refers)

713 **STUDENT EXPERIENCE AND LEARNING AND TEACHING**

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

713.1.1 **Received:** an oral report from Ms K Robins, Associate Dean of School (Learning and Teaching), concerning matters relating to learning and teaching.

713.1.2 **Noted:**

i the response rate for Peer Review currently stood at 50%, the deadline was April 2019;

ii the Learning and Teach conference, which would be held in the coming week, had over 100 attendees currently registered to attend.

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

713.2.1 **Noted:** a report of the business discharged by SEEC on 22 January 2019.

(Confidential Agenda Paper 9.2.1, refers)

713.2.2 **Noted:** a report of the business discharged by SEEC on 12 March 2019.

(Confidential Agenda Paper 9.2.2, refers)

713.2.3 **Noted:** a report of the business discharged by SEEC on 21 May 2019.

(Confidential Agenda Paper 9.2.3, refers)

713.4 **Student matters**

Noted: that there were no matters to report.

714 **RESEARCH DEGREES**714.1 **Associate Dean's Report**

714.1.1 **Received:** the report of Dr F Gagliardi, Senior School Research Tutor, concerning research degrees.

714.1.2 **Noted:**

- i that the figures included in the report referred to the end of February 2019;
- ii the Committee noted that the DBA programme had not been completing at the same rate of other programmes, and that as only circa 20 students could be on the programme at any one time this created a waiting list. The completion rate and the addition of cut offs would be discussed further outside the meeting.

(Confidential Agenda Paper 10.1, refers)

715 **RESEARCH AND SCHOLARSHIP**715.1 **Associate Dean's Report**

715.1.1 **Received:** an oral report from Professor S J Page, Associate Deans of School (Research and Enterprise), concerning research and scholarship.

715.1.2 **Noted:** two Reader appointments had been made along with the appointment of two Research Fellows.

716 **ACADEMIC PORTFOLIO**716.1 **Academic Development Committee (ADC) – 10 October 2018**

Noted: the withdrawals and temporary suspensions submitted by the Dean of School for consideration by the Academic Development Committee.

(Confidential Agenda Paper 12.1, refers)

716.2 **Academic Development Committee (ADC) – 28 November 2018**

Noted: the withdrawals and temporary suspensions submitted by the Dean of School for consideration by the Academic Development Committee.

(Confidential Agenda Paper 12.2, refers)

716.3 **Academic Development Committee (ADC) – 30 January 2019**

Noted: the withdrawals and temporary suspensions submitted by the Dean of School for consideration by the Academic Development Committee.

(Confidential Agenda Paper 12.3, refers)

716.4 **Academic Development Committee (ADC) – 20 March 2018**

Noted: the withdrawals and temporary suspensions submitted by the Dean of School for consideration by the Academic Development Committee.

(Confidential Agenda Paper 12.4, refers)

716.5 **Academic Development Committee (ADC) – 8 May 2019**

Noted: the withdrawals and temporary suspensions submitted by the Dean of School for consideration by the Academic Development Committee.

(Confidential Agenda Paper 12.5, refers)

717 **EXTERNAL EXAMINERS**

717.1 Confidential Agenda Paper 13.1 was not received.

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

718 **PROGRAMME COMMITTEES**

718.1 **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.

719 **COLLABORATIVE PROVISION**

719.1 **Noted:** the School's collaborative partners and the dates on which those partners required re-approval.

(Confidential Agenda Paper 15.1, refers)

719.2 **Matters referred by the Collaborative Partnership Leaders**

Noted: that there were no substantive items that the Collaborative Partnership Leaders wished to draw to the attention of the School Academic Committee.

720 **VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS – Minute 576 refers**

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

(Confidential Agenda Paper 16.1, refers)

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

720.3 **Validation, periodic review and revalidation reports**

Received: the following reports:

Home

	Programme title	Date of event and nature of event	Date of conditions meeting	AQ3 signed	Paper
	MSc Public Service Management Degree Apprenticeship	Validation 20 March 2019	04.04.19	Yes	16.3.1

721 **AGENDA - PART II**

Noted and approved: the remaining items in Part II of the Agenda (minutes 722 to 726, refer.)

722 **PROGRAMME COMMITTEES**722.1 **Programme Committee – Meetings**

Agenda Paper 13.1 was not received.

723 **MATTERS REFERRED**723.1 **Matters referred from the Academic Standards and Audit Committee (ASAC)**

Noted: there were no items referred for this meeting.

723.2 **Matters referred from the Student Educational Experience Committee (SEEC)**

Noted: there were no items referred for this meeting.

724 **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 Chairs appointed by the Vice-Chancellor, and their memberships.

(Confidential Agenda Paper B, refers)

725 **PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES**

Noted: the professorships, readerships and 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, refers)

726 **COMMITTEES OF THE ACADEMIC BOARD**

Noted: reports of 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	2 May 2018	https://www.herts.ac.uk/_data/assets/word_doc/019/234235/2018-05-02-ECSIHP-Minutes.doc
Research Committee	18 Oct 2018	https://www.herts.ac.uk/_data/assets/pdf_file/0018/234306/2018-10-18-RC-Minutes.pdf

727 **SCHOOL ACADEMIC COMMITTEES**

Noted: that the current format of the School Academic Committee would be considered by the Academic Board at their meeting on 26 June 2019.

728 **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.

729 **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.

730 **EMERGENCY BUSINESS**

There was no emergency business.

731 **DATE OF NEXT MEETING**

Wednesday, 6 November 2019, 13.00 hours in the Central Committee Room, MacLaurin Building.

Items for the Agenda should be notified to the Clerk by Wednesday, 16 October 2019. Supporting papers should be provided to the Clerk by Wednesday, 23 October 2019 (Telephone: 1056; e-mail: m.Pardey@herts.ac.uk)