

**UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION****SCHOOL ACADEMIC COMMITTEE - HUMANITIES**

Minutes of the meeting of the School Academic Committee - Humanities held on 2 December 2020.

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

Dr Marjolein Groefsema  
Dr Andrew Maunder  
Dr Brendan Larvor

Dr Rowland Hughes  
Mimi Tessier  
Dr Lorna Gibb

Dr Ciara Meehan  
Dr Jo Cahill

**IN ATTENDANCE:**

Mary Jones

Mel Golder

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1      **APOLOGIES**

There were no apologies received for this meeting.

2      **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.

3      **TERMS OF REFERENCE AND COMPOSITION**

The Committee noted the Terms of reference and Composition.

(Agenda paper 3, refers).

4      **MEMBERSHIP**

The Committee welcomed new members Dr Brendan Larvor and Dr Lorna Gibb as both of these members would also represent the Programme Leaders the Committee agreed that Sharon Maxwell-Magnus did not need to also be part of the membership.

(Agenda paper 4, refers).

5      **STANDING ORDERS**

The Committee noted the Standing Orders of the Academic Board.

[https://www.herts.ac.uk/\\_data/assets/pdf\\_file/0003/255882/Academic-Board-Standing-Orders.pdf](https://www.herts.ac.uk/_data/assets/pdf_file/0003/255882/Academic-Board-Standing-Orders.pdf)

6      **MINUTES - 11 MARCH 2020**

The minutes were approved subject to a small correction.

(Confidential Agenda paper 6, refers).

7      **TO RECEIVE A REPORT FROM THE ASSOCIATE DEAN OF SCHOOL  
(INTERNATIONAL DEVELOPMENT)**

*Minute 7 is confidential and available to Members and Officers in Attendance only.*

(Confidential Agenda paper 7, refers).

## 8 TO RECEIVE THE REPORT OF ASSOCIATE DEAN OF SCHOOL (ACADEMIC QUALITY ASSURANCE)

The Committee received a report from Dr Marjolein Groefsema, Associate Dean of School (Academic Quality Assurance).

- 8.1 The periodic review of the Mass Communications Programme and the Subjects Media and Film took place on the 4 November 2020. The programme - under the new name 'Media Programme' -as well as the Media and Film provision were re-approved from September 2021 for 6 years. There were no conditions and six commendations.
- 8.2 The periodic review of the Dual Award in Mass Media and Communication at INTI Nilai has been postponed by a year, in recognition of major changes introduced by the Malaysian MQA and their impact on the review work that needs to be undertaken. This review would take place in May 2022.
- 8.3 The validation of the Online MA Literature and Culture took place on the 10 March 2020. The programme was approved from September 2020 for 6 years. There was one condition, two recommendations and four commendations.
- 8.4 The validation of the MA International Relations took place on the 11 March 2020. The programme was approved from September 2020 for 6 years. There were one condition, one recommendation and four commendations.
- 8.5 The validation of three additional of routes (i. Engineering, ii. Computer Science, iii. MPharm) to be added to the International Foundation programme at Global Academic Foundation, took place on the 28 May 2020. The additional routes were approved from September 2020 for 5 years. There was one condition and one commendation.
- 8.6 The validation of the BA (Hons) Mass Communications at Global Academic Foundation took place on the 16 June 2020. The programme was approved from September 2020 for 6 years. There were one staged condition and six commendations.
- 8.7 New External Examiners had been appointed from September 2020 all External Examiners were in place for all other modules and programmes.

(Confidential Agenda paper 8, refers).

## 9 PROGRAMME SPECIFICATIONS

In compliance with UPR AS17, the Committee approved the proposed amendments to the Programme Specifications which included emergency changes that had been made due to the Covid 19 pandemic.

(Confidential Agenda Paper 8, also refers).

## 10 PROGRAMME COMMITTEES

The Committee noted the dates of the Programme Committee meetings and the appointed Chairs.

(Confidential Agenda paper 10, refers).

## 11 ASSOCIATE DEAN OF SCHOOL (LEARNING AND TEACHING)

The Committee received a report from Dr Andrew Maunder, Associate Dean of School (Learning and Teaching).

- 11.1 A report provided by the Students Union had shown that Students had adapted well to blended learning.

- 11.2 The School continued to work to address the BAME awarding gap which had fallen by 10% last year however with only one years' worth of data it was too early to make any assumptions.

(Confidential Agenda paper 11, refers).

## 12 STUDENT MATTERS

- 12.1 Positive feedback and recognition of the work involved in the move to blended learning had been received from Students.
- 12.2 Online learning had been challenging with many student cameras being off and a reoccurring low attendance. It was hoped that a camera policy proposal to the Senior Executive Group in January 2021 would address this issue.

## 13 ASSOCIATE DEAN OF SCHOOL (RESEARCH AND COMMERCIAL)

The Committee received an update from Dr Rowland Hughes, Associate Dean of School (Research and Commercial).

- 13.1 PGR SAC Data for the period 1/2/2020 to 31/10/2020.

	PhD	MA by Research	DHeritage
Enrolments	7	0	4
Registrations	5	2	2
Extensions	0	0	0
Suspensions	3	2	0
Progressions	2	0	2
Withdrawals	2	1	0
Submissions	1	1	0
Completions	6	4	0

- 13.2 All completions had been received before the Research Excellence Framework cut off point so they would all contribute.
- 13.3 Due to the Covid 19 Pandemic the REF final submission date had been extended to the end of March 2021. All outputs were now in the process of making final selections and the final environment statements and impact case studies were being completed by the the six authors.
- 13.4 13 applications had been submitted for the external income research grant bid and four had been successful. The School had recently advertised for three QR funded studentships. The deadline was 7 December 2020.

## 14 INFORMATION MANAGER REPORT

The Committee received a report from Catherine Tong, Information Manager (Agenda Paper 14, refers).

## 15 CLERKS REPORT

The Clerk's report substituted Part II of the agenda.

There were no indications that Members wished to comment on any item in the Clerk's report and therefore the report was taken as noted and approved.

(Confidential Agenda paper 15 refers).

## 15.1 UNIVERSITY REGULATION

### Academic quality and standards

UPR AS17 'Academic Quality' effective 1 September 2019 and **to note** particularly the responsibilities which it assigns to School Academic Committees.

[https://www.herts.ac.uk/\\_data/assets/pdf\\_file/0004/230539/AS17-Academic-Quality.pdf](https://www.herts.ac.uk/_data/assets/pdf_file/0004/230539/AS17-Academic-Quality.pdf)

### Admissions policy

The following extract from UPR SA03 (SA03-Admissions-Undergrad and Taught Postgraduate Students-v10.0.doc).

#### "4.4 Deans of School (Chairmen of School Academic Committees)

Any admissions policies, regulations and procedures within programme regulations are the responsibility of the relevant Programme Committee. They must be:

- a consistent with the principles, policies, regulations and procedures set out in this document (UPR SA03) and with those of any relevant external validating or professional body and
- b approved by the relevant Deans of School and such approvals noted by the School Academic Committee."

The following summaries of the academic regulatory changes for 2020-2021, affecting the University's taught programmes:

- i UPR AS11
- ii UPR AS12
- iii UPR AS13
- iv UPR AS14

<https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/amendments-to-regulations>

## 15.2 CONDUCT OF THE COMMITTEE'S BUSINESS

### Protocol for approval by Chairman's Action

approved by the Committee on 10 October 2012; (Part 2)

### Protocol for the conduct of business

approved by the Committee on 10 October 2012; (Part 3)

### Membership – responsibilities and duties

The responsibilities associated with membership of the Committee and members' duties (Part 4)

### Protocol for the appointment of External Examiners

The arrangements approved by the Committee on 10 October 2012, whereby External Examiner vacancies are identified, nominees are considered by the Committee and recommendations for appointment are made by the Committee for the approval of the Director of Academic Quality Assurance (Part 5)

## 15.3 SCHOOL DEVELOPMENT AND STRATEGY

The School Academic Standards and Student Experience Action Plan (Part 6)

**Study Abroad**

Students undertaking a study abroad/exchange scheme during the academic year 2020-2021. (Part 6.1)

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

The arrangements for the formulation, consideration and approval of Annual Monitoring and Evaluation Reports (AMERS) (including, as appropriate, Annual Short Course Monitoring Reports and Annual Subject Monitoring and Evaluation Reports) and also, where relevant, the membership of any working group to which the Committee has delegated responsibility in this regard and that AMERs will be held in the electronic archive of the Committee's business.

The AMERs which the Schools is required to provide and their completion and submission (Part 7)

**Annual School Reports on Academic Standards and Student Experience reporting cycle**

The reporting cycle for the 2020-2021 Annual School Reports on Academic Standards and Student Experience. (Part 8)

**15.4 ACADEMIC PORTFOLIO****Modules – development and validation**

Section B2.3, UPR AS17 (AS17 Academic Quality-v10.0).

'A new module may be initiated by a Programme Committee, by a group of staff or by an individual member of staff. Schools are responsible for the approval of modules and may exercise discretion in determining an appropriate approval process in each case. Schools should ensure that initial approval to develop a new module has been sought from the Dean or ADoS (AQA) and the relevant Programme Committee(s) for the programmes on which the module will be taught.'

**Academic Development Committee (ADC)**

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.

5 February 2020 (Part 9)

13 May 2020 (None)

8 July 2020 (None)

7 October 2020 (None)

**15.5 EXTERNAL EXAMINERS**

The External Examiners appointed within the School and the programmes for which they have been appointed. (Part 10)

**15.6 PROGRAMME COMMITTEES****Programme Committees - governance**

The generic terms of reference, generic composition Chairman and titles as approved by the Academic Board which apply to all Programme Committees established by the School Academic Committee and in doing so that the Programme Committees established within the School function as sub-committees of the School Academic Committee.

<https://www.herts.ac.uk/about-us/governance/academic-board/academic-board-structure>

### Matters referred by Programme Committees

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

## 15.7 COLLABORATIVE PROVISION

### Collaborative Partners

The School's collaborative partners and the dates on which those partners require re-approval. (Part 11)

### Collaborative Partnership Leader reports

Programme/Partner	Collaborative Partnership Leader	Date of Visit	Part
Global Academic Foundation (GAF) International Foundation Programme	Mary Martala-Lockett	online various between Sept and Nov 2020	12.1

### Collaborative Operational Delivery Plans / Annual Activity Agreements

Partner	Programme(s)	Collaborative Partner Leader	Part
INTI (Nilai)	Mass Media & Communications	Peter Thomas	13.1
INTI (Penang)	BA(Hons) Mass Communication	Peter Thomas	13.2
INTI (Subang)	BA(Hons) Mass Communication	Peter Thomas	13.3
Global Academic Foundation (GAF), Egypt	International Foundation Programme	Mary Martala-Lockett	13.4

### Matters referred by the Collaborative Partnership Leaders

There were no substantive items that the Collaborative Partnership Leaders wished to draw to the attention of the School Academic Committee.

## 15.8 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

The schedule of validations, periodic reviews and revalidations (Part 14).

### Validation, periodic review and revalidation reports

Periodic Review 2020 - 2021

Programme Title	Date of Event	Date of Conditions Meeting	AQ3 signed	Part
BA (Hons) Media (including Film minor) <i>replacing BA (Hons) Mass Communications</i>	04/11/2020	N/A	TBC	14.1

## Collaborative 2019 - 2020

<b>Programme Title / Partner</b>	<b>Date of Event</b>	<b>Date of Conditions Meeting</b>	<b>AQ4 signed</b>	<b>Part</b>
BA (Hons) Mass Communications, Global Academic Foundation (GAF), Egypt	16/06/2020	25/06/2020	02/07/2020	14.2
International Foundation Programme additional routes: Engineering, Computer Science, MPharm (GAF), Egypt	28/05/2020	N/A	17/07/2020	14.3
International Foundation Programme additional routes: Physiotherapy (GAF), Egypt	28/07/2020	N/A	28/07/2020	14.4

There were currently no collaborative programme validation events to be added to the School of Humanities 2020 – 2021 portfolio.

15.9 **BOARDS OF EXAMINERS**

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. (Part 15)

15.10 **PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES**

The Dean of School is authorised to confer the following honorary titles: Visiting Research Associate; Visiting Research Fellow; Senior Visiting Research Fellow; Honorary Senior Lecturer (Clinical); Honorary Lecturer (Clinical); Visiting Fellow; Visiting Clinical Fellow; Visiting Senior Clinical Fellow; Visiting Industrial Fellow.

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.(Part 16)

15.11 **ACADEMIC AND RESEARCH HEALTH**

The annual statement concerning the academic and research health of the School, received by the Academic Board on 11 March 2020 (Part 17)

15.12 **WORKING GROUPS ESTABLISHED BY THE SCHOOL ACADEMIC COMMITTEE**

<b>Title of group:</b>	<b>Convenor:</b>	<b>Date of establishment</b>
AMER Working Group	Dr M Groefsema	1 September 2017

15.13 **COMMITTEES OF THE ACADEMIC BOARD**

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	21 May 2020	<a href="https://www.herts.ac.uk/_data/assets/pdf_file/0018/234306/2020-05-21-RC-Minutes-rev.pdf">https://www.herts.ac.uk/_data/assets/pdf_file/0018/234306/2020-05-21-RC-Minutes-rev.pdf</a>

16 **UNIVERSITY POLICY AND REGULATION – COMPLIANCE**

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

17 **RISK**

There were no further matters concerning risk.

18 **EMERGENCY BUSINESS**

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

19 **DATE OF NEXT MEETING - 16 June 2021 at 14.00 hours via MS Teams**