UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

SCHOOL ACADEMIC COMMITTEE - SOCIAL SCIENCES, HUMANITIES AND EDUCATION

Minutes of the meeting of the School Academic Committee - Social Sciences, Humanities and Education held on 19 October 2022.

PRESENT: Dr Lyn Trodd (Chair)

Mimi Tessier	Alison McLauchlin	Tia Robinson
Dr Andrew Maunder	Dr Ciara Meehan	Kate Voss
Daniel Grey	Dr Jo Cahill	Ann Lennox
Sheliza Nanji	Ellen Hedge	

IN ATTENDANCE:

Mel Golder

1   **APOLOGIES**

The Committee received apologies from Vicky Pateman, Assoc Prof Rosemary Allen, Dr Roland Hughes, Jackie Hulse and Jodie Berry.

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:

https://www.herts.ac.uk/__data/assets/pdf_file/0003/255882/Academic-Board-Standing-Orders.pdf

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

The Committee noted and endorsed the following:

- Protocol for approval by Chairman's Action

- Protocol for the conduct of business

- Membership – responsibilities and duties

- Protocol for the appointment of External Examiners

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

6   **MEMBERSHIP**

The Committee welcomed new and returning members and noted that Kate Voss would be replaced as representative of the Programme Leaders.   MT

(Confidential Agenda paper 6, refers).

7   **MINUTES**

The Minutes were confirmed.

7.1   The Chair updated the Committee on the Initial Teacher Education (ITE) accreditation process. The one section that had not met the criteria previously had been re submitted and this time had been successful. This meant that the University were able to continue to offer ITE from September 2024 (Minutes 50.2 and 64, refer).

7.2   The Committee expressed thanks to Vicky Pateman and the team.

(Confidential Agenda Paper 7, refers).

STUDENT RECRUITMENT

8   **STUDENT RECRUITMENT FOR INITIAL TEACHER EDUCATION**

The Committee received a report from Vicky Pateman, Head of Department for Initial Teacher Education. The Chair summarised the report on her behalf.

Minute 8 is confidential and available to Members and Officers in Attendance only.

(Confidential Agenda paper 8, refers).

9   **STUDENT RECRUITMENT FOR SOCIAL SCIENCES AND EDUCATION**

The Committee received a report from Daniel Grey, Head of Department for Social Sciences and Education

Minute 9 is confidential and available to Members and Officers in Attendance only.

(Confidential Agenda paper 9, refers).

10   **STUDENT RECRUITMENT FOR CULTURE MEDIA AND COMMUNICATION**

The Committee received a report from Dr Andrew Maunder, Head of Department for Culture Media and Communication

Minute 10 is confidential and available to Members and Officers in Attendance only.

(Confidential Agenda paper 10, refers).

ACADEMIC QUALITY AND STANDARDS

11   **ASSOCIATE DEAN OF SCHOOL (ACADEMIC QUALITY ASSURANCE) REPORT**

The Committee received a report from Alison McLauchlin, Associate Dean of School (Academic Quality Assurance)

11.1   The Committee approved the proposed amendments to Programme Specifications - In compliance with UPR AS17.

11.2   The Continuous Enhancement Planning (CEP) process was fully embedded, an update would be reported at each meeting by the Associate Director of Academic Quality Assurance.

11.3   A new school website had been set up. This would help colleagues with forms and processes and would continue to be refined.

11.4   The School had received a significant increase in the number of formal appeals and a slight increase in informal appeals however these remained low compared to other schools across the University.

(Confidential Agenda paper 11, refers).

12   **SCHOOL EDUCATION AND STUDENT EXPERIENCE ACTION PLAN**

The Committee received a report from Alison McLauchlin and Assoc Prof Rosemary Allen, Associate Dean of School (Learning and Teaching).

12.1   The action plan was a rolling report and areas of good practice were highlighted at the Academic and Standards Audit Committee. The plan would be shared with Programme and Module Leaders via the Programme Leaders forum. Responses to matters referred to the University would be reported at the next meeting.

(Confidential Agenda paper 12, refers).

13   **PROGRAMME COMMITTEES**

The Committee noted the establishment of Programme Committees, their Chairs and the dates of Programme Committee meetings to be held this Academic Year.

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

(Confidential Agenda paper 13, refers).

14   **ANNUAL MONITORING AND EVALUATION REPORTS (AMERS), ANNUAL SHORT COURSE MONITORING REPORTS AND ANNUAL SUBJECT MONITORING AND EVALUATION REPORTS FOR COLLABORATIVE PARTNERS ONLY**

The Committee noted and endorsed the arrangements for the formulation, consideration and approval of Annual Monitoring and Evaluation Reports (AMERS) for Collaborative partners.

15   **MATTERS REFERRED FROM THE COLLABORATIVE PARTNERSHIP**

There were no matters for this meeting.

16   **MATTERS REFERRED FROM THE ACADEMIC STANDARDS AND AUDIT COMMITTEE (ASAC)**

The Committee noted the summary of decisions and outcomes from the Academic Standards and Audit Committee (ASAC) held on 21 June 2022.

(Confidential Agenda paper 16, refers).

STUDENT EXPERIENCE AND LEARNING AND TEACHING

17   **ASSOCIATE DEAN OF SCHOOL (LEARNING AND TEACHING) REPORT INCLUDING NATIONAL STUDENT SURVEY (NSS)**

The Committee received a report from Assoc Professor Rosemary Allen and noted the NSS actions.

(Confidential Agenda paper 17, refers).

18   **INFORMATION MANAGER REPORT**

The Committee received a report from Beth Woodhead, Information Manager.

18.1   The Information Managers added content from Library SkillUP – Getting Started, to all programme sites. Academic colleagues had been asked to direct students to these for their induction as an introduction to library services. Tia Robinson, one of the School Community Organiser's commented that this had been well received by students.

(Confidential Agenda paper 18, refers).

19   **STUDENT MATTERS**

The Committee received a report from the School Community Organiser's (SCOs).

19.1   The timetabling of classes during the evenings, which finish between 7pm and 9pm, had caused difficulties for students with parental responsibilities and those commuting on public transport. The Committee gave assurances that this would be raised at the Programme Leader forum.

19.2   To promote a sense of community, the SCO's suggested holding a school wide induction session.

19.3   It was agreed that the launch party planned for December be added to staff message boards to help raise the profile of the event.

(Confidential Agenda paper 19, refers).

RESEARCH

20   **ASSOCIATE DEAN OF SCHOOL (RESEARCH AND DOCTORAL STUDIES) REPORT**

The Committee noted that a report would be received from Dr Roland Hughes, Associate Dean of School (Research and Doctoral Studies) at the next meeting.

20.1   PG overseas recruitment had increased by over 100%.

20.2   The Committee wished to pass on their thanks to the Collaborative Partnership Leaders and commended them for their thorough reports.

INTERNATIONAL

21   **ASSOCIATE DEAN OF SCHOOL (UK AND INTERNATIONAL) REPORT**

The Committee noted that a report would be received from Mimi Tessier, Associate Dean of School (UK and International) at the next meeting.

OTHER MATTERS

22   **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.

23   **RISK**

23.1   The Committee highlighted the following risk which had not been discussed during the meeting:

There was a risk to staff wellbeing especially when transferring equipment and lack of parking when teaching between campuses.

24   **EMERGENCY BUSINESS**

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

25   **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 25, refers).

25.1   **UNIVERSITY REGULATION**

Academic quality and standards

UPR AS17 'Academic Quality' effective 1 September 2022 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

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 2022-2023, 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

25.2   **ACADEMIC PORTFOLIO**

Modules – development and validation

Section B2.3, UPR AS17 (AS17 Academic Quality-v15.0).

'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.

6 June 2022 (None)

25.3 **EXTERNAL EXAMINERS**

The External Examiners appointed within the School and the programmes for which they have been appointed. (Parts 3.1 and 3.2)

25.4 **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 **to note** 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

25.5 **COLLABORATIVE PROVISION**

Collaborative Partners

The School's collaborative partners and the dates on which those partners require re-approval. (Part 4)

Collaborative Partnership Leader reports

Reports from the following Collaborative Partnership Leaders:

Partner	Collaborative Partnership Leader	Date of Visit	Part
INTI International University Nilai	Peter Thomas	June/July 2022 (virtual)	5.1
INTI Penang	Peter Thomas	June-July 2022	5.2
INTI Subang	Peter Thomas	June/July 2022 (virtual)	5.3
Global Academic Foundation (GAF)	Mary Martala-Lockett	Online - various between Sept 21 and Aug 22	5.4
Mary Hare	Carol Timson	Virtual (Teams) 16 September	5.5
Easter Partnership UK (SEND)	Kathleen Tripp	2 March 2022	5.6
Easter Partnership	Kathleen Tripp	17/3/22	5.7
Global Academic Foundation	James Clifford Nichols	01/03/22 – 03/03/22	5.8
Pen Green	Christine Collins	22/3/22	5.9

Collaborative Operational Delivery Plans

Partner	Programme(s)	Collaborative Partnership Leader	Part
Eastern Partnership UK (SEND)	1) National Award for SEN Coordination. 2) Advanced SENCO Award 3) SENCOs as Leaders Award	Kathleen Tripp	6

Annual Activity Agreements

Partner	Programme(s)	Collaborative Partnership Leader	Part
INTI International University (Nilai)	Mass Media & Communications	Peter Thomas	7.1
INTI (Subang)	BA(Hons) Mass Communication	Peter Thomas	7.2
INTI (Subang) Appendix B	BA(Hons) Mass Communication	Peter Thomas	7.3

25.6 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

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

2021-22

Home Validation

Programme Code	Partner/ Programme Title	ADC approval Date	Date of Event	Date of Conditions Meeting	AQ3 Signed	Part
EDSOCBA	BA (Hons) Sociology	02/02/2022	30/06/2022	17/07/2022	Yes	9

25.7 **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 will be reported at the next meeting.

25.8 **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.(Parts 11.1 and 11.2)

25.9   **ACADEMIC AND RESEARCH HEALTH**

The annual statement concerning the academic and research health of the School, will be reported at the next meeting.

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

Title of group:	Convenor:	Date of establishment:
AMER working group	C Collins	October 2013
Athena Swan working group	A Mclauchlin	November 2015

25.11   **PROFESSIONAL ADVISORY GROUPS (OR EQUIVALENT) – Minute 539 refers**

Title of group:	Convenor:
Professional Advisory Group (Initial Teacher Education)	Dr Trodd

25.12   **ANNUAL REPORT OF THE SCHOOL ACADEMIC COMMITTEE**

The Annual Report of the School Academic Committee for Academic Years will be taken at the next meeting.

25.13   **COMMITTEES OF THE ACADEMIC BOARD**

The minutes of meetings of the following committees and boards of the Academic Board, issued since the last meeting:

Name of Committee /Board	Date of Meeting	URL
Research Committee	22 February 2022	https://www.herts.ac.uk/__data/assets/pdf_file/0018/234306/2022-02-22-RC-Minutes.pdf

26   **DATE OF NEXT MEETING - 8 MARCH 2023 VIA MS TEAMS**

Items for the Agenda should be notified to the Clerk, Mel Golder (e-mail m.golder@herts.ac.uk) by 15 February 2023 and reports submitted by 22 February 2023.