UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

COMMITTEE STRUCTURE OF THE ACADEMIC BOARD

SCHOOL ACADEMIC COMMITTEE – SCHOOL OF ENGINEERING AND TECHNOLOGY

Minutes of the meeting of the School Academic Committee of the School of Engineering and Technology held on Wednesday, 23 May 2018.

PRESENT:  Dr R A Day (Chairman)

Mr T Baker                      Dr B Hou                      Dr L Mitchell
Dr R Cunliffe                   Dr M Jamro                    Ms H J Singer
Dr G Haritos                    Mr P Khoudian                  Professor Y Sun
Dr M R Herfatmanesh             Dr P Kourtessis                Mr Q F Zhu
Dr B Hou                        Mr P Khoudian                  Professor Y Sun
Dr M Jamro                      Ms H J Singer
Ms E V Mellor                   Mrs A J Passmore

IN ATTENDANCE:  Mrs M Golder

APOLOGIES:

Dr H Ash                        Mrs E A Hedges
Mr C Harvey                     Dr S Livatino
                                Dr D McCluskey
                                Dr S Ramalingam
                                Mr J Wilmot

ACTION

668  MEMBERSHIP

[Noted: the membership of the Committee (Agenda Paper 2, refers)]

668.1  Membership category 5: ‘Not less than (1) and not more than two (2) members of the academic staff of the School nominated by the academic staff of the School for terms of office of three (3) years’

[Noted: the terms of office of Dr S Ramalingam and Dr M Jamro, would conclude on 31 August 2018. Dr Ramalingam and Dr Jamro were thanked for their participation in the Committee’s work.]

668.2  Membership category 8: ‘At least one (1) and not more than two (2) Programme Tutors nominated by the Programme Tutors for terms of office of three (3) years’

[Noted: the terms of office Dr H Ash and Dr R Cunliffe, would conclude on 31 August 2018, and were thanked for their participation in the Committee’s work.]

668.3  Membership category 9: ‘The Postgraduate Research Tutor’

[Noted: the terms of office of Dr S Livatino would conclude on 31 August 2018. Dr Livatino was thanked for his participation in the Committee’s work.]

668.4  Membership category 10: ‘An Admissions Tutor nominated by the Admissions Tutors for a term of office of three (3) years’

[Noted: Dr S Xiao would replace Dr B Hou, from 1 September 2018. Dr Hou was thanked for his participation in the Committee’s work.]

668.5  Membership category 11: ‘One (1) Link Tutor nominated by the Link Tutors for terms of office of three (3) years’

[Noted: the terms of office of Dr M R Herfatmanesh, would conclude on 31 August 2018. Dr Herfatmanesh was thanked for his participation in the Committee’s work.]
Membership category 13: ‘At least one (1) and not more than three (3) student representatives nominated for terms of office of one (1) year’

Noted: the terms of office of Mr C Harvey, would conclude on 31 August 2018. The committee expressed their disappointment that he was unable to attend any of the meetings.

Agreed:

i Mrs A Passmore, School Administration Manager, would organise the election of the members in categories 5, 8, and 11, for the term of three years commencing 1 September 2018. 

ii Mr T Baker, Associate Dean of School (Learning and Teaching), would organise the appointment of the student representatives for Academic Year 2018 – 2019.

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.

MINUTES – 7 MARCH 2018

The minutes were confirmed and signed (Confidential Agenda Paper 4, refers).

MATTERS ARISING FROM THE MINUTES

Noted: Minutes 678.2 and 681.2, refer.

SCHOOL DEVELOPMENT AND STRATEGY

Received: the School Academic Standards and Student Experience Action Plan (Confidential Agenda Paper 6, refers).

Noted:

i the improvement of student pass rates would remain a focus for the School;

ii a new teaching approach “Conceive Design Implement Operate” (CDIO) would be introduced to some individual modules, it would be incorporated more systemically into the periodic reviews of Mechanical and Automotive Engineering, which were to commence shortly.
673  STUDENT RECRUITMENT

673.1 Received: a report from Dr Hou (Confidential Agenda Paper 7, refers).

Minute 673.2 is confidential and is for members and officers in attendance only.

674  ACADEMIC QUALITY AND STANDARDS

674.1 Associate Dean of School (Academic Quality Assurance) – Minutes 475.1 and 503.1 refer

674.1.1 Received: a report from Dr G Haritos, Associate Dean (Academic Quality Assurance) (Confidential Agenda Paper 8.1, refers).

674.1.2 Noted: an overhaul of final year projects had been planned to improve the students learning and student experience.

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

Noted: the AMERs which the Schools is required to provide and their completion and submission dates (Agenda Paper 8.2, refers).

674.3 Academic Standards and Audit Committee (ASAC) – Minutes 410.3 and 492.3 refer

674.3.1 20 March 2018

Noted: a report of the business discharged by ASAC (Agenda Paper 8.3.1, refers).

675  STUDENT EXPERIENCE AND LEARNING AND TEACHING

675.1 Associate Dean of School (Learning and Teaching) – Minutes 476.1 and 504.1 refer

675.1.1 Received: a report from Mr Baker, concerning any matters relating to the student experience and learning and teaching (Confidential Agenda Paper 9.1, refers).

i the Module Feedback Questionnaire (MFQ) response rate for end of semester B was 20.3%, above the University average of 19.1%, and an improvement on the Mid Module MFQ response rate of 17.4%;

ii in January and February 2018 Programme Leaders had focussed on supporting Students with low attendances, and were delighted that an increase in attendance followed.

675.2 National Student Survey (NSS) – Minutes 476.2 and 504.2 refer

675.2.1 Noted:

i the final response rate for the school had been 71.5% (compared to 75.5% in 2016-17) the University average was also down when compared to previous years;

ii the School had been pleased with the response rate for BEng (Hons) Automotive Engineering of 80.77%;

iii BEng (Hons) Aerospace Engineering had received a response of 61.63, the School had been disappointed with this result and would focus on ways to improve this.
675.3 **Student Educational Experience Committee (SEEC) – Minutes 476.3 and 504.3 refer**

675.3.1 **23 January 2018**

*Noted:* the following communique referred by SEEC (Agenda Paper 9.3.1, refers).

675.3.2 **13 March 2018**

*Noted:* the following communique referred by SEEC (Agenda Paper 9.3.2, refers).

675.4 **Student matters**

*Noted:* feedback from the Dean of Students had been positive however, infrequent issues such as lecturer lateness and equipment failure impacted the overall student experience. Curricular planning days were key.

676 **RESEARCH**

676.1 **Associate Dean’s Report – Minutes 482.1 and 510.1 refer**

676.1.1 **Received:** the report from Dr P Kourtessis, Associate Dean of School (Research) (Confidential Agenda Paper 10.1, refers).

676.1.2 **Noted:**

i Resources and Research Culture were the two areas of the Postgraduate Research Experience Survey (PRES) that had received the lowest response rate, scoring 20% and 7% below the sector benchmark;

ii the University High Performance Computing Cluster launched this year, which allowed the rapid execution of software codes and sophisticated memory intensive simulations. Students could potentially generate complex results in a fraction of the time. It was hoped that this would resolve a number of resource issues identified in PRES.

676.2 **Research Involving the Use of Human Participants**

*Noted:* a report from The Ethics Committee for Studies Involving Human Participants, concerning the requirement to capture information on studies involving human participants being transferred from another institution (Confidential Agenda Paper 10.2, refers).

677 **INTERNATIONAL**

677.1 **Associate Dean’s Report**

Received: a report from Mr F Zhu, Associate Dean (International) (Confidential Agenda Paper 11.1, refers).

678 **ACADEMIC PORTFOLIO**

678.1 **Academic Development Committee – Minutes 477.1 and 505.1 refer**

678.1.1 **24 January 2018**

*Noted:* the programme and partner proposals submitted by the Dean of School for consideration by the Academic Development Committee and that Committee’s decisions in relation to these proposals (Confidential Agenda Paper 12.1.1, refers).
21 March 2018

Noted: the programme and partner proposals submitted by the Dean of School for consideration by the Academic Development Committee and that Committee’s decisions in relation to these proposals (Confidential Agenda Paper 12.1.2, refers).

Programme Specifications

Approved: in compliance with UPR AS17, proposed amendments to Programme Specifications (Confidential Agenda Paper 12.2, refers).

EXTERNAL EXAMINERS – Minutes 478 and 506 refer

Noted: the External Examiners appointed within the School and the programmes for which they have been appointed (Confidential Agenda Paper 13.1, refers).

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

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.

COLLABORATIVE PROVISION – Minutes 442 and 508 refer

Collaborative Partners

Noted: the School’s collaborative partners and the dates on which those partners require re-approval (Confidential Agenda Paper 15.1, refers).

Collaborative Operational Delivery Plans – Minutes 281.2 and 415.2 refer

<table>
<thead>
<tr>
<th>Partner</th>
<th>Programme</th>
<th>Collaborative Leader</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakland College</td>
<td>Extended Degree in Engineering</td>
<td>Dr I Patel</td>
<td>15.2.1 Confidential</td>
</tr>
<tr>
<td>Hertford Regional College</td>
<td>Extended Degree in Engineering</td>
<td>Dr I Patel</td>
<td>15.2.2 Confidential</td>
</tr>
<tr>
<td>Barnet and Southgate College</td>
<td>Extended Degree in Engineering</td>
<td>Dr I Patel</td>
<td>15.2.3 Confidential</td>
</tr>
<tr>
<td>BMC International College</td>
<td>Electrical and Electronics Engineering</td>
<td>Dr R Herfatmanesh</td>
<td>15.2.4 Confidential</td>
</tr>
<tr>
<td>Sri Lanka Telecoms</td>
<td>BEng Honours in Electrical and Electronic Engineering</td>
<td>Dr G Pissanidis</td>
<td>15.2.5 Confidential</td>
</tr>
</tbody>
</table>

Agreed: a system needed to be created to ensure a timelier receipt of the Collaborative Operational Delivery Plans for SAC. Chair/PK
681.3 **Collaborative Partnership Leader reports**

Noted: reports from the following Collaborative Partnership Leaders:

<table>
<thead>
<tr>
<th>Programme/Partner</th>
<th>Collaborative Partnership Leader</th>
<th>Date of Visit</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEng (Hons) Electrical &amp; Electronic Engineering &amp; BEng (Hons) Digital Systems and Computer Engineering/ BMC International College</td>
<td>Dr R Herfatmanesh</td>
<td>September 2017</td>
<td>15.3.1 Confidential</td>
</tr>
<tr>
<td>Extended Engineering &amp; Technology Degree/ Oakland College</td>
<td>Dr I Patel</td>
<td>22 February 2018</td>
<td>15.3.2 Confidential</td>
</tr>
<tr>
<td>Extended Engineering &amp; Technology Degree/ Barnet and Southgate</td>
<td>Dr I Patel</td>
<td>6 March 2018</td>
<td>15.3.3 Confidential</td>
</tr>
<tr>
<td>Extended Engineering &amp; Technology Degree/ Herts Regional College</td>
<td>Dr I Patel</td>
<td>6 March 2018</td>
<td>15.3.4 Confidential</td>
</tr>
<tr>
<td>BEng (Hons) Electrical and Electronic Engineering, Sri Lanka Telecom/ SLTTC</td>
<td>Dr G Pissanidis</td>
<td>26 June – 1 July 2017</td>
<td>15.3.5 Confidential</td>
</tr>
<tr>
<td>BEng (Hons) Electrical and Electronic Engineering, Sri Lanka Telecom</td>
<td>Dr G Pissanidis</td>
<td>16 January 2018 - 19 January 2018</td>
<td>15.3.6 Confidential</td>
</tr>
</tbody>
</table>

681.4 **Matters referred by the Collaborative Partnership Leaders**

Agreed: level 4 students at Herts Regional College would be supported through the transitional period. The Chairman would discuss this further with the Collaborative Partnership Leader. Chair/IP

682 **VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS**

682.1 Noted: the schedule of validations, periodic reviews and revalidations (Confidential Agenda Paper 16.1, refers).

682.2 Received: oral assurances from Dr Haritos, that none of the School’s validated or re-validated programmes have failed to commence within six (6) months of the date of approval.

682.3 Validation, periodic review and revalidation reports

Noted: that there were no items to report.

683 **ACADEMIC BOARD COMMITTEE**

Noted: there were no substantive items relating to academic quality and standards, academic policies, or research and scholarship that should be brought to the attention of the Academic Board Committee from this meeting.

684 **AGENDA - PART II**

Noted and approved: Part II of the Agenda (Items 685 to 692 refer.)
PROGRAMME COMMITTEES

Programme Committee – Meetings

Received: a report from Mrs Passmore, concerning the date on which each of the Programme Committees met during the Academic Year together with confirmation from her that, as required by Standing Orders, the record of these meetings (Agenda, Agenda Papers and Minutes) have been placed in the Electronic Document Management System (Agenda Paper A.1, refers).

PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

Noted: there were no 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 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 since the last meeting.

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>25 October 2017</td>
<td><a href="http://sitem.herts.ac.uk/secreg/EthicsCommitteeECSIHP.htm">http://sitem.herts.ac.uk/secreg/EthicsCommitteeECSIHP.htm</a></td>
</tr>
<tr>
<td>Research Committee</td>
<td>19 October 2017</td>
<td><a href="http://sitem.herts.ac.uk/secreg/ResearchCommittee.htm">http://sitem.herts.ac.uk/secreg/ResearchCommittee.htm</a></td>
</tr>
</tbody>
</table>

UNIVERSITY POLICY AND REGULATION – COMPLIANCE

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

SCHEDULE OF MEETINGS AND DEADLINES – 2018-2019

Noted: the meeting requests would follow shortly:

<table>
<thead>
<tr>
<th>Date of meeting</th>
<th>Date for notification of items</th>
<th>Date for receipt of papers</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 November 2018, 14.00 hours (AA191)</td>
<td>31 October 2018</td>
<td>7 November 2018</td>
</tr>
<tr>
<td>20 March 2019, 14.00 hours (AA191)</td>
<td>27 February 2019</td>
<td>6 March 2019</td>
</tr>
<tr>
<td>12 June 2019, 14.00 hours (AA191)</td>
<td>22 May 2019</td>
<td>29 May 2019</td>
</tr>
</tbody>
</table>

RISK

Noted: any further risks inherent in the matters dealt with by the Committee during the meeting but not discussed when the item was taken.
691 **EMERGENCY BUSINESS**

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

692 **DATE OF NEXT MEETING**

Wednesday, 21 November 2018, 14.00 hours (AA191)

Items for the Agenda should be notified to the Clerk by Wednesday, 31 October 2018. Supporting papers should be provided to the Clerk by Wednesday, 7 November 2018. (Telephone: 3285; e-mail: m.golder@herts.ac.uk).