

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 8 February 2023.

PRESENT: Dr Joel Carlton (Chair)

Veronica Earle
Professor Stephen Page
Maria Banks

Dr Xiangping Du
Herminia Alonso-Bote
Dr Francesca Gagliardi

Christine Gee
Samantha Halford

IN ATTENDANCE:

Michelle Pardey

APOLOGIES:

Jon Easter
Dr Michaela Cottee

Lynne Stevens
Dr Phillip Mason

Liz Gormley-Fleming
Jordan Parker

36 **APOLOGIES**

Apologies were received from:

Jordon Parker
Elizabeth Gormley Fleming
Phil Mason
Jon Easter
Holly Mackay
Lynne Stevens
Liz Gormley-Fleming
Dr Michaela Cottee

37 **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.

38 **MINUTES - 19 OCTOBER 2022**

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

(Confidential Agenda Paper 3, refers.)

39 **MATTERS ARISING FROM THE MINUTES**

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

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

41 **STUDENT RECRUITMENT**

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

Minute 41 is confidential and available to Members and Officers in Attendance only.

(Confidential Agenda Paper 6, refers.)

ACADEMIC QUALITY AND STANDARDS

42 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 noted that since October 2022 a large number of DMDs had been looked at and signed off along with undergraduate programme specifications, with postgraduate programme specifications being completed currently and these would be reported at the next meeting.

It was noted that from a Herts Learning perspective the undergraduate programmes had all passed and the panel had been pleased with what had been done, there were only one or two details left to sign off. All undergraduate Programme Leaders were to have an action on their action plan related to Herts Learning.

The committee noted the programme DMDs which had been amended, by transferring them on to new templates. They would then be proofread by Case and then looked at by Heads.

The Validations, Periodic Reviews and Revalidations that had taken place and were due in the period February 2023 to December 2023 in the report were noted, along with a list of suspended and discontinued programmes and AMERs (annual monitoring and evaluation reports) 2020-2021.

The Continuous Enhancement Plans (CEPs) had all been looked at with Programme Leaders adding actions.

A list of HBS CEPs and AMERs for 2022-23 had also been included in the report.

As of 7 February 2023, there were only three external examiner reports outstanding and these would be chased.

(Confidential Agenda Paper 7, refers.)

43 School Education and Student Experience Action Plan

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

It was **noted** that a critical issue for the School was a focus on student community, which could be difficult to reach, and the awarding gap. Also noted was the work that had now been completed with the ACO team to try to ensure an improvement in academic integrity and the resources that had gone into that.

(Confidential Agenda Paper 8, refers.)

44 Programme Specifications

Information concerning proposed amendments to Programme Specifications had been included in Confidential Agenda Paper 7.

45 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.

46 Collaborative Partners

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

GAF, Egypt, had been visited in December 2022.

UH-GAF was seeking to gain ACCA (the Association of Chartered Certified Accountants) accreditation, work on this was ongoing.

In addition to this there had been meetings which had included the President, Vice Chancellor and Marketing. The importance of the School for GAF as a whole had been raised at these meetings, as it contributed greatly to the overall profitability of the institution. There had been discussions around what the University could do to support them and around services outside the actual school available to students.

There had been some issues in Semester A with a delay in registering students into Canvas, this issue had been raised at senior management level at the University and a solution had been identified to ensure that it would not happen again moving forward. Students had also raised their unhappiness with the support they had received with the module Industry Project and this was being addressed.

Work was continuing with INTI, and there had been a lot of work carried out with INTI colleges due to two revalidations. They have moved to Canvas and there had been quite a lot of sharing of best practices. There was a lot of work going on with INTI Nilai in order to support them. MQA had issued a new programme standard for business and as a result the BA Hons Business suite of programmes and MA Management Studies had been impacted.

The in person Collaborative Partner Leader visits had been reinstated, although one visit would be made per annum not two.

(Confidential Agenda Paper 11, refers.)

47 **Matters referred from the Academic Standards and Audit Committee (ASAC) - 11 October 2022**

The Committee **noted** the matters referred from the Academic Standards and Audit Committee (ASAC) meeting on 11 October 2022.

(Confidential Agenda Paper 12, refers.)

48 **Matters referred from the Academic Standards and Audit Committee (ASAC) - 6 December 2022**

The Committee **noted** the matters referred from the Academic Standards and Audit Committee (ASAC) meeting on 6 December 2022.

(Confidential Agenda Paper 13, refers.)

DEGREE APPRENTICESHIPS

49 **Report from Dr Phil Mason, Head of Strategic Management Subject Group**

The oral report from Dr Phillip Mason, Head of Strategic Management Subject Group, concerning degree apprenticeships, was not received.

(CLERKS NOTE: summary received from Philip Mason to be circulated to members and officers in attendance:

A few brief summary points to share:

- We have put in place a range of new measures to improve Senior Leader completion rates – this is reflected in contributions to the UH SAR.
- Lesson observations are ongoing and to schedule.
- Our staff development programme is running well.
- CMDA periodic review is ongoing – seeking to tackle the integration of personal development and alignment of the degree to the apprenticeship standard.)

50 **Designated Quality Body External Quality Assurance requirements for all Integrated EPA's in HE**

The Committee **received** a report from Elizabeth Gormley-Fleming concerning Designated Quality Body External Quality Assurance requirements for all Integrated EPA's (end point assessment) in HE, referred by the Higher Degree and Apprenticeship Committee (HDAC).

The committee were asked to **note** recommendation 2 of the report, 'SBUs to review resource required to establish and maintain processes in consultation with CAQA and DA Compliance team in EBD', and that the resource for this would need to be considered by Professor Damian Ward, Dean of Hertfordshire Business School.

(Confidential Agenda Paper 15, refers.)

STUDENT EXPERIENCE AND LEARNING AND TEACHING

51 **Associate Dean of School (Learning and Teaching) Report**

The Committee **noted** that the peer review process was underway in the School.

A report concerning matters relating to learning and teaching would be received at the next meeting on 3 May 2023.

52 **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 Committee noted the concern over the impact of industrial action and specifically the impact of this on learning, particularly at level 6. The School had put a system in place to try and gather any feedback concerning the impact of industrial action from the students, who were being asked to call the School office, after which decisions would be made once the impact was known.

It was also noted that some students came in to the Enterprise Hub on Saturdays, which did not open until 10am and the heating was not switched on until this time, the rooms were therefore very cold.

The NSS had launched in the week commencing 6 February 2023 within the University. The school, in addition to programme specific initiatives, were running a two day final year 'drop in' support session that was aimed at encouraging completion of the NSS, also for two afternoons the SCOs, the Employability Team, the Case Team, the BAME (Black, Asian and minority ethnic) Advocate, Pastoral Support Team, and Student Success Team would be available to support students and connect them with resources that were there to support them with their final year.

53 **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).

It was **noted** that postgraduate students joining in Semester A had mostly attended the first onboarding week however, attendance hadn't been good.

In Semester B the on-campus onboarding had been scheduled for the second onboarding week and had been better attended with every room at capacity, with Student Representatives and SCOs engaging. Another highlight of Semester B onboarding had been 'Action Bound' a treasure hunt which provided essential information and had been very well received, using it throughout the academic year would be investigated.

Most programmes had put on Christmas events which had been enjoyed by the students.

SCO's had been actively liaising a connection between Programme Leaders and the Student Representatives. Moving forward SCOs had live events organised.

Plans were in place for PTES 2023, to organise how to roll it out, it was likely to be program by program and together with that some social events would be organised in collaboration with the SCOs, Programme Teams and the School as a whole.

The undergraduate and postgraduate Student Senate had been organised and Programme Leaders, SCOs and Student Representatives had been invited to a meeting at the Fielder Centre, which had been very constructive and the students had raised a lot of issues, such as mature students with children and concerns around needing childcare facilities which can affect their engagement and attendance.

54 **Information Manager Report**

A report was **received** from Samantha Halford, School Information Manager, concerning Semester B 2023.

The welcome desk was still open in the Learning Resource Centre (LRC) to support students as they arrived.

Work had been ongoing with the Student Disability Champion to improve the accessibility of LRC spaces and services. One of the key things which would be helpful was the increased number of height adjustable desks for wheelchair users. TextHelp Read and Write Gold software had been introduced, which was particularly helpful for people with dyslexia and dyspraxia and had many study skills features including an inbuilt dictionary, enhanced spellcheck, and a screen reading option.

There were new digital tools in place. There was now full access to Cite Them Right via A-Z list of search sources in Online Library. Cite Them Right was an online platform designed to advise students on how to reference correctly across eight referencing styles, how it might be used in the School was being discussed.

There was currently a testing phase of Lean Library running prior to launching later in Semester B. Lean Library was designed to give seamless access to library resources wherever the user conducted a search (.e.g Google Scholar, journal website, database). It linked them directly to the copy in the LRC collection or where a copy is not available the option to request an interlibrary loan.

Talis Elevate was a social annotation tool that could be embedded within Canvas, allowing students to comment on and annotate text, images, videos and audio resources. This software had been tested over a two-year pilot and was now ready for a University wide roll out. Staff could attend training sessions during Semester B.

The purchase of Statista was being considered, and discussions were underway with the Head of the Marketing Subject Group, this was a massive database of market and consumer research. A trial was currently underway until the end of February 2023, and details had been emailed to senior members of staff in the School and any feedback would be appreciated.

It was noted that getting the Information Manager more involved with academic integrity would be helpful. Sharing the resources available and their uses at an upcoming Staff Development Day was discussed and would followed up outside the meeting.

(Confidential Agenda Paper 19, refers.)

55 **Student matters**

An oral report from Asish Veera Venkat Gopi Dokku, Student Representative, was **received** concerning student matters.

Feedback received concerning student induction had been good.

The Committee thanked the Student Representative for the comments.

RESEARCH

56 **Research Degrees Report**

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

There had been one further enrolment on the PhD programme on 1 February 2023, which brought the number to four enrolments from the start of this academic year.

There was a new DBA student due to join the programme on 1 March 2023.

There were interviews underway for new enrolments on the DBA programme and PhD students for enrolments towards the end of the month.

(Confidential Agenda Paper 21, refers.)

57 **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.

Quality-Related 'QR' funding was currently being spent in the School by putting in some of the infrastructure needed.

There were three Research Fellow posts currently being advertised to link with impact case studies and interviews would be conducted in March 2023.

There was also a Principal Lecture/Reader appointment advertised and it was hoped a number of appointments would be made to strengthen both teaching and research within the School.

There was also six fully funded PhD studentships available and the calibre of the pool of applicants was awaited.

An invitation to all Visiting Lecturer posts would be sent out, to enquire whether they would like to be enrolled on the PhD/DBA programme with their fees waived by the School.

It was noted that a licence had been requested for Endnote and had been declined by LCS, one licence had been found, but more were required. The School had been told they could purchase it, only to be declined by LCS, although QR funding was available to purchase this.

Agreed:

The purchase of Endnote would be followed up by Samantha Halford.

SH

OTHER MATTERS

58 CLERKS REPORT

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

(Confidential Agenda Paper 23, refers.)

58.1 ACADEMIC AND RESEARCH HEALTH

The Committee noted that the annual statement concerning the academic and research health of the School would be received at the meeting on 3 May 2023.

58.2 SCHOOL DEVELOPMENT AND STRATEGY

Annual School Reports on Academic Standards and Student Experience reporting cycle

The Committee **noted** the reporting cycle for the 2022-2023 Annual School Reports on Academic Standards and Student Experience.

(Confidential Agenda Paper 23, Part 6, refers.)

58.3 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.

12 October 2022

(Confidential Agenda Paper 23, Part 7a, refers.)

30 November 2022

(Confidential Agenda Paper 23, Part 7b, refers.)

58.4 EXTERNAL EXAMINERS

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

(Confidential Agenda Paper 23, Part 8, refers.)

58.5 COLLABORATIVE PROVISION

Collaborative Partners

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

(Confidential Agenda Paper 23, Part 9.1, 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.

(Confidential Agenda Paper 23, Part 9.2, refers.)

Collaborative Partnership Leader reports

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

Partner	Collaborative Partnership Leader	Date of Visit	Part
Global Academic Foundation hosting UH	Dr Mary Simpson	Sept 21 to Jan 22	9.4
Global Academic Foundation hosting UH	Dr Reda LEBCIR	1 March to 3 March 2022	9.5
INTI Colleges - Penang	Dr David Shaw	No visit due to Covid pandemic	9.6
INTI Colleges – Sabah	Dr David Shaw	No visit due to Covid pandemic	9.7
INTI Colleges – Sabah	Dr David Shaw	No visit due to Covid pandemic	9.8
INTI International University Nilai	Dr Alex Lee	18-29 July 2022 and 25-26 August 2022	9.9

Annual Activity Agreement 2022-23

The Committee **noted** the following reports:

Partner	Programme(s)	Collaborative Partner Leader	Part
IIU Nilai, Malaysia	UG Dual Awards: BA (Hons) Accountancy BA (Hons) Accountancy and Finance BA (Hons) Banking and Finance BA (Hons) Business with Psychology BA (Hons) Financial Planning BA (Hons) Business (with 7 pathways) • BA (Hons) Business (Business Administration) • BA (Hons) Business (Accounting) • BA (Hons) Business (International) • BA (Hons) Business (Finance) • BA (Hons) Business (HRM) • BA (Hons) Business (Marketing) • BA (Hons) Business (Supply Chain Management) PG Dual Awards MA Management Studies	Dr Alex Lee	9.11
INTI – IICP (Penang Campus)	BA (Hons) Business Administration (BBDUH) BA (Hons) Accounting and Finance (BACFIN) BA (Hons) Event Management and Marketing (BEVUH)	Dr David Shaw	9.12
INTI – IIS (Sabah)	BA (Hons) Business	Dr David Shaw	9.13

Campus)	Administration (BBDUH) BA (Hons) Accounting and Finance (BACFIN)		
INTI - IICS	BA (Hons) Finance (BFIUH) BA (Hons) Business Administration (BBDUH) BA (Hons) Marketing (BMAUH) BA (Hons) Accounting and Finance (BACFIN) BA (Hons) Event Management and Marketing (BEVUH)	Dr David Shaw	9.14

International Board Dates 2022/23

The Committee **noted** the international partner board dates 2022/23.

(Confidential Agenda Paper 23, Part 9.15, refers.)

58.6 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

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

(Confidential Agenda Paper 23, Part 10, refers.)

Validation, periodic review and revalidation reports

The Committee **noted** the following reports:

Collaborative Re-Validation

Programme Code	Partner/Programme Title	Date of Event	Date of Conditions Meeting	AQ4 Signed	Part
BSBMGTFD	FdA Business Management and related titles (Consortium)	10/11/2022	01/12/2022	19/12/2022	10.2

58.7 BOARDS OF EXAMINERS

The Committee **noted** 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 23, Part 11, refers.)

58.8 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 23, Part 12, refers.)

58.9 WORKING GROUPS ESTABLISHED BY THE SCHOOL ACADEMIC COMMITTEE

The Committee **noted** that there were no working groups established by the School Academic Committee.

58.10 PROFESSIONAL ADVISORY GROUPS (OR EQUIVALENT)

Title of group:	Convenor:
BAIB Programme Advisory Group	Dr Joel Carlton
Business School Advisory Board	Professor D Ward

58.11 ANNUAL REPORT OF THE SCHOOL ACADEMIC COMMITTEE

The Committee **noted** that the Annual Report of the School Academic Committee for Academic Year 2020/2021 would be received at the next meeting on 3 May 2023.

58.12 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:

Name of Committee /Board	Date of Meeting	URL
Research Committee	18 October 2022	Minutes Template (herts.ac.uk)

59 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.

60 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.

61 EMERGENCY BUSINESS

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

The Committee **noted** the matters referred from the Academic Standards and Audit Committee (ASAC) meeting on 24 January 2023.

(Confidential Agenda Paper 26, refers.)

61.2 Membership

The Committee **noted** that this would be the last School Academic Committee meeting attended by Christine Gee as she would be leaving the University.

The Committee thanked her for her hard work over the years and wished her well for the future.

62 DATE OF NEXT MEETING

Wednesday 3 May 2023, at 13:00 hours.

Items for the Agenda should be notified to the Clerk, Michelle Pardey (e-mail m.pardey@herts.ac.uk) by Wednesday, 12 April 2023. Supporting papers should be lodged with the Clerk no later than Wednesday, 19 April 2023.