UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

SCHOOL ACADEMIC COMMITTEE - HUMANITIES

Minutes of the meeting of the School Academic Committee - Humanities held on 16 June 2021.

PRESENT: Dr Rowland Hughes (Chair)

Dr Lorna Gibb
Dr Brendan Larvor
Dr Andrew Maunder
Dr Ciara Meehan

IN ATTENDANCE:

Mary Jones
Mel Golder

20 APOLOGIES

There were no apologies received for this meeting.

21 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.

22 MINUTES - 2 DECEMBER 2020

The minutes were approved.

(Confidential Agenda Paper 3, refers).

STUDENT RECRUITMENT

23 ASSOCIATE DEAN OF SCHOOL (INTERNATIONAL DEVELOPMENT)

Minute 23 is confidential and available to Members and Officers in Attendance only.

The Committee received a report from Ms Mimi Tessier, Associate Dean of School (International Development).

(Confidential Agenda paper 4, refers).

ACADEMIC QUALITY AND STANDARDS

24 ASSOCIATE DEAN OF SCHOOL (ACADEMIC QUALITY ASSURANCE)

The Committee noted the vacancy for Associate Dean of School (Academic Quality Assurance) and the Heads of Department would discuss interim arrangements for the start of term.

STUDENT EXPERIENCE AND LEARNING AND TEACHING

25 ASSOCIATE DEAN OF SCHOOL (LEARNING AND TEACHING)

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

25.1 The semester B programme provision had continued to be developed and was good preparation for the KPI3 on blended/flexible learning for Academic Year 2021-2022. This was a large piece of work to move all programmes and modules onto the new curriculum management system.
25.2 The Admissions Tutor would be returning from maternity leave in September. The Committee thanked staff that covered the position during this period.

(Confidential Agenda paper 6, refers).

26 INFORMATION MANAGER REPORT

The Committee received a report from Catherine Tong, Information Manager.

26.1 Staff expressed a concern regarding the possible loss of linked in learning as they had embedded it on several modules as part of being flexible and blended. Dr Andrew Maunder would discuss this with Cathy.

(Agenda Paper 7, refers).

27 STUDENT MATTERS

The Committee received a report from Callaghan French, School Community Officer.

27.1 The overall feedback from Students had been positive. However, the forums and Surveys had not been well attended or popular. The wellbeing activities had been well received by students and would continue to be a high priority for the School.

(Agenda Paper 8, refers).

RESEARCH

28 ASSOCIATE DEAN OF SCHOOL (RESEARCH AND COMMERCIAL)

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

28.1 The deadline for submissions for the Research Excellence Framework (REF) had been extended and good progress had been made. There were two stages the bulk of which in March 2021 with History and English and Philosophy in May 2021. The outcome would be reported in April 2022.

28.2 Ongoing research funding for Philosophy, History and English Language and Linguistics had been successful. The School had promising statistics with a 50% success rate on bids.

28.3 There were three BAME studentships that had started; one student in English, one in History and one in Philosophy.

28.4 There had been challenges resulting from the impact of the pandemic on student research, particularly PG recruitment and the RTW visa requirements for overseas voluntary speakers. The Chair would discuss the issues with HR and at CEG to find a way to make it easier for participation from overseas.

OTHER BUSINESS

29 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.

30 RISK

The Committee highlighted risks to both the student and staff experience as a result of the restrictions in place by the UK Visas and Immigration office that directly affected the School’s International research.
31 **EMERGENCY BUSINESS**

There was no emergency business.

32 **CLERK’S 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 which had been received and therefore the report was taken as noted and approved.

(Confidential Agenda Paper 13, refers).

32.1 **SCHOOL DEVELOPMENT AND STRATEGY**

The School Academic Standards and Student Experience Action Plan (Part 2)

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

The AMERs which the School is required to provide and their completion and submission (Paper was not received).

32.2 **ACADEMIC PORTFOLIO**

Academic Development Committee (ADC)

The programme and partner proposals submitted by the Dean of School for consideration by ADC at their meetings and Committee’s decisions in relation to these proposals.

2 December 2020 (Part 4)
3 February 2021 (Part 5)
17 March 2021 (none)

32.3 **EXTERNAL EXAMINERS**

The External Examiners appointed within the School and the programmes for which they have been appointed. (Part 6)

32.4 **PROGRAMME COMMITTEES**

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.

32.5 **COLLABORATIVE PROVISION**

Collaborative Partners

The School’s collaborative partners and the dates on which those partners required re-approval. (Part 7)

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.
32.6 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

The schedule of validations, periodic reviews and revalidations (Part 8).

Periodic Review 2020-2021

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Partner/Programme Title</th>
<th>Date of Event</th>
<th>Date of Conditions Meeting</th>
<th>AQ3 Signed</th>
<th>Part</th>
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<tr>
<td>HUMED</td>
<td>BA (Hons) Media (including Film minor) replacing BA(Hons) Mass Communications</td>
<td>04/11/2020</td>
<td>N/A</td>
<td>08/12/2020</td>
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32.7 COMMITTEES OF THE ACADEMIC BOARD

<table>
<thead>
<tr>
<th>Name of Committee /Board</th>
<th>Date of Meeting</th>
<th>URL</th>
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<tbody>
<tr>
<td>Ethics Committee</td>
<td>12 February 2020</td>
<td><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></td>
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32.8 DATE OF NEXT MEETING - 17 November 2021 from 14:00 hours via MS Teams