

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

Minutes of the meeting of the School Academic Committee - Humanities held on 17 November 2021.

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**PRESENT:** Dr Rowland Hughes (Chair)

Dr Lorna Gibb  
Dr Brendan Larvor  
Sheetal Martine Joseph

Peter Thomas  
Dr Andrew Maunder  
Callaghan French

Mimi Tessier  
Dr Ciara Meehan  
Ellie Johnson

**IN ATTENDANCE:**

Mel Golder

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1      **APOLOGIES**

The Committee received apologies from Dr Jo Cahill, Sharon Maxwell-Magnus and Mary Jones.

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      **STANDING ORDERS**

The Committee noted the Standing Orders of the Academic Board.

5      **CONDUCT OF THE COMMITTEE'S BUSINESS**

The Committee noted and endorsed the conduct of the Committee's business.

(Agenda papers 5.1, 5.2, 5.3, and 5.4, refer).

6      **MEMBERSHIP**

The Committee welcomed the new members to the Committee.

(Agenda Paper 6, refers).

7      **MINUTES - 16 JUNE 2021**

The minutes were approved.

(Confidential Agenda Paper 7, refers).

**STUDENT RECRUITMENT**

8      Associate Dean of School (International Development)

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

- 8.1 It was very early in the recruitment cycle and the data had only recently been published, the first UCAS deadline was early January 2022.
- 8.2 A proposal for a new MA Public Relations programmes would be reported at the Academic Development Committee which would benefit from the strong international market. GAF, Egypt had recruited well although not to target. This had been due to restrictions following the Pandemic and increased competition.

(Confidential Agenda paper 8, refers).

### **ACADEMIC QUALITY AND STANDARDS**

#### **9 Matters referred from the Academic Standards and Audit Committee (ASAC)**

The Committee received a summary report from Peter Thomas, Associate Dean of School (Academic Quality Assurance).

(Agenda paper 9, refers).

#### **10 Continuous Enhancement Planning and AMERs 2021/22**

The Committee received a summary report from Peter Thomas and noted the new CEP process and AMER deadlines.

(Agenda paper 10, refers).

#### **11 The Reporting Cycle for the 2021-2022 Annual School Reports on Academic Standards and Student Experience.**

The committee noted the report from ASAC.

(Confidential Agenda paper 11, refers).

### **STUDENT EXPERIENCE AND LEARNING AND TEACHING**

#### **12 Associate Dean of School (Learning and Teaching)**

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

- 12.1 There was currently a vacancy for a Tutor and the low uptake of the Academic Skills Programme would be addressed.

(Confidential Agenda paper 12, refers).

#### **13 Information Manager Report**

The Committee received a report from Cathy Tong, Information Manager, Library and Computing Services.

(Agenda paper 13, refers).

#### **14 Student Matters**

The Committee received a report from Sheetal Martine Joseph, Callaghan French and Ellie Johnson, Student Representatives.

- 14.1 Assurances were given that the points raised would be taken up with staff and ways to improve communication would be discussed by the working groups.

(Agenda Paper 14, refers)

**RESEARCH****15 Associate Dean of School (Research and Commercial)**

The Committee received an update from the Chair.

- 15.1 Of the PGR students enrolled, two were MA by Research, 28 PhDs and 13 were DHeritage Students.
- 15.2 Three new PhD and four new DHeritage, were awarded last year, and more were expected this year.
- 15.3 Six awards had been granted for the 11 that had been applied for and although they were smaller, they did tend to merge into larger funding bids further down the line. Three were for History, one for Language and two for Philosophy.

**OTHER BUSINESS****16 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.

**17 RISK**

The impact of the Pandemic remained a risk and the uncertainty for the overseas Students and the implications of further possible lockdowns.

**18 EMERGENCY BUSINESS**

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

**19 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 which had been received and therefore the report was taken as noted and approved.

(Confidential Agenda Paper 19, refers).

**19.1 UNIVERSITY REGULATION****Academic quality and standards**

UPR AS17 'Academic Quality' effective 1 September 2021 particularly the responsibilities which it assigned 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 o

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 2021-2022, affecting the University's taught programmes:

- i UPR AS11
- ii UPR AS12
- iii UPR AS14
- iv UPR AS17

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

## 19.2 SCHOOL DEVELOPMENT AND STRATEGY

### Study Abroad

A summary of those confirmed students undertaking a study abroad/exchange scheme during the academic year 2021-2022 (Part 2)

## 19.3 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.

12 May 2021 (Part 3)

7 July 2021 (None)

## 19.4 EXTERNAL EXAMINERS

The External Examiners appointed within the school and the programmes for which they had been appointed. (Part 4)

## 19.5 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 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>

**19.6 COLLABORATIVE PROVISION****Collaborative Partners**

The school's collaborative partners and the dates on which those partners required re-approval. (Part 5)

**Collaborative Operational Delivery Plans / Annual Activity Agreements**

<b>Partner</b>	<b>Programme(s)</b>	<b>Collaborative Partner Leader</b>	<b>Part</b>
INTI (Nilai)	Mass Media & Communications	Peter Thomas	7.1
INTI (Penang)	BA(Hons) Mass Communication	Peter Thomas	7.2
INTI (Subang)	BA(Hons) Mass Communication	Peter Thomas	7.3
Global Academic Foundation (GAF), Egypt	International Foundation Programme	Mary Martala-Lockett	7.4
UH-GAF	Mass Communications	James Clifford Nichols	7.5

**19.7 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS**

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

**19.8 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 11 was not received)

**19.9 PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES**

The Dean of School was 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 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. (Part 12)

**19.10 ACADEMIC AND RESEARCH HEALTH**

The annual statement concerning the academic and research health of the school, received by the Academic Board on 23 June 2021 (Part 13)

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

<b>Title of group:</b>	<b>Convenor:</b>	<b>Date of establishment</b>
AMER Working Group	Peter Thomas	1 September 2017

19.12 **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	25 February 2021	<a href="https://www.herts.ac.uk/_data/assets/pdf_file/0018/234306/2021-02-25-RC-Minutes.pdf">https://www.herts.ac.uk/_data/assets/pdf_file/0018/234306/2021-02-25-RC-Minutes.pdf</a>

20 **DATE OF NEXT MEETING** - Wednesday, 23 March 2022 at 14.00 hours via MS Teams.