MEMBERSHIP

592.1 Noted: the membership of the committee.

(Agenda paper 2.1 refers)

592.2 Category 3: Where no Heads of Department have been appointed within the School, two (2) Subject Group Leaders

Welcomed: Dr P Sutton, Principal Lecturer in Film and Head of Media, to the committee under this category.

592.3 Category 9: The Postgraduate Research Tutor

Welcomed: Dr S Kersten, Senior Lecturer in English Language & Communication, to the committee under this category.

DECLARATIONS OF INTEREST

There were no declarations of interest by members, Officers in Attendance or any others present in any of the matters considered during the meeting.

MINUTES – 8 NOVEMBER 2017

Confirmed and signed: the minutes.

(Confidential Agenda paper 4 refers)
MATTERS ARISING FROM THE MINUTES

Noted: those actions arising from the meeting on 8 November 2017.

(Secret Agenda paper 5.1 refers)

SCHOOL DEVELOPMENT AND STRATEGY – Minute 567 refers

Received: a report from the Chair concerning School development and strategy.

Minute 596.2 is confidential and is for members and officers in attendance only.

School Academic Standards and Student Experience Action Plan

Noted:

i the School Academic Standards and Student Experience Action Plan from the Dean of School;

(Confidential Agenda paper 6.2 refers)

ii the new ‘Outreach Award’ offered by the University for outreach and widening participation initiatives within Schools;

iii the focus on the development of the School’s sense of community;

iv the ‘Discover Humanities’ day scheduled for March 2018.

STUDENT RECRUITMENT – Minute 568 refers

Received: a report from Dr J Young, Associate Dean of School (Commercial, Development and Partnerships), concerning the final recruitment numbers for the Academic Year 2017-2018 to programmes offered by the School.

(Confidential Agenda paper 7.1 was not received)

Noted: the recruitment numbers for the Academic Year 2017-2018 to programmes offered by the School had not changed from those reported at the meeting held on 8 November 2017, therefore no further report had been required.

Study Abroad – Minute 569.2.2 refers

Noted: a summary of those confirmed students undertaking a study abroad/exchange scheme by programme during the academic year 2017-2018, including Joint Honours students.

(Confidential Agenda paper 7.2 refers)

Minute 597.4 is confidential and is for members and officers in attendance only.

ACADEMIC QUALITY AND STANDARDS – Minute 569 refers

Associate Dean of School (Academic Quality Assurance)

Received: a report from Dr M Groefsema, Associate Dean of School (Academic Quality Assurance) concerning matters relating to academic quality and standards.

(Confidential Agenda paper 8.1 refers)
598.1.2 **Noted:** the positive feedback from the School's External Examiners.

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

598.2.1 **Noted:**

i reports of the business discharged by ASAC on 21 November 2017 and 30 January 2018;  

(Agenda paper 8.2.1 refers)

ii highlights from the reports included the External Examiner development courses, the pilot of the new AMER process during the academic year 2017-2018, the updated Collaborative Partnership Leader (CPL) guidelines, and amendments to the periodic review process.

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

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

(Agenda paper 8.2.2 refers)

598.2.3 **Responsibilities and Duties of CPLs**

**Noted:** guidance for the School concerning the responsibilities and duties of CPLs from the CAQA.

(Agenda paper 8.2.3 refers)

598.3 **Key information Sets (KISs)**

There were no matters concerning the School's Key Information Sets and associated benchmarking data discussed on this occasion.

598.4 **Annual Monitoring and Evaluation Reports (AMERs), Annual Short Course Monitoring Reports and Annual Subject Monitoring and Evaluation Reports**

**Noted:** the completion and approval of the AMERs (including, as appropriate, Annual Short Course Monitoring Reports and Annual Subject Monitoring and Evaluation Reports) for the Academic Year 2016-2017 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.

(Revised Tabled Agenda paper 8.4 refers)

599 **STUDENT EXPERIENCE AND LEARNING AND TEACHING – Minute 570 refers**

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

599.1.1 **Received:** the report of Ms J Bradley, Associate Dean of School (Learning and Teaching), concerning matters relating to learning and teaching.

(Confidential Agenda paper 9.1 refers)

599.1.2 **Noted:**

i discussions concerning the mid-module feedback survey results for the School;

ii discussions concerning the low response rates across the University for the surveys;

iii the feedback for individual lecturers within the School had been in the upper quartile of the University's results;
iv the School’s participation within the pilot of the University’s revised ‘Peer Review of Teaching’ process.

599.2 2018 National Student Survey (NSS)

599.2.1 Noted:

i the School’s completion rates for the 2018 NSS had been 10% lower than the University average as of the date of the meeting;

ii the ‘Chocolate tasting’ event held to promote the NSS within the School had been well received;

iii discussions concerning further promotion of the NSS such as during the School’s Careers Conference, discussions during personal tutor meetings, or through the use of Leader Boards;

iv discussion concerning the visibility of the School within the De Havilland Campus.

599.3 Student Educational Experience Committee (SEEC)

Noted: a report of the business discharged by SEEC on 7 November 2017. (Agenda paper 9.3)

599.4 Student matters

There were no student matters reported on this occasion.

600 RESEARCH DEGREES – Minute 571 refers

600.1 Associate Dean’s Report

600.1.1 Received: a report from Dr A Murphy, Associate Dean of School (Research), concerning matters relating to research degrees.

(Confidential Agenda paper 10.1 refers)

600.1.2 Noted: the increased presence of the School’s postgraduate research activities on the relevant pages of the University’s website.

601 RESEARCH AND SCHOLARSHIP – Minute 572 refers

601.1 Associate Dean’s Report

Received: a report from Dr Murphy concerning matters relating to research and scholarship.

(Confidential Agenda paper 11.1 refers)

602 ACADEMIC PORTFOLIO – Minute 573 refers

602.1 Academic Development Committee (ADC)

Noted: the programme and partner proposals submitted by the Dean of School for consideration by ADC at the following meetings, and that Committee’s decisions in relation to these proposals:
602.1.1 11 October 2017 & 29 November 2017

There were no programme or partner proposals, withdrawals or temporary suspensions, submitted by the Dean of School for consideration by ADC on these occasions.

602.1.2 24 January 2018

i There were no programme or partner proposals submitted by the Dean of School for consideration by ADC on this occasion;

ii Withdrawals or temporary suspensions:

6.1 TEMPORARY SUSPENSIONS: NONE

6.2 WITHDRAWALS:

MA Modern Literary Cultures
12 January 2018
For detailed information refer to form

Humanities Programme (elements
12 January 2018
For detailed information refer to form

602.2 Programme Specifications

There were no amendments to programme specifications considered on this occasion.

603 EXTERNAL EXAMINERS – Minute 574 refers

603.1 Noted: a summary of the external examiner reports for the School for the academic year 2016-2017 from ASAC.

(Confidential Agenda paper 13.1 refers)

603.2 Noted:

603.2.1 Amendments to External Examiner appointments.

(Revised tabled confidential Agenda paper 13.2 refers)

603.2.2 Discussions concerning any visa or ‘right to work’ check matters that could affect the External Examiners listed within revised tabled confidential Agenda paper 13.2.

603.3 Received: oral assurances from Dr Groefsema that all issues of concern raised by the School’s External Examiners had been addressed by the School.

604 PROGRAMME COMMITTEES – Minute 575 refers

604.1 Programme Committees – structure – Minute 575.1.3 refers

Agreed: the structure of Programme Committees that would operate within the School, including those for the School’s collaborative programmes, their titles and Chairs, would be received by the committee at the meeting on 23 May 2018, or agreed in the interim by Chair’s Action.

MG

(Agenda paper 14.1 was not received)
604.2 Matters referred by Programme Committees

604.2.1 Noted: discussions concerning the IT and heating issues experienced within the International Foundation Programme (IFP) teaching rooms, and the effect these had on the student experience.

604.2.2 Agreed: the Chair would pursue the matters concerning the IT and heating within the IFP teaching rooms and a report would be received at the meeting on 23 May 2018. JR

604.2.3 There were no further matters referred by the Programme Committees for consideration by the School Academic Committee on this occasion.

605 COLLABORATIVE PROVISION – Minute 576 refers

605.1 Collaborative Partners

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

(Confidential Agenda paper 15.1 refers)

605.2 Collaborative Partnership Leader reports

Noted: reports from the following Collaborative Partnership Leaders:

<table>
<thead>
<tr>
<th>Partner</th>
<th>Collaborative Partnership Leader</th>
<th>Date of Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTI Penang</td>
<td>Ms M Tessier</td>
<td>16.11.17</td>
</tr>
<tr>
<td>INTI Subang</td>
<td>Ms M Tessier</td>
<td>13-14.11.17</td>
</tr>
</tbody>
</table>

(Confidential Agenda paper 15.2 refers)

605.3 Matters referred by the Collaborative Partnership Leaders

There were no matters referred by the Collaborative Partnership Leaders for consideration by the School Academic Committee on this occasion.

606 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS – Minute 577 refers

606.1 Noted:

606.1.1 The schedule of validations, periodic reviews and revalidations.

(Confidential Agenda paper 16.1 refers)

606.1.2 Both Languages and History had been due to undergo periodic review during the academic year 2018-2019, and planning had been underway.

606.1.3 The Mass Communications franchise at INTI Malaysia had been due to undergo revalidation during the academic year 2018-2019, and planning had been underway.

606.2 Received: oral assurances from Dr Groefsema that none of the School’s validated of re-validated programmes had failed to commence within six (6) months of the date of approval.

606.3 Validation, periodic review and revalidation reports

There were no reports to be received on this occasion.
AGENDA - PART II

Noted and approved: the remaining items in Part II of the Agenda (Minutes 608 to 611, refer.)

MATTERS REFERRED

Noted: there were no other matters referred to report on this occasion.

BOARDS OF EXAMINERS

Noted: those 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)

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)

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/EthicsCommitteeCSIHP.htm">http://sitem.herts.ac.uk/secreg/EthicsCommitteeCSIHP.htm</a></td>
</tr>
<tr>
<td>Research Committee</td>
<td>19 October 2017</td>
<td><a href="http://sitem.herts.ac.uk/secreg/ResearchCommittee.htm">http://sitem.herts.ac.uk/secreg/ResearchCommittee.htm</a></td>
</tr>
</tbody>
</table>

EXTERNAL ACADEMIC QUALITY

There were no matters concerning external academic quality noted on this occasion.

UNIVERSITY POLICY AND REGULATION – COMPLIANCE

There were no further matters concerning compliance with University policy and regulation reported which had not already been considered during the meeting.
614  **RISK**

*Minute 614.1 is confidential and is for members and officers in attendance only.*

614.2 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.

615  **EMERGENCY BUSINESS**

There was no emergency business reported on this occasion.

616  **DATE OF NEXT MEETING**

23 May 2018, 14.00 hours, Central Committee Room, Maclaurin Building.

Items for the Agenda would be notified to the Clerk by 25 April 2018. Supporting papers would be provided to the Clerk by 9 May 2018 (e-mail: k.waynforth2@herts.ac.uk Telephone: 3305).