

**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 3 May 2023.

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

Veronica Earle  
Professor Stephen Page  
Maria Banks

Dr Xiangping Du  
Herminia Alonso-Bote  
Dr Michaela Cottee

Dr Francesca Gagliardi  
Samantha Halford

**IN ATTENDANCE:**

Jordan Parker

Michelle Pardey

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63      **APOLOGIES**

Apologies were **received** from:

John Easter  
Philip Mason  
Elizabeth Gormley-Fleming  
Lynne Stevens  
Asish Veera Venkat Gopi Dokku  
Holly Mackay

64      **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.

65      **MEMBERSHIP**

The Committee **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.)

66      **MINUTES - 8 FEBRUARY 2023**

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

(Confidential Agenda Paper 4, refers.)

67      **MATTERS ARISING FROM THE MINUTES**

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

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

69 **STUDENT RECRUITMENT**

The Committee **noted** that a report concerning student recruitment would be received at the next meeting on 18 October 2023.

**ACADEMIC QUALITY AND STANDARDS**70 **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 the DMD's and programme specifications in the report and also the modules and the various programme specifications which had gone through the Herts Learning process.

Postgraduate programme specifications would be reported at the next meeting on 18 October 2023.

The Validations, Periodic Reviews and Revalidations taken place and due in the period February 2023 to December 2023 were noted. The dates for the validation of BA Business Admin (OL/SDL), adding 'ands' and 'withs', and the Period Review of CATS were still awaited. The Periodic Reviews for the MA International Tourism, Hospitality and Events Management and MSc Financing IT Investment Banking would be held later in the year.

In terms of collaborative, the Skilled Global Executive MBA had been successfully validated on 27 April 2023, and the Committee passed on their thanks to Karen Leong Trimarchi, Deputy Associate Dean UK Partners, and the other online MBA colleagues for their hard work.

The successful revalidation of INTI Colleges BA Advertising and Digital Marketing and BA Marketing was noted, along with all the programmes which had been reviewed as part of Herts Learning.

There had been no programmes not commenced within six months, and the committee noted the discontinued programmes in the report.

All issues of concern raised by External Examiners in their 2021-22 reports had been responded to and addressed in the AMERs (Annual Monitoring and Evaluation Reports) and CEP (Continuing Enhancement Plan) action plans where appropriate.

CEPs were under continuous review, a list of CEPs and their reviews had been included in the report.

There were still some External Examiner reports outstanding and these would be chased and responded to.

(Confidential Agenda Paper 8, refers.)

71 **Programme Specifications**

The Committee **noted** that the proposed amendments to Programme Specifications had been included in Confidential Agenda Paper 8.

The Committee **approved** the proposed amendments to Programme Specifications in compliance with UPR AS17.

72      **Proposal to add a full-time delivery route for the already approved MBA (SDL) programme**

The Committee **received** the proposal to add a full-time delivery route for the already approved MBA (SDL) programme.

(Confidential Agenda Paper 10, refers)

73      **School-level analyses of external examiners' reports, prepared by Academic Services**

The Committee **received** the School-level analyses of external examiners' reports, prepared by Academic Services.

(Confidential Agenda Paper 11, refers)

74      **Summaries of external examiners' reports for 2021/22**

The Committee **received** the Summaries of external examiners' reports for 2021/22.

(Confidential Agenda Paper 12, refers)

75      **Programme Committees**

There were no substantive items that the Programme Committees wished to draw to the attention of the School Academic Committee.

76      **Collaborative Partners**

The Committee **received** a report from Herminia Alonso-Bote, Deputy Associate Dean (International) concerning collaborative partners.

There had been a visit to INTI in March 2023, and they had been enthusiastic for more collaboration on research and any projects that involved academic staff and students across the INTI university and the colleges.

It had been a very positive visit, specifically for Nilai, the university, as following the change in ownership, academic administrative support had decreased, and this had had an adverse impact. The Pro-Vice Chancellor Academic had been very supportive agreed to escalate a request that additional support be provided for the School, and for our programs.

It was noted that the School was still in the process of completing a big exercise to comply with MQA changes for the Business School programs at Nilai.

The recent visit to INTI Malaysia in March 2023 had been a success. There was an enthusiasm for re-initiating the global classroom, where students at INTI Colleges and students at UH (the University) collaborate on a projects.

Arrangements were being put in place to reinstate the Study Tour, and group of circa thirty INTI Colleges students would visit UH in November 2023 for a week.

It had been a challenging year for GAF under the leadership of the of the former Dean, who had left in April 2023 and a more collaborative way of working was anticipated with the arrival of the new Dean.

It was noted the CPU (Collaborative Partnership Unit), which managed the administration of the programmes at the partner institutions, required support and this had been raised with senior management.

There had been changes internally at UH, the School of Science, Humanities and Education had been amalgamated with other Schools, and its collaborative programs had been allocated to other schools; Hertfordshire Law School and the School of Creative Arts.

(Confidential Agenda Paper 14, refers.)

**77 Annual Report on the Continuous Enhancement Planning (CEP) Process**

The Committee **received** the Annual Report on the Continuous Enhancement Planning (CEP) Process from Elizabeth Gormley-Fleming, Associate Director Academic Quality Assurance-Degree Apprenticeships.

(Confidential Agenda Paper 15, refers.)

**78 Matters referred from the Academic Standards and Audit Committee (ASAC) - 24 January 2023**

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

(Confidential Agenda Paper 16, refers.)

**79 Matters referred from the Academic Standards and Audit Committee (ASAC) - 14 March 2023**

The Committee **noted** the matters referred from the Academic Standards and Audit Committee (ASAC) from their meeting on 14 March 2023.

(Confidential Agenda Paper 17, refers.)

**DEGREE APPRENTICESHIPS**

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

The oral report from Dr Phil Mason, Head of Strategic Management Subject Group, concerning Degree Apprenticeships was not received.

A report concerning Degree Apprenticeships would be received at the next meeting on 18 October 2023.

**81 Apprentice Progress Group - 21 March 2023**

The Committee **noted** the Apprentice Progress Group minutes from their meeting on 21 March 2023.

(Confidential Agenda Paper 19, refers.)

**82 Partnership Advisory Group - 29 March 2023**

The Committee noted the Partnership Advisory Group minutes from their meeting on 20 March 2023.

(Confidential Agenda Paper 20, refers.)

**83 HBS Apprenticeships Progress and Performance Report**

The Committee **noted** the Hertfordshire Business School (HBS) Apprenticeships Progress and Performance Report.

(Confidential Agenda Paper 21, refers.)

**STUDENT EXPERIENCE AND LEARNING AND TEACHING****84 Associate Dean of School (Learning and Teaching) Report**

The oral report from Jon Easter, Deputy Dean of School, concerning matters relating to learning and teaching was not received.

A report concerning matters relating to learning and teaching would be received at the next meeting on 18 October 2023.

**85 Undergraduate Student Experience and the National Student Survey (NSS)**

The Committee **received** an oral report from Maria Banks concerning matters relating to the NSS and Undergraduate Student Experience.

The Committee **received** the Minutes of the School Wide Programme Committee meeting held on Wednesday 22 March 2023.

It was noted that the mature student experience and the issues of children on campus had been raised at the School Wide Programme Committee meeting on 22 March 2023.

Some postgraduate international students did have children, and therefore something needed to be considered around that, either educating them before their arrival regarding the rules and regulations about children on campus or a more flexible approach to students on campus and further discussions be held would be held outside the meeting.

Having a family presented issues for the postgraduate students themselves as they could not live on campus, so were commuting, which affected attendance and engagement.

With regard to undergraduate discussion at the School Wide Programme Committee meeting, it was noted that the bus service, amongst other things, had improved compared to Semester A. It was also noted that with regard to undergraduate feedback, there had been a sense of overcrowding in the LRC and in other spaces, a lack of undergraduate identity on campus, and also a lack of dedicated undergraduate space. Samantha Halford, Information Manager would raise the overcrowding in the LRC with LRC customer services.

Timetabling presented issues for both international students with families, and undergraduate students who required a more flexible timetable due to work commitments, it was thought that this was a university wide issue and would need consideration going forward.

(Confidential Agenda Paper 23, refers.)

**86 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 the university currently had a working group, led by the Department of Estates, to make the ground floor of R Block on de Havilland Campus into a designated postgraduate social space, and that this may help the undergraduate students to feel that they had more space.

The Postgraduate Taught Experience Survey (PTES) was continuing and the School was doing well and leading across the university with a 24.8% response rate, with the university average at 16%. The University response rate target this year was 35% and the postgraduate programme teams were working hard to push the response rate up.

The HBS Summer Senate would be held on 4 May 2023, and would include both undergraduate and postgraduate students to celebrate student success, Student Representatives would collect their certificates and the Student Representative of the year would be acknowledged.

The Postgraduate Programme Leaders would be meeting shortly to put in place a plan for the Semester A onboarding, as it was likely the School would receive a large group of students in September 2023.

## 87 **Information Manager Report**

The Committee **received** the Information Manager Report from Samantha Halford.

It was noted that no changes would be made as a result of the University's planning round, as after discussion with Subject Group Heads it was considered that the current portfolio of resources was adequate. Endorsements from Senior Managers would continue to be sought by Library and Computing Services (LCS) for significant subscription renewals to support the production of business cases.

LCS was currently working with the Online MBA team to support their validation process, which had now taken place and gone well, to ensure resources are available in suitable formats for online students.

A proposal was being put forward to change referencing support within the School to stop producing an inhouse guide and adopt a product that the library already owned called the Cite Them Right Online Harvard Referencing Guide. The proposal would be submitted to SEG (The School Executive Group) for consideration on 17 May 2023.

StudyNet would be replaced at the end of June 2023 with a new StudyNet portal, and a link to the new portal had been included in the report.

There was a new subscription to Statista, which was searchable database of demographic, consumer and business statistics. Euromonitor Passport had been cancelled to make way for Statista.

It was noted that LCS were considering clearing some of the older print stock from the business sections of the library, most of which were no longer being used on reading lists. The Committee were asked if they had any comments and it was noted that it may be prudent to send out an email asking if any staff were still using material in the date range of the clearance, to ensure that none were still in use prior to disposal.

(Confidential Agenda Paper 25, refers.)

## 88 **Student matters**

There were no student matters.

## **RESEARCH**

### 89 **Research Degrees Report**

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

The student numbers in the report were noted.

A number of completions among the doctoral students were expected by July 2023, therefore by the end of the current academic year currently that figure was 0 due to a number of students going successfully through their final examination, but with required amendments, and few of them had had to request extensions to their submission deadline, so that had delayed that process.

Work was currently, underway on expanding the PGR (postgraduate research) basis and six fully funded studentships had been advertised.

(Confidential Agenda Paper 27, refers.)

## 90 **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.

There were planned changes to research management in the School which were under discussion, and the consultative conversation was underway.

The School was in the process of appointing three new Research Fellows to build on the solid performances from REF (Research Excellence Framework) 2021 and to bring more synergies together between enterprise and research.

The research allowance was currently being assessed in the school.

## **OTHER MATTERS**

### 91 **CLERKS REPORT**

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

(Confidential Agenda Paper 29, refers.)

#### 91.1 **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.

1 February 2023

(Confidential Agenda Paper 29, Part 5, refers.)

#### 91.2 **EXTERNAL EXAMINERS**

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

(Confidential Agenda Paper 29, Part 6, refers.)

#### 91.3 **PROGRAMME COMMITTEES**

##### **Programme Committee – Meetings**

The Committee **received** a report concerning the date on which each of the Programme Committees met during the Academic Year together with confirmation that, as required by Standing Orders, the record of these meetings (Agenda, Agenda Papers and Minutes) had been placed in the Electronic Document Management System.

(Confidential Agenda Paper 29, Part 7, refers.)

#### 91.4 **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 29, Part 8.1, refers.)

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

The Committee **noted** that the schedule of Collaborative Partnership Leaders and Collaborative Partnership Leaders activity had been received at the meeting on 8 February 2023.

##### **Collaborative Partnership Leader reports**

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

<b>Partner</b>	<b>Collaborative Partnership Leader</b>	<b>Date of Visit</b>	<b>Paper 29 Part</b>
Hertford Regional College (HRC)	Karen Leong	3 March 2023	8.4
Oaklands College (OA)	Karen Leong	7 March 2023	8.5
West Herts College (WHC)	Karen Leong	1 March 2023	8.6
Hertfordshire International College	Nasser Jamalkhan	21 February 2023	8.7

##### **Collaborative Operational Delivery Plans 2022/23**

The Committee **noted** the following:

<b>Partner</b>	<b>Programme(s)</b>	<b>Collaborative Partner Leader</b>	<b>Paper 29 Part</b>
Hertfordshire International College (HIC)	Foundation - Initial Year in Business (Foundation) (HIC) – HICIYBS Level 4 - Accounting and Finance Pathways (HIC) - HICAF / HICAC / HICFN Level 4 - Business Administration (HIC) - HICBS Level 4 - BA (Hons) Business and Marketing (HIC) – HICMK Level 4 - BA (Hons) Business Economics Pathways (HIC) – HICBEC Level 4 - BA (Hons) International Business (HIC) – HICBSIBS Pre-Masters in Business (One and Two Semester) - HIBTPM	Nasser Jamalkhan	8.9



## 91.5 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

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

(Confidential Agenda Paper 29, Part 9, refers.)

## 91.6 BOARDS OF EXAMINERS

The Committee **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 would be received at the next meeting on 18 October 2023.

## 91.7 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 29, Part 11, refers.)

## 91.8 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	<a href="https://www.herts.ac.uk/_data/assets/pdf_file/0034306/2022-10-18-RC-Minutes.pdf">https://www.herts.ac.uk/_data/assets/pdf_file/0034306/2022-10-18-RC-Minutes.pdf</a>

## 92 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.

## 93 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.

## 94 EMERGENCY BUSINESS

There was no emergency business

95      **SCHEDULE OF MEETINGS 2023-2024**

The Schedule of meetings 2023-2024 was noted:

18 October 2023  
7 February 2024  
1 May 2024

96      **DATE OF NEXT MEETING - 18 OCTOBER 2023**

Wednesday 12 October 2022, at 13:00 hours via MS Teams.

Items for the Agenda should be notified to the Clerk, Michelle Pardey (e-mail [m.pardey@herts.ac.uk](mailto:m.pardey@herts.ac.uk)) by Wednesday, 27 September 2023. Supporting papers should be lodged with the Clerk no later than Wednesday, 4 October 2023.