

**UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION**

**SCHOOL ACADEMIC COMMITTEE - HERTFORDSHIRE BUSINESS SCHOOL**

Minutes of the meeting of the School Academic Committee - Hertfordshire Business School held on 9 February 2022.

**PRESENT:** Dr Joel Carlton (Chair)

Jon Easter  
Karen Robins  
Professor Michael Rosier

Professor Stephen Page  
Maria Banks  
Liz Gormley-Fleming

Dr Xiangping Du  
Herminia Alonso-Bote  
Amy Vince

**IN ATTENDANCE:**

Dr Francesca Gagliardi  
Michelle Pardey

Christine Gee  
Chris Forbes

Dr Phillip Mason

105      **APOLOGIES**

Apologies were received from:

Veronica Earle  
Michaela Cottee  
Abhijeet Kale  
Lynne Stevens  
Jane Bilson  
Jordon Parker

106      **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.

107      **MINUTES - 8 DECEMBER 2021**

The minutes were **confirmed**, and the chair was **authorised** to sign them.

(Confidential Agenda Paper 3, refers.)

108      **MATTERS ARISING FROM THE MINUTES**

It was **noted** that there were no actions currently outstanding.

109      There were no other matters arising from the minutes not taken elsewhere on the agenda.

110      **STUDENT RECRUITMENT**

A report from Christine Gee, Principal Lecturer, Admissions and Recruitment, concerning student recruitment was **received**.

*Minute 110 is confidential and available to members and Officers in attendance only.*

(Confidential Agenda Paper 6, refers.)

**ACADEMIC QUALITY AND STANDARDS****111 Associate Dean of School (Academic Quality Assurance) Report**

The Committee **noted** the report of Veronica Earle, Associate Dean of School (Academic Quality Assurance), relating to academic quality and standards.

The Committee **received** an oral report from Chris Forbes, Senior Data and Accreditations Officer.

A number of DMDs and Programme Specification amendments had been submitted and approved by Michaela Cottee, Deputy Associate Dean (Academic Quality Assurance), and Veronica Earle and updated for September 2022.

Programme Specifications were in the process of being updated and had been circulated. The deadline was 15 February 2022, and they would therefore be reported at the next meeting on 4 May 2022.

The annual cycle of Validations and Periodic Reviews had been completed and the new cycle had been started for this year and would be approved by December 2022.

There had been a number of suspensions and withdrawals. Consortium colleges had suspended multiple pathways of Business and Management. There had also been a number of programmes formally withdrawn from the School from September 2022 as a result of resent reviews and discussions. Some INTI pathways had also been withdrawn.

This year had seen the launch of the CEP (Continuous Enhancement Planning) process for the University, which had been hugely successful for the home programmes and allowed Programme Leaders to focus on the areas which required action and to be more responsive to issues by using live action plans rather than acting retrospectively.

Collaborative programmes had remained on AMERs (Annual Monitoring and Evaluation Reports). All AMERs had now been received and reviewed with final updates currently taking place.

All External Examiner Reports had been submitted and the process to reply was underway with only a couple now outstanding.

(Confidential Agenda Paper 7, refers.)

**112 Matters referred from the Academic Standards and Audit Committee (ASAC)**

The Committee **noted** the matters referred from the Academic Standards and Audit Committee (ASAC).

(Confidential Agenda Paper 8, refers.)

**113 Programme Specifications**

In compliance with UPR AS17, proposed amendments to Programme Specifications would be received at the next meeting on 4 May 2022.

**114 Programme Committee**

The Committee **noted** that there were no substantive items that the Programme Committees wished to draw to the attention of the School Academic Committee.

**115 Collaborative Partners**

The Committee **received** an oral report from Herminia Alonso-Bote, Principal Lecturer.

A trip to Egypt had been organised by the International Office and representatives from all the Schools who were delivering UH programmes at GAF would be going. There were no further trips organised for this semester.

Professor Reda Lebcir would be joining the GAF team as the new Collaborative Partnership Leader.

### **DEGREE APPRENTICESHIPS**

#### **116 Ofsted outcomes**

The Committee **received** an oral report from Dr Phillip Mason, Head of Strategic Management Subject Group, concerning Ofsted outcomes.

The number of learners currently on action plans and receiving additional interventions had remained stable since the last meeting of the Committee.

The Quality Improvement Plans for across the programmes had been revised as a consequence of the External Quality Review. The External Quality Review had been received at SEG (School Executive Group) and an action plan at school level had been drawn together, and would be included in the record of the SEG meeting, to address issues at both school level and at programme level. This would be the evolution of the way in which the School would work with the central bodies to ensure that we had greater consistency and standardisation across the provision.

(Confidential Agenda Paper 12, refers.)

### **STUDENT EXPERIENCE AND LEARNING AND TEACHING**

#### **117 Associate Dean of School (Learning and Teaching) Report**

The Committee **received** an oral report from Karen Robins, Associate Dean of School (Learning and Teaching), concerning matters relating to learning and teaching.

The Learning and Teaching Development Week would be 13 to 17 June 2022.

Mixed module review would take place in weeks four to five in semester B.

Apprenticeship observation training had taken place with quite a lot of the Module Leaders and Lecturers attending. It had been discovered since, that there were thirty two observations needed in semester B and people were being sought to observe before teaching had finished.

Samantha Halford would be replacing Michael Mylles and would join at the end of February 2022.

The HLP projects were ongoing and pedagogy, assessment and feedback, staff training, undergraduate and postgraduate portfolios and communications were all moving forward.

#### **118 Undergraduate Student Experience and the National Student Survey (NSS)**

The Committee **received** an oral report from Maria Banks, Associate Dean of School (Undergraduate Development) concerning matters relating to the NSS and Undergraduate Student Experience.

The NSS had launched on Monday 8 November 2022, but there would not be any school wide promotional activity, there were programme specific activities to encourage engagement in the NSS. Not many problems were anticipated from semester A and the feedback was awaited.

119 **Postgraduate Student Experience and the Postgraduate Taught Experience Survey (PTES)**

The Committee **received** an oral report from Dr Xiangping Du, Deputy Associate Dean, Postgraduate, concerning postgraduate student experience and the Postgraduate Taught Experience Survey (PTES).

For semester B intake around 1,800 students had been welcomed. Semester B inductions had gone well with an extended two day online induction programme; however, the engagement of the online inductions had been relatively low, and this was being worked on.

Lesley Glass, Associate Dean Visiting Lecturers, had been working very hard to identify and resource Visiting Lectures for the School as personal tutors for new students.

In line with undergraduate NSS, the postgraduate PTES has been launched from 1 February 2022, but the University would not centrally launch it and send the code to students until 21 March 2022, Programme Leaders had discretion on communicating the PTES to students. The closing date for the PTES was 17 June 2022.

120 **Student matters**

The Committee **received** an oral report from Amy Vince, Student Representative, concerning matters relating to student experience.

The Committee noted that some commuting students had faced issues with Uno buses and travelling to campus had become problematic as more learning was being delivered in person rather than online.

Student engagement and experience seemed to be improving overall and there had been more activity from student representatives. Student drop in sessions would be launched every Friday to enable students to feedback directly and not just through the student representatives.

It was noted that help for students in terms of where to live in term time would be useful and would stop long commutes for some students.

The Committee congratulated Amy Vince on being the first ever SCO of the Month.

## **RESEARCH**

121 **Research Degrees Report**

The Committee **noted** a report from Dr Francesca Gagliardi, Doctoral Research Tutor, concerning matters relating to research degrees.

There had been two further completions since the report had been written.

A number of registration and progression assessments delayed in the last year due to students obtaining extensions related to Covid-19 were now taking place, and registration and progression numbers were expected to grow between now and the end of the academic year.

(Confidential Agenda Paper 17, refers.)

122 **Research and Scholarship Report**

The Committee **received** an oral report from Professor Stephen Page, Associate Dean of School (Research and Enterprise), concerning research and scholarship matters.

The new Research Strategy had been launched on 8 February 2022 and was going out for consultation to all staff.

The preparation of the Research Delivery Plan for the next five years was underway, which would show how the School was spending the money from the REF (Research Excellence Framework).

The REF results would be reported in May 2022 and a series of briefings by the School and the University had been organised to debrief staff on performance and what it meant for the School.

There would be a rebalancing post Covid-19 of the Schools efforts from teaching to a more balanced workload of teaching and research.

## **OTHER MATTERS**

### 123 **CLERKS REPORT**

The Committee **noted** the Clerk's report and associated papers:

(Confidential Agenda Paper 19, refers.)

### 123.1 **SCHOOL DEVELOPMENT AND STRATEGY**

The Committee **noted** the School Academic Standards and Student Experience Action Plan.

(Confidential Agenda Paper 19, Part 5, refers.)

### 123.2 **ACADEMIC PORTFOLIO**

#### **Academic Development Committee (ADC)**

The Committee **noted** 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

(Confidential Agenda Paper 19, Part 6, refers.)

### 123.3 **EXTERNAL EXAMINERS**

The Committee **noted** the amendments to External Examiner appointments.

(Confidential Agenda Paper 19, Part 7, refers.)

### 123.4 **COLLABORATIVE PROVISION**

#### **Collaborative Partners**

The Committee **noted** the School's collaborative partners and the dates on which those partners required re-approval.

(Confidential Agenda Paper 19, Part 8.1, refers.)

#### **Collaborative Partnership Leaders and Schedule of Collaborative Partnership Leaders Activity**

The Committee **noted** the schedule of Collaborative Partnership Leaders and Collaborative Partnership Leaders activity would be received at the next meeting on 4 May 2022.

### Collaborative Partnership Leader reports

The Committee **noted** reports from the following Collaborative Partnership Leaders:

Partner	Collaborative Partnership Leader	Date of Visit	Paper 19 Part:
Hertford Regional College (HRC)	Dr. Sheku Kakay	9 and 12/11/2021	8.3.1
HHEC – Oaklands College	Dr. Sheku Kakay	17 and 25/11/2021	8.3.2
University Campus St Albans (UCSA)	Karen Leong	4/11/2021	8.3.3
University Campus St Albans (UCSA)	Karen Leong	19/11/2021	8.3.4
West Herts College (WHC)	Dr. Sheku Kakay	11 and 16/11/2021 9/12/2021	8.3.5

### 123.5 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

The Committee **noted** the schedule of validations, periodic reviews and revalidations.

(Confidential Agenda Paper 19, Part 9.1, refers.)

#### Validation, periodic review and revalidation reports

To **note** the following reports:

#### 2020-2021

##### Home Periodic Reviews

Programme Code	Partner/Programme Title	Date of Event	Date of Conditions Meeting	AQ3 Signed	Paper 19 Part:
BSIBS	BA (Hons) International Business	21/09/2021	28/09/2021	Yes	9.3
BSBEC	BA (Hons) Economics	10/11/2021	17/12/2021	Yes	9.4

### 123.6 PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

The Committee **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 shows 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 19, Part 10, refers.)

123.7 **COMMITTEES OF THE ACADEMIC BOARD**

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

<b>Name of Committee /Board</b>	<b>Date of Meeting</b>	<b>URL</b>
Ethics Committee	12 February 2020	<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>
Research Committee	25 February 2021	<a href="https://www.herts.ac.uk/_data/assets/pdf_file/0018/234306/2021-02-25-RC-Minutes.pdf">https://www.herts.ac.uk/_data/assets/pdf_file/0018/234306/2021-02-25-RC-Minutes.pdf</a>

124 **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.

125 **RISK**

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

126 **EMERGENCY BUSINESS**

There was no emergency business.

127 **DATE OF NEXT MEETING**

Wednesday 4 May 2022, at 13:00 hours.