UNIVERSITY OF HERTFORDSHIRE

ACADEMIC BOARD

Minutes of the meeting of the Academic Board held on 27 June 2018.

PRESENT: Professor Q A McKellar (Chairman)

Mr A Aman  Ms Z Hakim  Mrs J A Price
Professor I G Campbell  Dr S M Jarvis  Mrs J A Price
Professor W Clocksin  Mrs J Kelly  Professor D Ward
Mrs C Desborough  Mr A Lambert  Dr H Wells
Dr D M Ford  Dr L Mitchell  Dr P D Wernick
Dr T Gilbert  Dr R Napiwotzki  Mr R Wilkinson
Mrs S C Grant  Mrs J A Newlan

IN ATTENDANCE:

Mrs J H Allen  Mr R Beazley  Dr F L Haddleton
Ms K Barton  Ms L Gormley-Fleming (item 9)  Mr G Morrison
Dr K Byford (item 9)  Dr S Grey

APOLOGIES:

Mrs S Harrison-Barker  Mrs B Rahl  Dr R L V Southern
Dr S B Kirton  Professor J M Senior

810  MEMBERSHIP

810.1  The Board noted its membership.

(Agenda Paper 2.1, refers.)

810.2  Category 5: 'Five (5) Deans of School, nominated by the Deans of School for terms of office of three (3) years

810.2.1  The Board noted that the terms of office of the following Deans of School would conclude on 31 August 2018 and that this would be the last meeting to be attended by them in the current membership category:

Professor W Clocksin;
Professor D Ward;
Dr R L V Southern

810.2.2  In thanking them for their contributions, the Board noted that the following Deans of School had been nominated for terms of office commencing 1 September 2018 and concluding 31 August 2021:

Mrs P Carey
Dr R L V Southern
Dr L Trodd

810.3  Category 9: 'The President of the Students’ Union or one (1) student nominated by the Trustees of the University of Hertfordshire Students’ Union’

The Board noted the nomination of Ms Z Hakim, Vice-President Education, with effect from 1 June 2018 concluding on 31 May 2019 and welcomed her to the meeting.
810.4 Category 10: ‘Two (2) students, nominated by the Student Representative Council’

The Board noted the nomination of Mr A Aman, Vice-President Community by the Student Representative Council with effect from 1 June 2018, concluding on 31 May 2019 and welcomed him to the meeting.

The Board also noted that the position for a second student representative in this membership category was currently vacant.

810.5 Category 11: ‘Two (2) members of the professional staff elected by the professional staff’

In thanking her for her contribution to its work, the Board noted that the term of office of Mrs C Desborough would conclude on 31 August 2018 and that this would be the last meeting to be attended by her. Mrs E Roberts had been elected for a term of office commencing 1 September 2018 and concluding 31 August 2021.

810.6 Category 12: ‘Eight members of the academic staff elected by the academic staff’

The Board noted that the terms of office of the following members would conclude on 31 August 2018 and that this would be the last meeting to be attended by them in the current term of office:

Mr A Lambert;
Dr R Napiwotzki;
Dr H Wells;
Dr P Wernick.

In thanking them for their contributions, the Board noted that the following members of the academic staff had been elected for terms of office commencing 1 September 2018 and concluding 31 August 2021:

Dr K Coppin, School of Physics, Astronomy and Mathematics;
Mr A Lambert, School of Engineering and Technology;
Ms J St John, School of Humanities;
Ms Amanda Yip, Learning and Teaching Innovation Centre.

810.7 In attendance

810.7.1 Mr R Beazley, Chairman of the Board of Governors, was in attendance and was welcomed to the meeting;

810.7.2 Mr G Morrison, member of the Board of Governors, was in attendance and was welcomed to the meeting.

810.7.3 The Board noted that Dr K Byford, Head of Degree Apprenticeships & Workforce Development, and Ms E Gormley-Fleming, Associate Director Academic Quality Assurance-Degree Apprenticeships, would attend for Item 9, Degree Apprenticeships.

811 MINUTES – 14 MARCH 2018

The minutes were confirmed and signed.

(Confidential Agenda Paper 3, refers.)
MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes not taken elsewhere on the Agenda.

VICE-CHANCELLOR’S ITEMS FOR REPORT

813.1 Vice-Chancellor’s Monthly Reviews

The Board noted the Vice-Chancellor’s monthly reviews for February, March, April and May 2018 which were published on-line at:

http://staffnet.herts.ac.uk/our-university/ovc-latest-news.htm

813.2 National agenda for Higher Education

813.2.1 The Board noted a policy review prepared by Ms T James, Head of Policy.

813.2.2 In respect of degree apprenticeships, the Vice-Chancellor explained that it was now possible to transfer funding from the levy to more than one employer to enable them to deliver work-based training to their apprentices.

813.2.3 The Vice-Chancellor explained that Universities UK had been engaged to assist in settling the Universities Superannuation Scheme (USS) pension dispute and, together with the Universities and Colleges Union (UCU), had agreed to convene a Joint Expert Panel to review the valuation of the USS. The USS Trustee might choose to push forward with the scheme valuation process, which could lead to the USS enforcing higher USS pension costs on both institutions and staff from April 2019.

813.2.4 When the Horizon programme closed in 2020 it would be superseded by Horizon Europe, with a fund for research of 97.6bn Euros. It was not known at this stage whether UK researchers would have access to these funds.

813.2.5 The Vice-Chancellor reported that interest rates on student loans would rise in September 2019; in its submission to the Department for Education’ Review of Post-18 Education and Funding, the University had expressed concern over the level of interest paid and had commented that it would be more appropriate to restrict interest rates to the same level as the Retail Price Index. This stance had also been expressed by many other Higher Education Institutions together with the view that maintenance loans should revert to maintenance grants for less privileged students.

(STUDENT RECRUITMENT

Minute 814 is confidential and available to Members and Officers in Attendance only.

(Confidential Agenda Paper 6, refers.)

BOARD OF GOVERNORS

Dr L Mitchell reported on the non-confidential academic issues considered by the Board of Governors since the 14 March 2018 meeting of the Academic Board. Matters discussed had included strategic planning for 2020-2025, student recruitment, Office for Students registration, classroom refurbishment and the University's research into emergency response to chemical terrorism.
816  **RESEARCH - RESEARCH EXCELLENCE FRAMEWORK 2021**

The Vice-Chancellor reported that Professor J M Senior, Pro Vice-Chancellor (Research and Enterprise) had lobbied Research England on aspects of the assessment process for REF 2021. A favourable decision had been reached in respect of the number of impact case studies required to be submitted which would benefit institutions making smaller submissions. The University was now preparing for a second Mock REF exercise, and impact case studies were being developed.

(Agenda Paper 8, refers.)

817  **DEGREE APPRENTICESHIPS**

817.1 Dr Byford and Ms Gormley-Fleming were welcomed to the meeting.

817.2 Dr Byford reported that the apprenticeship development plans were proceeding well. In September 2017 there had been large cohorts from a small number of employers but this trend was changing and, with the exception of NHS Trusts, cohort sizes were now smaller and the number of employers was growing.

817.3 The Board recognised that the development of degree apprenticeship programmes was subject to any parameters set by the Institute for Apprenticeships (IFA) and the Education and Skills Funding Agency (ESFA).

817.4 In respect of quality assurance, the University was required to satisfy not only its own governance provisions but also those of the ESFA: it would be appropriate to embed the required processes into the University's existing functions. Both University staff and employers required support in delivering a degree apprenticeship in terms of training and development.

817.5 Reliable academic quality monitoring systems were required and consideration would be given to how employers might engage with programme committees in the management of the degree apprenticeship programmes. Consideration would also need to be given to the student experience for apprentices and how this experience would look based on the varying modes of delivery, together with the impact on the experience of the University-based students when apprentices were in the same classroom. In addition to the University's own academic quality monitoring systems, Schools would need to prepare for external monitoring, possibly by Ofsted.

817.6 Endpoint assessment would be carried out both within the University and externally. Responsibility for integrated endpoint assessment arrangements within the University would rest with the University. The University supported the growth of integrated assessment arrangements, though the IFA resisted such developments.

817.7 A significant challenge was understanding the skills needs in the market. Typically, the development of a degree programme might take place over 12-18 months but employers’ needs and decision-making processes were such that an apprenticeship programme might be required in a significantly shorter space of time and the University would need to be able to respond at greater speed than for more conventional degree programmes.

(Tabled Agenda Paper 9, refers.)

818  **STUDENT EDUCATIONAL EXPERIENCE**

818.1 Dr S M Jarvis, Pro Vice-Chancellor (Education and Student Experience) explained that Confidential Agenda Paper 10.1 represented a summary of ongoing work.
818.2 At its forthcoming Away Day, the Student Educational Experience Committee (SEEC) would explore the benefits of providing data of the level of engagement by students to both staff and students in order to enhance student learning and success.

*Minute 818.3 is confidential and available to Members and Officers in Attendance only.*

(Confidential Agenda Paper 10.1, refers.)

818.4 **Teaching Excellence Framework (TEF)**

818.4.1 The Board noted a UHQ message from Dr Jarvis concerning the recent announcement of the University's Gold Award.

818.4.2 On behalf of the Board of Governors, Mr Beazley thanked and congratulated the Vice-Chancellor and colleagues in the University on the achievement, the significance of which would be recognised when discussions by the Board of Governors of the strategic plans for 2020-2025 took place during the coming year.

818.4.3 The Vice-Chancellor and Dr Jarvis also thanked colleagues across the University on the success, acknowledging the contribution of the Hertfordshire Students' Union in the preparation of the submission.

(Agenda Paper 10.2, refers.)

818.5 **Module Feedback Questionnaire (MFQ) Semester B 2017-2018**

In noting the Semester B results, the Board acknowledged that despite the poor response rate, there had been some very good results and academic staff were encouraged to persuade students to respond to the Questionnaire in order to obtain statistically reliable information. The Chief Executive's Group would be considering a proposal to embed module feedback into the Guided Learner Journey.

(Agenda Paper 10.3, refers.)

818.6 **UPR TL04: 'The Recording of Teaching and Learning Sessions'**

818.6.1 On the recommendation of the Standing Working Party on UPRs (Section 2.1.1, Confidential Agenda Paper 11, refers) and SEEC (Minute 966, SEEC, 8 May 2018, refers), the Board approved a new UPR in respect of the recording of teaching and learning sessions for implementation with effect from 1 September 2018.

818.6.2 Significant positive feedback had been received from staff and students involved in pilots and a presentation on the outcome of the pilots would be made at the Annual Learning and Teaching Conference on 29 June 2018. Module Feedback Questionnaire responses had been good; students had found the recorded lectures interesting and there was substantial evidence of students revisiting and revising from the recorded sessions.

818.6.3 The recordings would be chiefly sound, rather than video. Appropriate training for staff was already being provided, which included encouraging students to engage in their learning, and this training would continue. In respect of what defined attendance, work was ongoing.

818.6.4 UPR IM08, Data Protection Policy and Privacy Statement, included guidance relating to the protection of recorded data, its copyright and Intellectual Property rights of the data. The Standing Working Party on UPRs had considered methods of ascertaining whether students were recording using their own equipment and it was satisfied that students should be asked to declare at the commencement of a lecture if they were recording.

(Agenda Paper 10.4, refers.)
818.7  **UPR HR11, 'Peer Review of Teaching' - Minute 758.6 refers**

818.7.1 On the recommendation of the Standing Working Party on UPRs (Section 2.1.2, Confidential Agenda Paper 11, refers) and SEEC (Minute 935.2, SEEC, 23 January 2018, refers), the Board approved amendments to UPR HR11, following the Academic Board's approval of the SEEC Peer Review of Teaching Working Group's recommendations on 15 November 2018.

818.7.2 Dr Jarvis explained that the process, the principles of which had been approved by the Board on 11 November 2017, would now focus on learning from observing good practice in what was now a more reflective environment.

(Agenda Paper 10.5, refers.)

818.8  **Office for Students registration and Access and Participation Plan 2019-2020**

818.8.1 In introducing a summary of the process undertaken in respect of the University's registration with the Office for Students and the Access and Participation Plan 2019-2020, Mrs S C Grant, Secretary and Registrar, reported that it was hoped the University would be admitted to the OfS register by September 2018.

818.8.2 The Access and Participation Plan 2019-2020 had been ambitious; there would be a period of consultation prior to the implementation of the Plan in 2019-2020 during which it was anticipated that there would be opportunity to adjust targets.

(Agenda Paper 10.6.1, refers.)

818.9  **Student discipline – Minutes 659.8 and 723.11 refer**

*Minute 818.9 is confidential and available to Members and Officers in Attendance only.*

819  **STANDING WORKING PARTY ON UNIVERSITY POLICIES AND REGULATIONS (UPRs)**

819.1 Mrs Grant explained that recommendations for amendment from constituent committees/boards of the Academic Board were considered on behalf of the Academic Board by its Standing Working Party on UPRs twice a year, though the majority of business was conducted in the Spring of each year. The Standing Working Party was authorised to approve amendments for clarification purposes, as set out in Sections 2.2.1-2.2.9 of Confidential Agenda Paper 11.

819.2 Minor amendment for clarification purposes would be made to Sections 5.5.1 and 5.5.3 of UPR AS12, ‘Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments (University and UK)’

(Confidential Agenda Paper 11, refers.)

819.3  **UPR TL04, 'The Recording of Teaching and Learning Sessions’**

(Minute 818.6, refers.)

819.4  **UPR HR11 - 'Peer Review of Teaching’**

(Minute 818.7, refers.)
The Board noted a report produced by the Joint Committee on Human Rights on ‘Freedom of Speech in Universities’ published on 27 March 2018.


The Vice-Chancellor reaffirmed his comments at a meeting of the Board of Governors on 20 March 2018 of the University's commitment to Free Speech, provided that it was lawful. The University observed strict protocols in respect of those invited to speak and the precautions required to be taken to ensure a satisfactory level of security and to meet its PREVENT duty.

In acknowledging the potential impact of degree apprenticeships on the University's principle that no undergraduate teaching should take place on Wednesday afternoons, the Vice-Chancellor commented that, whilst the position remained that Wednesday afternoons should remain free of teaching activities, it might be necessary to provide some tuition at that time to degree apprentices provided that they were not jointly taught with other undergraduate students.

The Board accepted a proposal from the Chief Executive's Group that the use of 'Chairman' to describe the individuals chairing Committees/Boards of the Academic Board should be replaced by 'Chair'.

The Board noted the schedule of Awards Ceremonies to take place at St Albans Abbey from Monday 3 September 2018 to Tuesday 11 September 2018 which included information on those receiving honorary awards.

(Agenda Paper 15.1, refers.)

The Board noted that two further Awards Ceremonies would take place on Saturday 1 December 2018 and Saturday 8 December 2018 at the Weston Auditorium, University of Hertfordshire, de Havilland Campus.

The Board approved the draft Annual Report to the Board of Governors, subject to the provision of additional information concerning the TEF Gold Award, degree apprenticeships and approval of a new UPR in respect of the recording of teaching and learning sessions.

(Agenda Paper 16, refers.)

The Board noted and approved Part II of the Agenda (Minutes 826-832).
826 ACADEMIC QUALITY

826.1 The Board noted the conclusions and recommendations of reports, for the period 17 January 2018-13 June 2018 in respect of new and reviewed/revalidated programmes, confirmed by the Chairman of the Student Educational Experience Committee and ratified by the Vice-Chancellor;

Hertfordshire Business School

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Programme Title</th>
<th>Date confirmed by Chairman of Student Educational Experience Committee</th>
<th>Date ratified by Vice Chancellor on behalf of Academic Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSDABOS</td>
<td>MSc Business and Organisational Strategy Senior Leader Level 7 Degree Apprenticeship</td>
<td>22/03/2018</td>
<td>23/03/2018</td>
</tr>
<tr>
<td>BSBRMK</td>
<td>BA (Hons) Marketing and Advertising, BA (Hons) Marketing with Digital Communications, BA (Hons) Marketing</td>
<td>18/05/2018</td>
<td>21/05/2018</td>
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</table>

Programmes reviewed / revalidated

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BSBOS</td>
<td>MSc Business and Organisational Strategy</td>
<td>22/03/2018</td>
<td>23/03/2018</td>
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School of Creative Arts

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Programme Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>TCMCTM</td>
<td>MA Creative Music Production, Postgraduate Music, Composition and Sound Technology (Note added to Awards title table)</td>
<td>18/12/2017</td>
<td>21/12/2017</td>
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School of Education

New Programmes

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<thead>
<tr>
<th>Programme Code</th>
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<th>Date confirmed by Chairman of Student Educational Experience Committee</th>
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</tr>
</thead>
<tbody>
<tr>
<td>EDPGIWEY</td>
<td>BA (Hons) Integrated Working with Children and their Families in the Early Years, Bradford</td>
<td>24/01/2018</td>
<td>31/01/2018</td>
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</table>

School of Health and Social Work

New Programmes

<table>
<thead>
<tr>
<th>Programme Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HSHAHCPFD</td>
<td>Nursing Associate Higher Apprenticeship</td>
<td>18/04/2018</td>
<td>18/04/2018</td>
</tr>
<tr>
<td>HSDANUR</td>
<td>BSc (Hons) Nursing Degree Apprenticeship</td>
<td>09/04/2018</td>
<td>10/04/2018</td>
</tr>
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</table>

The Board noted the withdrawn and suspended programmes, for the period 3 March 2018-13 June 2018 confirmed by the Chairman of the Academic Development Committee; and agreements signed between the University and Partner Organisations.
### School of Creative Arts

<table>
<thead>
<tr>
<th>Programme Code</th>
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<th>Date confirmed by Chairman of School Academic Committee</th>
<th>Date confirmed by Chairman of Academic Development Committee</th>
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<tbody>
<tr>
<td>826.2.1</td>
<td>Fd Creative Enterprise- <strong>NHC</strong> (Illustration/ Fashion and Textiles)- suspension for 2018</td>
<td>05/04/2018</td>
<td>24/04/2018</td>
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### School of Education

#### Programmes/ Courses/ Courses Instances (CIs) withdrawn

<table>
<thead>
<tr>
<th>Programme Code</th>
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<th>Date confirmed by Chairman of Academic Development Committee</th>
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<tr>
<td>826.2.2</td>
<td>Foundation Degree Early Years, F-T at WHC</td>
<td>04/01/2018</td>
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### School of Health and Social Work

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<tbody>
<tr>
<td>826.2.3</td>
<td>MSc Advanced Paramedic Practice (Critical Care)</td>
<td>08/03/2018</td>
<td>05/04/2018</td>
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<tr>
<td>826.2.4</td>
<td>BSc (Hons) International Nursing</td>
<td>08/03/2018</td>
<td>05/04/2018</td>
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<tr>
<td>826.2.5</td>
<td>MSc Wellbeing</td>
<td>01/03/2018</td>
<td>24/04/2018</td>
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#### Programmes suspended

<table>
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<th>Programme Code</th>
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<th>Date confirmed by Chairman of Academic Development Committee</th>
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<tr>
<td>826.2.6</td>
<td>BSc (Hons) Nursing - LD Study Centres</td>
<td>19/04/2018</td>
<td>09/05/2018</td>
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<tr>
<td>826.2.7</td>
<td>MSc Nursing - Child, LD and MH fields</td>
<td>27/04/2018</td>
<td>09/05/2108</td>
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### School of Humanities

#### Programmes suspended

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Programme Title</th>
<th>Date confirmed by Chairman of School Academic Committee</th>
<th>Date confirmed by Chairman of Academic Development Committee</th>
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</thead>
<tbody>
<tr>
<td>826.2.8</td>
<td>Joint Honours programme - award routes only</td>
<td>19/04/2018</td>
<td>25/04/2018</td>
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### School of Life and Medical Science

#### Programmes/ Courses/ Courses Instances withdrawn

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<th>Programme Code</th>
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<th>Date confirmed by Chairman of Academic Development Committee</th>
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<tbody>
<tr>
<td>826.2.9</td>
<td>MSc Pharmaceutical Sciences</td>
<td>19/03/2018</td>
<td>29/03/2018</td>
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<tr>
<td>826.2.10</td>
<td>MSc Health Informatics</td>
<td>19/03/2018</td>
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#### Programmes suspended

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<tbody>
<tr>
<td>826.2.11</td>
<td>Initial Year Science Extended Degree - WHC (Physical Sciences / Mathematics) - suspension for 2018</td>
<td>21/03/2018</td>
<td>29/03/2018</td>
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<tr>
<td>826.2.12</td>
<td>Fd Sports Studies - WHC</td>
<td>21/03/2018</td>
<td>16/04/2018</td>
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(Agenda Paper A.1, refers.)
826.3 **External examiners**

The Board noted the full list of appointments of External Examiners across all Schools.

(Confidential Agenda Paper A.2, refers.)

826.4 **Boards of Examiners - 2017-2018**

The Board noted amendments in respect of chairmanship of Boards of Examiners:

826.4.1 Hertfordshire Law School, 7 March 2018 (Confidential Agenda Paper A.3.1, refers);

826.4.2 School of Health and Social Work:
   i 19 April 2018 (Confidential Agenda Paper A.3.2, i, refers);
   ii 11 May 2018 (Confidential Agenda Paper A.3.2, ii, refers);

826.4.3 School of Engineering and Technology,
   i 16 May 2018 (Confidential Agenda Paper A.3.3, i, refers);
   ii 4 June 2018 (Confidential Agenda Paper A.3.3, ii, refers);

826.4.4 School of Life and Medical Sciences, 18 May 2018 (Confidential Agenda Paper A.3.4, refers).

826.5 **Research Degrees**

The Board noted the research degrees awarded during the period 1 February 2018-31 May 2018.

(Agenda Paper A.4, refers.)

826.6 **Research Centres**

The Board noted the current Research Centres.

(Agenda Paper A.5, refers.)

827 **ANNUAL REPORTS**

827.1 **ANNUAL REPORTS AND MEETING REPORTS OF BOARDS AND COMMITTEES OF THE ACADEMIC BOARD**

827.1.1 **Academic Standards and Audit Committee**

The Board noted a report of the meetings of the Academic Standards and Audit Committee held on 30 January and 20 March 2018 from Dr F L Haddleton, Director of Academic Quality Assurance, Chairman of the Committee.

(Agenda Paper B.1.1, refers.)

827.1.2 **Academic Development Committee**

The Board noted a report of the meetings held on 24 January and 21 March 2018 from Professor Campbell, Chairman of the Committee.

(Agenda Paper B.1.2, refers.)
827.1.3 Ethics Committee for Studies Involving Human Participants (‘Ethics Committee’)

The Board noted a report of the meeting held on 31 January 2018 from Professor W B Hunt, Chairman of the Committee.

(Confidential Agenda Paper B.1.3, refers.)

827.1.4 Research Degrees Board

i The Board noted a report of the meetings held on 18 January and 8 March 2018 from Dr S Grey, Director of the Doctoral College, Chairman of the Research Degrees Board.

(Agenda Paper B.1.4,i, refers.)


(Agenda Paper B.1.4, ii, refers.)

827.1.5 Research Committee

The Board noted a report of the meeting held on 1 March 2018 from Professor Senior, Chairman of the Committee.

(Agenda Paper B.1.5, refers.)

827.1.6 Student Educational Experience Committee

The Board noted a report of the meetings held on 23 January and 13 March 2018 from Dr Jarvis, Chairman of the Committee.

(Agenda Paper B.1.6, refers.)

827.1.7 Higher Doctorate Degrees Board

The Board noted that the Board was convened on an ad hoc basis to consider individual candidates and that, during the Academic Year, 1 September 2017-31 August 2018, it had not been necessary for it to do so.

827.1.8 Honorary Awards Board

The Board noted the decisions taken by the Honorary Awards Board concerning the honorary awards and titles to be conferred in the following Academic Year (Agenda Paper 15.1, refers). This report constituted the Annual Report of the Honorary Awards Board to the Academic Board.

827.1.9 School Academic Committees - Minutes and reports

i The Board noted the most recent Minutes in publication which could be viewed via the following links:

a School of Computer Science

http://sitem.herts.ac.uk/secreg/SAC-COM.htm

b School of Creative Arts

1 http://sitem.herts.ac.uk/secreg/SAC-CTA.htm

2 Annual Report (Agenda Paper B.1.9, b, refers);

c School of Education

http://sitem.herts.ac.uk/secreg/SAC-EDU.htm
School of Engineering and Technology
http://sitem.herts.ac.uk/secreg/SAC-ENT.htm

School of Health and Social Work
http://sitem.herts.ac.uk/secreg/SAC-HSK.htm

Hertfordshire Business School
http://sitem.herts.ac.uk/secreg/SAC-HBS.htm

School of Humanities
http://sitem.herts.ac.uk/secreg/SAC-HUM.htm

Hertfordshire Law School
1 http://sitem.herts.ac.uk/secreg/SAC-LAW.htm
2 Annual Report (Agenda Paper B.1.9, h, refers);

School of Life and Medical Sciences
1 http://sitem.herts.ac.uk/secreg/SAC-LMS.htm
2 Annual Report (Agenda Paper B.1.9, i, refers);

School of Physics, Astronomy and Mathematics
1 http://sitem.herts.ac.uk/secreg/SAC-PAM.htm

827.2 ANNUAL REPORTS - CENTRES AND UNITS

827.2.1 Record of Annual Reports
The Board noted the record of Annual Reports received by the Board to date.
(Agenda Paper B.2.1, refers.)

827.2.2 HR development Annual Report
(Agenda Paper B.2.2, refers.)

827.2.3 Health and Safety
The Board noted the Annual Report of the Director of Health, Safety and Workplace Wellbeing for the period 2016-2017 from Ms M Kanwar, Director of Health, Safety and Workplace Wellbeing, which had been noted by the Board of Governors on 5 June 2017.
(Confidential Agenda Paper B.2.3, refers.)

827.2.4 Academic and research health - Minutes 637.3 and 734.11 refer
The Board noted that an annual statement concerning the academic and research health of Schools for 2017-2018 would be noted on 21 November 2018.
Dean of Students

The Board noted that an Annual Report of the Office of the Dean of Students for 2016-2017 had been noted on 14 March 2018, the Annual Report in respect of 2017-2018 would be due on 21 November 2018.

Student discipline

The Board noted a report from Mrs Ward for the period 2016-2017.

(Student Agenda Paper B.2.6, refers.)

COMMITTEES AND BOARDS OF THE ACADEMIC BOARD

Committee and Board structures

Academic Board

The Board noted amendments to the terms of reference of the Academic Board, approved by the Vice-Chancellor on 21 May 2018 (2018-06-01-Constitution).

(Agenda Paper C.1.1, refers.)

Academic Standards and Audit Committee

The Board noted amendments to the terms of reference of the Academic Standards and Audit Committee, approved by the Vice-Chancellor on 21 May 2018 (2018-07-01-Constitution).

(Agenda Paper C.1.2, refers.)

Research Committee

The Board noted amendments to the terms of reference of the Research Committee, approved by the Vice-Chancellor in May 2018 (2018-05-24-Constitution).

(Agenda Paper C.1.3, refers.)

Student Educational Experience Committee

The Board noted amendments to the terms of reference of the Student Educational Experience Committee, approved by the Vice-Chancellor on 21 May 2018 (2018-06-01-Constitution).

(Agenda Paper C.1.4, refers.)

Minutes published

The Board noted publication of the minutes of the following meetings of boards and committees of the Academic Board:

- Academic Development Committee: 24.01.2018, 21.03.2018
- Academic Standards and Audit Committee: 30.01.2018, 20.03.2018
- Ethics: 02.05.2018
- HHEC-CQC: 07.12.2017, 01.02.2018
- Research Committee: 01.03.2017
- Research Degrees Board: 08.03.2018
- Student Educational Experience Committee: 13.03.2018, 08.05.2018
School Academic Committees:
SAC-COM 18.10.2017; 07.02.2018
SAC-CTA 28.02.2018
SAC-EDU 21.02.2018
SAC-ENT 07.03.2018
SAC-HBS 28.02.2018
SAC-HSK 01.03.2018
SAC-HUM 21.02.2018
SAC-LAW 21.03.2018
SAC-LMS 06.03.2018
SAC-PAM 07.03.2018

829 SCHOOL STRUCTURES
The Board noted Schools’ current internal structures.
(Agenda Paper D, refers.)

830 APPROVED TITLES
The Board noted that the latest information provided by Schools in accordance with the requirements of UPR HR01 (‘Approved Titles’), concerning holders of approved titles would be reported on 21 November 2018.

831 STUDENTS’ UNION
The Board noted the appointment of sabbatical officers with effect from 2 June 2018, concluding 1 June 2018:

President: vacant
Vice-President Activities: Amal Jolly
Vice-President Community: Anis Aman
Vice-President Education: Zaina Hakim
Vice-President Services: Sanchit Agrawal

832 MATTERS REPORTED FOR INFORMATION
832.1 Ms Julia Bradbury
The Board noted with regret the death on 5 March 2018 of Ms Bradbury, formerly an administrator in the School of Life and Medical Sciences. A letter of condolence had been sent to her family.

832.2 Mr Alan Brownbill
The Board noted with regret the death on 20 February 2018 of Mr Brownbill, former member of staff in the Mental Health Team. Mr Brownbill had joined the University as a senior lecturer in 1993 from the former Herts College of Health Care Studies. A letter of condolence had been sent to his family.
832.3 Senior academic appointments

832.3.1 Dean, School of Creative Arts

The Board noted the appointment of Dr P Healey Dean, School of Creative Arts, with effect from 2 July 2018.

832.3.2 Dean, Hertfordshire Law School

The Board noted the substantive appointment of Ms P Carey, Dean, Hertfordshire Law School, with effect from 1 May 2018.

832.4 Senior professional appointments

832.4.1 Director of Legal and Compliance Services and University Solicitor

The Board noted the substantive appointment of Mr A Hall as Director of Legal and Compliance Services and University Solicitor with effect from 6 April 2018.

832.4.2 Head of Corporate Services and Deputy Secretary and Registrar

The Board noted the appointment of Mrs H Davidson as Head of Corporate Services and Deputy Secretary and Registrar with effect from 5 March 2018.

832.5 Emeritus Professorships

The Board noted the appointment of Emeritus Professor of Professor D B Christianson, following his retirement from the University in May 2018.

832.6 Resignations

832.6.1 Dean, School of Humanities

The Board noted the resignation of Mr J Ridgman, Dean of the School of Humanities, who will retire from the University with effect from 31 August 2018.

833 EMERGENCY BUSINESS

833.1 Changes in Schools

833.1.1 Professor I G Campbell, Deputy Vice-Chancellor, informed the Board that, in March 2018, there had been a number of changes within the Schools. New Deans had been appointed in the School of Creative Arts and the Hertfordshire Law School (Minutes 832.3.1 and 832.3.2 respectively, refer). Department realignments had taken place in the School of Health and Social Work, School of Life and Medical Sciences and the Hertfordshire Business School.

833.1.2 On 19 June 2018 Professor Campbell had made a UHQ announcement concerning the merging of the Schools of Engineering and Technology and Computer Science. Dr R A Day, Dean of the School of Engineering and Technology, would lead the new School which would come into full operation with effect from September 2019. The merger was designed to enable the University to benefit from the combined strengths of the two Schools, to include stronger industry partnerships, greater research activity, opportunity for development of new joint study programmes and to help the University to address the Government’s industrial strategy and degree apprenticeship agenda. Professor Campbell paid tribute to Professor W Clocksin, Dean of the School of Computer Science, who would step down after eight years as Dean with effect from 31 July 2018; his leadership the School had led to a number of notable achievements including the establishment of the new Cyber Security Centre.
833.2 **Associate Professorships**

Professor Campbell reminded the Board that the Associate Professorship scheme had been launched in December 2017 to enable the University to give due recognition to excellence in learning and teaching, enterprise and entrepreneurship. The greatest proportion of applications had come from women. 17 of the 54 applicants were appointed with effect from 20 June 2018:

833.2.1 **Associate Professors (Enterprise and Entrepreneurship)**

i. Mr Richard Smith, School of Life and Medical Sciences  
ii. Ms Jane Turner, School of Education  
iii. Mr Felix Zhu, School of Engineering and Technology

833.2.2 **Associate Professors (Learning and Teaching)**

i. Mr David Allen, School of Education  
ii. Ms Rosemary Allen, School of Education  
iii. Ms Irene Anderson, School of Health and Social Work  
iv. Ms Lyndsay Duthie, School of Creative Arts  
v. Dr Suzanne Fergus, School of Life and Medical Sciences  
vi. Dr Theo Gilbert, School of Humanities  
vi. Ms Lynn Vos, Hertfordshire Business School  
viii. Ms Scarlett Xiao, School of Engineering and Technology

833.2.3 **Associate Professors (Research)**

i. Dr Virginie Barral, Hertfordshire Law School  
ii. Dr Ian Johnston, School of Engineering and Technology  
iii. Dr Fang Liu, School of Life and Medical Sciences  
v. Dr Stewart Kirton, School of Life and Medical Sciences  
v. Dr Daniel MCluskey, School of Engineering and Technology  
vi. Dr Daniel Smith, School of Physics, Astronomy and Mathematics

833.3 The successful candidates were congratulated on their appointments, which would also be noted by the Board of Governors.

834 **SCHEDULE OF MEETINGS - 2018-2019**

Wednesday, 21 November 2018;  
Wednesday, 13 March 2019;  
Wednesday, 26 June 2019;  

to be held in the Central Committee Room at 14.00 hours

835 **DATE OF NEXT MEETING**

Wednesday, 21 November 2018, at **14.00** hours, in the Central Committee Room, MacLaurin Building.

Agenda items should be notified to the Clerk by Wednesday, 31 October 2018. Supporting papers must be lodged with the Clerk by **Wednesday, 7 November 2018** (e-mail: j.h.2.allen; Telephone ext 4902).

It will be assumed that all items from the Schools have been submitted with the approval of the relevant Dean of School.