UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

COMMITTEE STRUCTURE OF THE ACADEMIC BOARD

SCHOOL ACADEMIC COMMITTEE – SCHOOL OF HUMANITIES

Minutes of the School Academic Committee of the School of Humanities held on 22 May 2019.

**PRESENT:** Professor A Murphy (Chair)

Dr L Calvert  
Dr M Groefsema  
Dr R Hughes  
Dr S Kersten  
Dr A Maunder  
Ms S Maxwell-Magnus  
Dr C Meehan  
Dr P Pritchard  
Dr A Rico-Alberto  
Ms S Maxwell-Magnus  
Ms J St John  
Ms C Tong  

**IN ATTENDANCE:**

Mrs B Lyons  
Mr A Penn

**APOLOGIES:**

Ms J Hulse  
Ms J Ratcliffe  
Ms L Uttley  
Ms M Tessier  
Mr P Thomas

**NOT PRESENT:**

Mr L Footman  
Mrs E A Hedges  
Ms L Uttley  
Ms M Tessier  
Ms G Olive  
Dr P Sutton  
Ms R Wainwright

686  **MEMBERSHIP**

Noted: the membership of the Committee (Agenda Paper 2 refers).

687  **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.

688  **MINUTES – 27 February 2018**

Confirmed and signed the Minutes (Confidential Agenda Paper 4 refers).

689  **MATTERS ARISING FROM THE MINUTES**

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

689.2 There were no matters arising not taken elsewhere on the agenda.

690  **SCHOOL DEVELOPMENT AND STRATEGY – Minute 671 refers**

690.1 Received: updates to the School Academic Standards and Student Experience Action Plan from Dr M Groefsema, Associate Dean (Academic Quality Assurance) (Confidential Agenda Paper 6 refers).

690.2 The Plan had been updated to indicate actions that had been completed and any new actions that had arisen.
The validations of five new degrees had been completed. A successful Placement Information event had been held on 13 March 2019. The BAME attainment gap continued to be an ongoing issue.

In future the Action Plan would be shorter, more targeted and more relevant to the entire School, and would aim to improve the School in material ways. Ms C Rendell would be the new Associate Dean (Academic Quality) from September 2019.

STUDENT RECRUITMENT

Received: a report from Dr M Tessier, Associate Dean (International Development) (Confidential Agenda Paper 7 refers).

Overarching numbers for home students were down by 11% this year. Overall applications to the University were down by 7%.

Conversion rates looked promising. Conditional insurance offers stood at around 120 – 130. It was usual for approximately 10% of these to be converted.

The figures indicated that Clearing would be a big exercise this year. A strategy was being prepared.

ACADEMIC QUALITY AND STANDARDS

Associate Dean of School (Academic Quality Assurance) – Minute 568.1 refers

Received: a report from Dr Groefsema concerning any matters relating to academic quality and standards which should be brought to the particular attention of the Committee or should be discussed at the meeting (Confidential Agenda Paper 8.1 refers).

Noted:

i a number of new external examiners had been appointed.

ii Programme Specifications had been updated for 2019-20;

iii all AMERs and SMERs had been received, audited and reviewed;

ii The Academic Development Committee had approval a new partnership with Global Academic Foundation, Egypt.

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 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 (Agenda Paper 8.2 refers).

Academic Standards and Audit Committee (ASAC) – Minute 673.3 refers

Noted: the reports of the business discharged by ASAC at its meetings on 19 March 2019 and 7 May 2019 (Confidential Agenda Paper 8.3 refers).
STUDENT EXPERIENCE AND LEARNING AND TEACHING

693.1 Associate Dean of School (Learning and Teaching) -- Minute 674 refers

693.1.1 Received: a report from Dr A Maunder, Associate Dean (Learning and Teaching), concerning any matters relating to learning and teaching which should be brought to the particular attention of the Committee or should be discussed at the meeting (Confidential Agenda Paper 9.1 refers).

693.1.2 Dr Maunder and Dr C Meehan, Associate Dean Education (Student Experience), had attended a meeting of the Student Educational Experience Committee (SEEC) on 21 May 2019. The School of Humanities had been held up as a good example of retention and intervention. Thanks, were expressed to Mrs S Harrison-Barker, Academic Registrar, and the programme teams for their hard work in reducing withdrawals this year.

693.1.3 SEEC had also discussed student expectations and how a sense of cultural capital could be instilled. From next year the Careers and Employment service would become involved from the first year of study and work with individual programmes of study to raise students’ interest in what they wanted to do after graduation.

693.1.4 Module sites had rolled over and work could begin for the new year. Definitive module documents (DMDs) would be examined to identify which word descriptors would need to be changed.

693.1.5 Three new student counsellors would be located on the de Havilland campus from the start of the new academic year.

693.2 Student Educational Experience Committee (SEEC)

Noted: the reports of the business discharged by SEEC on 22 January 2019 and 12 March 2019 (Agenda papers 9.2.1 and 9.2.2 refer).

693.3 Information Manager Report 2018-2019

693.3.1 Received: the Information Manager Report for the Academic Year 2018-2019 from Ms C Tong, Information Manager, Library and Computing Services (Confidential Agenda Paper 9.3 refers).

693.3.2 The toolkit to help academics embed digital and information literacy skills was making good progress. At present this was in a Canvas format which would make embedding easier. The toolkit would be further progressed in the new academic year.

693.3.3 The latest Planning Round budget proposal had been submitted and a decision was awaited.

693.4 Student matters – Minute 674.3 refers

693.4.1 Noted: the student representatives were not present.

693.4.2 Dr Meehan had taken over the management of the student Instagram account. The account provided a snapshot of what was happening in the School and the level of student engagement was good.

693.4.3 There was a sense that students were put off from applying for the Go Herts awards as it was competitive.

693.4.4 A short video would be prepared before results day to give students an idea of what the School does and what would be happening over the summer in respect of library use etc.

693.4.5 Noted: that the terms of office of the Student representatives would conclude on 31 August 2019.
RESEARCH

Associate Dean’s Report – Minute 675 refers

Received: a report from Dr R Hughes, Associate Dean (Research and Commercial), concerning any matters relating to research degrees which should be brought to the particular attention of the Committee or should be discussed at the meeting (Confidential Agenda Paper 10 not received).

Following a big push the number of responses to the Postgraduate Research Experience Survey (PRES) had gone up over the last few days. However, the return rate of 50% was the lowest of any School. One of the difficulties was that supervisors were not allowed to send out links to the survey.

The gradual roll-out of the research degree management system (RDMS) was ongoing. This was an online system for the logging of forms and processes in respect of postgraduate students throughout their degrees. Student engagement with the system was improving.

ACADEMIC PORTFOLIO

Academic Development Committee (ADC) – Minute 676.1 refers

Noted: that at the meeting on 20 March 2019 there were no matters to report.

Programme Specifications

Noted: that there were no amendments to programme specifications to consider on this occasion.

EXTERNAL EXAMINERS – Minute 677 refers

Noted: the amendments to External Examiner appointments (Confidential Agenda Paper 12.1 refers).

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

PROGRAMME COMMITTEES – Minute 574 refers

Noted: there were no items that the Programme Committees wished to draw to the attention of the School Academic Committee on this occasion.

COLLABORATIVE PROVISION – Minutes 679 refers

Noted: the School’s collaborative partners and the dates on which those partners required re-approval (Agenda Paper 14.1 refers).

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 on this occasion.
698.3 Collaborative Partnership Visits

Noted: the following reports:

<table>
<thead>
<tr>
<th>Partner</th>
<th>Collaborative Partnership Leader</th>
<th>Date of Visit</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTI (Penang)</td>
<td>M Tessier</td>
<td>25.04.19</td>
<td>- Paper 14.3.1 (Confidential)</td>
</tr>
<tr>
<td>INTI (Subang)</td>
<td>M Tessier</td>
<td>23.04.19</td>
<td>- Paper 14.3.2 (Confidential)</td>
</tr>
<tr>
<td>INTI (Nilai)</td>
<td>P Thomas</td>
<td>24.04.19</td>
<td>- Paper 14.3.3 (Confidential)</td>
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</tbody>
</table>

698.4 New Enrolments for the INTI Franchise

Noted: the number of new enrolments (Confidential Agenda Paper 14.4 refers).

699 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS – Minute 680 refers

699.1 Noted: the schedule of validations, periodic reviews and revalidations (Confidential Agenda Paper 15.1 refers).

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

700 AGENDA - PART II

Noted and approved Part II of the Agenda (Items 701 to 704 refer).

701 PROGRAMME COMMITTEES

Received: a report from Mr A Penn, School Administration Manager concerning the date on which each of the Programme Committees met during the Academic Year together with confirmation from him 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 A refers).

702 BOARDS OF EXAMINERS

Noted: the 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 (Agenda Paper B refers).

703 PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

Noted: the changes of 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) 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 since the last meeting (Agenda Paper C refers).
## 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.

<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>2 May 2018</td>
<td><a href="https://www.herts.ac.uk/__data/assets/word_doc/0019/234235/2018-05-02-ECSIHP-Minutes.doc">https://www.herts.ac.uk/__data/assets/word_doc/0019/234235/2018-05-02-ECSIHP-Minutes.doc</a></td>
</tr>
</tbody>
</table>

## 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.

## 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.

## EMERGENCY BUSINESS

(Admissible only with the consent of the Chairman given prior to the meeting.)

There was no Emergency Business.