UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

ACADEMIC BOARD

Minutes of the meeting of the Academic Board held on 20 November 2019.

PRESENT: Professor Quintin McKellar (Chair)

Sue Grant  Sharon Harrison-Barker  Dr Theo Gilbert
Julie Newlan  Dr David Ford  Dr Stewart Kirton
Dr Lyn Trodd  Geri Ward  Alan Lambert
Penny Carey  Amy Holloway-Smith  Amanda Yip
Dr Richard Southern  Ewelina Roberts  Sofie Mallick
Phil Healey  Bradley Johnson  Amanda Relph

IN ATTENDANCE:

Dr Susan Grey  Dr Frank Haddleton  Leire Caselles Vallejo

APOLOGIES:

Dr Sal Jarvis  Professor John Senior  Professor Anne Murphy
Rida Shafqat  Ray Wilkinson  Judy St John
Alistair Moffat  Karen Barton  Helen Davidson

1 MEMBERSHIP

1.1 The Board noted the current membership and changes to the following categories:

1.2 Category 2: Deputy Vice-Chancellor (Vice-Chair of the Board)

Following Professor Ian Campbell’s departure from the University, this membership category was vacant. Professor Matthew Weait would take up this position in March 2020.

1.3 Category 3: Secretary and Registrar who shall be Secretary to the Board

1.3.1 Sue Grant, Secretary and Registrar, would be retiring at the end of the year. The Board thanked Sue Grant for her outstanding contribution to the business of the Academic Board and the University as a whole and wished her well in her retirement.

1.3.2 The Board was delighted to note that Sharon Harrison-Barker, currently Academic Registrar, would succeed Sue Grant as Secretary and Registrar.

1.4 Category 4: Pro Vice-Chancellor (Education and Student Experience)

Dr Sal Jarvis, Pro Vice-Chancellor (Education and Student Experience), was leaving the University at the end of the year to take up the post of Deputy Vice Chancellor, Education at the University of Westminster. In Dr Jarvis’s absence, the Board acknowledged her excellent contribution to the University and wished her the best in her new post.

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

Phil Healy, Dean of School of Creative Arts, had been appointed to this membership category, with effect from 1 September 2019.

1.6 Category 11: Two (2) members of the professional staff elected by the professional staff

Following an election process, Bradley Johnson had been appointed to membership of the Board in this category. The Board welcomed him to his first meeting.
1.7 **Category 12: Eight (8) members of the academic staff elected by the academic staff**

The Board noted, following an election process, Sofie Mallick and Amanda Relph had been appointed to membership of the Board in this category and welcomed them to their first meeting.

1.8 **Category 13: A teacher nominated by the Academic Board to serve as a member of the Board of Governors following election by the academic staff as a whole**

*Minute 1.8 is confidential and available to Members and Officers in Attendance only.*

(Confidential Agenda Paper 2, refers.)

2 **MINUTES - 26 JUNE 2019**

The Minutes were confirmed and signed.

(Confidential Agenda Paper 3, refers.)

3 **ANY MATTERS ARISING FROM THE MINUTES NOT TAKEN ELSEWHERE ON THE AGENDA**

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

4 **NATIONAL AGENDA FOR HIGHER EDUCATION**

4.1 The Board received a paper prepared by the Head of Policy, Tamsin James, on recent policy and political developments impacting on UK higher education.

4.2 In introducing the paper, the Vice-Chancellor commented on recent political events and remarked that the Rt Hon Chris Skidmore MP had been reappointed to the role of Universities' Minister.

4.3 Regarding the upcoming general election, political parties had not yet published their manifestos, although aspects of their policy positions were emerging. The Labour Party had announced that they would introduce an entitlement to six years of free study for every adult, up to level 6. They also planned to introduce maintenance allowances for both students in higher and further education. The Liberal Democrats planned to introduce a 'skills wallet' allowing every adult in England to access £10,000 over the course of their life to invest in education and training. Labour’s proposed elimination of fees would likely mean the introduction of a cap. In this scenario, the University’s position would be somewhat less financially affected than other institutions due to the large cohort of international students and other income streams.

(Agenda Paper 6, refers.)

5 **STRATEGIC PLAN 2020-2025**

5.1 The Board received a report prepared by the Head of Policy, Tamsin James, concerning the University’s Strategic Plan for 2020 – 2025.

5.2 In introducing the report, the Vice-Chancellor highlighted that the Plan had been approved by the Board of Governors at their October meeting. The Chief Executive Group (CEG) would now take forward the Strategic Plan for implementation from September 2020.

5.3 As the Board had seen previously, the purpose of the University had now moved towards transforming lives. The University would do this by offering opportunity, building community and embracing flexibility.

5.4 A series of objectives and targets had now been developed under the Plan’s strands of Education and Student Experience, Research, Enterprise and Global Engagement. Discussions around the actions and timescales required to achieve these objectives and targets would be the main feature of the CEG December away day. Staff wishing to
contribute to these discussions should feed this through their Dean of School in the first instance but could also do so directly through the Board.

(Confidential Agenda Paper 7, refers.)

**RESEARCH**

6 **UPDATE ON THE REF 2021 CODE OF PRACTICE AND PREPARATIONS**

6.1 The Board received a report prepared by Professor John Senior, Pro Vice-Chancellor (Research and Enterprise), concerning preparations for REF2021.

6.2 The Board noted that the University’s REF2021 Code of Practice had been approved by Research England, thus enabling the University to participate in REF2021. The full document was available on HertsHub.

(Confidential Agenda Paper 8, refers.)

7 **GLOBAL CODE OF CONDUCT FOR RESEARCH IN RESOURCE POOR SETTINGS**

7.1 The Board considered and approved a recommendation from the Research Committee to adopt the Global Code of Conduct for Research in Resource Poor Settings. The Board agreed that, while strongly related to the Concordat to Support Research Integrity, the Code stood on its own and should be explicitly adopted.

7.2 The Board noted that any research projects led by the University taking place in low income countries would have gone through the University’s ethical approval process.

(Agenda Paper 9, refers.)

8 **POSTGRADUATE RESEARCH EXPERIENCE SURVEY (PRES) 2019**

8.1 The Board received a report from the Director of the Doctoral College, Dr Susan Grey, on the recent Postgraduate Research Experience Survey (PRES) 2019 results for the University.

8.2 The University’s response rate for PRES 2019 had been 62%, which was much higher than the national average of 42% where over 50,000 students had participated. Levels of satisfaction for UH students were high with 84% responding positively to the question on overall satisfaction. This was 3% above the Russell Group benchmark and additionally represented an increase of 2% on the University’s results in 2017.

8.3 The Benchmark Comparison showed an excellent performance against all the core measures, with the University’s results outperforming all benchmark groups for all of them excepting Resources in which the University equalled the Russell Group benchmark thus reflecting an overall performance in the first quartile (Figure 2, Confidential Agenda Paper 10, refers). Although Resources was the only score positioned in the second quartile, with all other core areas in the first quartile, it was nonetheless still equal to or above the other benchmark comparisons. The Board noted that these were excellent results and congratulated Dr Grey on this outstanding performance.

*Minute 8.4 and 8.5 are confidential and available to Members and Officers in Attendance only.*

(Confidential Agenda Paper 10, refers.)
9 REPORT FROM DR SAL JARVIS, PRO VICE-CHANCELLOR (EDUCATION AND STUDENT EXPERIENCE)

9.1 The Board received a report by the Pro Vice-Chancellor (Education and Student Experience), Dr Sal Jarvis, on work in relation to student voice activity, academic support; and staff development/support.

9.2 The new arrangements for module feedback agreed at the end of the previous academic year were now in place. Mid-module feedback would be gathered informally by all module leaders, while the more formal Module Feedback Questionnaires (MFQs) would be conducted at the end on approximately two thirds of modules. Modules would be selected for formal feedback on a risk-based approach, for example, those with low pass rates, poor NSS results or low response rates to the previous year’s MFQs. The Board also noted Schools had mechanisms in place to recognise, reward and share good practice but acknowledged continued work on this was required.

9.3 Programme Leaders (PLs) had been identified as crucial for the student experience. Schools that did well in the National Student Survey (NSS) had PLs that engaged very well with students. A more structured approach to providing support for PLs across the Institution was being worked on and included identifying best practice in recognition, reward and support for PLs.

9.4 The Access and Participation Plan (APP) had been approved by the Office for Students (OfS), subject to a condition that the University must supply additional information that demonstrated progress was being made towards closing attainment gaps. The Board noted that failure to achieve the targets set by the APP would prevent the University from being able to charge higher fees. Work to raise awareness among staff of the importance of achieving APP targets was in progress, as it was essential that all University staff lived by them. Schools would now be provided with their own set of data so plans to achieve the targets could be developed at local level. The APP was accessible at the following link:

https://www.herts.ac.uk/__data/assets/pdf_file/0003/261471/UniversityOfHertfordshire_APP_2020-21_V1_10007147.pdf

9.5 The report also provided an update on the Timetable Review. The Board noted that actions arising from the Timetable Review recommendations would be moving in parallel with the Student Administration (StAR) Review.

9.6 The Board was advised of the requirement to publish, by July 2020, an evaluative degree outcomes statement concerning the University’s commitment to protect the value of UK degrees and to transparent, consistent and fair academic standards. The statement would be developed and brought to a future meeting to seek the Board’s recommendation that the statement be approved by the Board of Governors.

(Confidential Agenda Paper 11, refers.)

10 NATIONAL STUDENT SURVEY (NSS) RESULTS 2019

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

(Confidential Agenda Paper 12, refers.)

11 REPORT FROM THE STUDENT PERFORMANCE MONITORING GROUP (SPMG)

Minute 11 is confidential and available to Members and Officers in Attendance only.

(Confidential Agenda Paper 13, refers.)
12 BLACK, ASIAN AND MINORITY ETHNIC STUDENTS (BAME) ATTAINMENT GAP

12.1 The Board received an oral report from Amanda Yip, member of the BAME Success and Access and Participation Plan Working Group, on the progress of the BAME Success work.

12.2 BAME student advocates had been appointed for this academic year. A higher number of applications had been received this year to a total of 72. Twenty-two candidates had been shortlisted and nine new advocates had been appointed who were working with the four advocates continuing from last year. Nine advocates would link with schools and the four ‘central advocates’ would work with Careers (two), Hertfordshire students union, and the Learning and Teaching Innovation Centre (LTIC) on strategy and policy.

12.3 The Head of Widening Access and Student Success (WASS), Laide Bissessar, had met with Deans of School to talk about the attainment gap in their Schools.

12.4 The BAME student success working group had met and identified four sub working groups to carry out focused activities: ‘Decolonising the curriculum’, ‘academic integrity’, ‘student support’ and ‘evaluation’. Objectives would include reviewing value added scores to identify programmes who had shown three years of continuous improvement to share good practice and positive interventions as well as following up with programme leaders with static or reducing VA scores to work with them directly.

12.5 Black History Month events had taken place in October. There was a need to improve Board Members’ visibility during Black History Month in subsequent years and it was agreed that more advance notice would be given so appropriate attendance to main events could be ensured.

13 EQUALITY AND HUMAN RIGHTS COMMISSION (EHRC) REPORT

13.1 The Board considered the Equality and Human Rights Commission (EHRC) report, Tackling racial harassment: universities challenged, which could be found at the following link:


13.2 As part of Members’ commitment to educating themselves on issues facing BAME students, the Board also considered and discussed a video on the effect of micro aggressions:


14 REPORT FROM THE DEAN OF STUDENTS

Minute 14 is confidential and available to Members and Officers in Attendance only.

OTHER MATTERS

15 RECRUITMENT

Minute 15 is confidential and available to Members and Officers in Attendance only.

(Confidential Agenda Paper 17, refers.)
16  **STAR REVIEW UPDATE**

16.1 The Board received a report prepared by the Student Administration Review (StAR) Implementation Project Manager, Gill Sadler, concerning the progress in implementing the review recommendations.

16.2 The review report contained 24 recommendations, with the most significant being to consolidate student administration into one organisational unit within Academic Registry, with services delivered through three student-facing hubs located across two campuses. It was anticipated that the new service would be launched by the end of April 2020 with a transition period up to the beginning of the 2020/2021 academic year. No delays were expected, however, if deadlines were not met, the implementation would be postponed to the start of the next academic year.

16.3 Benefits of implementing the recommendations included consistency of service and outcome for students visiting any of the hubs, as well as greater accessibility. The new job roles would focus on a smaller range of tasks, allowing staff to develop specialist skills and expertise, as well as reducing single-person dependency and providing clearer career structures. Quality of the data provided to regulatory bodies would also be timelier and more robust.

16.3 A formal consultation would be launched on Friday 22 November 2019 and individual letters were being prepared for affected staff. A site had been set up in HertsHub, where the consultation document and other relevant information would be available.

(Clerk’s note: The StAR Project HertsHub page can be found at the following link: https://herts365.sharepoint.com/sites/Improvement-and-change/SitePages/Student-administration-review.aspx)

16.4 The Board noted changes resulting from the StAR review were about improving processes and services provided to students. It was acknowledged, however, that the changes would mean a greater separation between academic and professional staff, and there was a need to ensure the University community stayed integrated and worked together as a single institution.

(Confidential Agenda Paper 18, refers.)

17  **ACADEMIC QUALITY REVIEW**

The Board noted that the Terms of Reference for part 2 of the review had been approved by CEG, and that Southern Universities Management Services (SUMS) would be leading it, focussing on the 6 themes identified from Part 1 of the review.

(Confidential Agenda Paper 19, refers.)

18  **CLERK’S REPORT**

18.1 The Clerk explained that the Clerk’s report substituted Part II of the agenda.

18.2 No indications that Members wished to comment on any item in the Clerk’s report had been received and therefore the report was taken as noted and approved.

(Agenda Paper 20 and Minutes 19-38, refer.)
**ACADEMIC QUALITY**

**19.1 New, reviewed, revalidated, withdrawn and suspended programmes**

**19.1.1 New, reviewed and revalidated programmes**

The Board noted the conclusions and recommendations of reports, for the period 7 June 2019 – 1 October 2019 in respect of new and reviewed/revalidated programmes, confirmed by the Chair of the Student Educational Experience Committee and ratified by the Vice-Chancellor:

**School of Creative Arts**

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<thead>
<tr>
<th>Ref No</th>
<th>Programme Code</th>
<th>Programme Title</th>
<th>Date confirmed by Chairperson of SEEC</th>
<th>Date ratified by Vice Chancellor on behalf of Academic Board</th>
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<tr>
<td><strong>New Programmes</strong></td>
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<tr>
<td>1</td>
<td>CTWSLOGD</td>
<td>BA (Hons) Graphic Design - SDL</td>
<td>17/07/2019</td>
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<td><strong>Programmes reviewed / revalidated</strong></td>
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<td>CTSNADM</td>
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<tr>
<td>4</td>
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<td>17/07/2019</td>
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<tr>
<td>5</td>
<td>CTFA</td>
<td>BA (Hons) Fine Art</td>
<td>30/07/2019</td>
<td>01/08/2019</td>
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<tr>
<td>6</td>
<td>CTGDIL</td>
<td>Graphic Design and Illustration</td>
<td>06/08/2019</td>
<td>07/08/2019</td>
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**School of Education**

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<td><strong>New Programmes</strong></td>
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<td>7</td>
<td>EDTAPG</td>
<td>Postgraduate Teaching Apprenticeship</td>
<td>26/06/2019</td>
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**School of Health and Social Work**

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<td><strong>New Programmes</strong></td>
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<tr>
<td>8</td>
<td>HSDAACPM and HSACPM</td>
<td>MSc Advanced Clinical Practice (Degree Apprenticeship) and standard MSc</td>
<td>01/07/2019</td>
<td>02/07/2019</td>
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<tr>
<td>9</td>
<td>HSHAHCDFD and HSHCPFD</td>
<td>Nursing Associate Higher Apprenticeship and Nursing Associate (standard Foundation Degree)</td>
<td>10/07/2019</td>
<td>11/07/2019</td>
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Hertfordshire Business School

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<tr>
<td>10</td>
<td>BSITBA</td>
<td>BA (Hons) Business Administration - INTI</td>
<td>26/06/2019</td>
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<td>11</td>
<td>BSUAQBMI</td>
<td>BA (Hons) Business Management &amp; Innovation (UCSA)</td>
<td>05/07/2019</td>
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School of Life and Medical Science

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<td>12</td>
<td>LMDAABS</td>
<td>BSc (Hons) Applied Biomedical Science (Work-based) - Degree Apprenticeship</td>
<td>26/06/2019</td>
<td>27/06/2019</td>
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19.1.2 Withdrawn and suspended programmes

The Board noted the withdrawn and suspended programmes, for the period 7 June 2019 – 6 November 2019 confirmed by the Chair of the Academic Development Committee; and agreements signed between the University and Partner Organisations.

School of Education

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<tr>
<th>Ref No</th>
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<th>Date confirmed by Chairperson of ADC</th>
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<tr>
<td>1</td>
<td>EDPGIWEYFD</td>
<td>FdA Integrated Working with Children and Families in Early Years, Pen Green - delivery at Kegworth</td>
<td>07/08/2019</td>
<td>23/09/2019</td>
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Programmes suspended

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<th>Date confirmed by Chairperson of ADC</th>
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<td>2</td>
<td>HEN</td>
<td>Foundation Degree Early Years, North Herts College</td>
<td>09/07/2019</td>
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School of Engineering and Computer Science

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<th>Date confirmed by Chairperson of ADC</th>
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<td>4</td>
<td>ENDAMAN</td>
<td>Engineering Degree Apprenticeship (Manufacturing)</td>
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<td>Ref No</td>
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<td>Programme Title</td>
<td>Date confirmed by Chair of SAC</td>
<td>Date confirmed by Chairperson of ADC</td>
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<tr>
<td>5</td>
<td>CMCSM</td>
<td>Artificial Intelligence with Robotics</td>
<td>06/06/2019</td>
<td>21/06/2019</td>
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<tr>
<td>6</td>
<td>CMCSM</td>
<td>Computer Networking Principles and Practice</td>
<td>06/06/2019</td>
<td>21/06/2019</td>
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<tr>
<td>7</td>
<td>EIEF</td>
<td>Extended Degree Engineering and Technology at NHC</td>
<td>16/09/2019</td>
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School of Health and Social Work

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<tr>
<td>8</td>
<td>HHNURAWB/HHNURCWB/HHNURLDWB/HHNURMHWB</td>
<td>BSc (Hons) Nursing - work based course instances</td>
<td>03/09/2019</td>
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Hertfordshire Business School

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<td>9</td>
<td>BSUAAPP</td>
<td>BA (Hons) Applied Professional Practice</td>
<td>04/07/2019</td>
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School of Life and Medical Science

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<tr>
<td>10</td>
<td>LMOAMFD</td>
<td>FdSc Animal Management- OAK</td>
<td>14/06/2019</td>
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(Confidential Appendix A.1, Agenda Paper 20, refers.)

19.2 **External examiners**

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

(Confidential Appendix A.2, Agenda Paper 20, refers.)

19.3 **Internal examiners**

19.3.1 The Board noted that Deans of School were responsible for allocating academic staff to teach on the modules offered by their respective Schools. Internal Examiners, a subset of this module teaching team, were responsible for setting assessment tasks and marking the resultant student work. Deans of School or their nominees also appointed internal moderators, with appropriate expertise in the relevant subject area. The role of the internal moderator was to oversee the assessment process for the module, by reviewing assessment tasks and internally moderating marked student work (as set out in UPR AS12, Section 5 and UPR AS13, Section 5).
19.3.2 As part of their remit, External Examiners also had a role in reviewing assessment tasks and moderating marked student work (as set out in UPR AS12, Section 5 and UPR AS13, Section 5). Arrangements for the appointment of External Examiners were set out in UPR AS17.

19.4 Amendments to Exam Boards 2018-2019

The Board noted amendments in respect of chairmanship of Boards of Examiners for 2018-2019, approved by the Vice-Chancellor, as follows:

19.4.1 School of Life and Medical Sciences (Confidential Appendix A.4.1.i, Agenda Paper 20, refers);

19.4.2 School of Engineering and Computer Science (Confidential Appendix A.4.1.ii, Agenda Paper 20, refers.)

19.5 Exam Boards 2019-2020

The Board noted Titles of Programme, Module and Short Course Boards of Examiners and their Chairs for the Academic Year 2019-2020, approved by the Vice Chancellor, as follows:

19.5.1 School of Creative Arts – to be reported at the Spring meeting;

19.5.2 School of Education – (Confidential Appendix A.4.2.2, Agenda Paper 20, refers);

19.5.3 School of Engineering and Computer Science (Confidential Appendix A.4.2.3, Agenda Paper 20, refers);

19.5.4 School of Health and Social Work (Confidential Appendix A.4.2.4, Agenda Paper 20, refers);

19.5.5 Hertfordshire Business School (Confidential Appendix A.4.2.5, Agenda Paper 20, refers);

19.5.6 Hertfordshire Law School (Confidential Appendix A.4.2.6, Agenda Paper 20, refers);

19.5.7 School of Humanities (Confidential Appendix A.4.2.7, Agenda Paper 20, refers);

19.5.8 School of Life and Medical Sciences (Confidential Appendix A.4.2.8, Agenda Paper 20, refers);

19.5.9 School of Physics, Astronomy and Mathematics (Confidential Appendix A.4.2.9, Agenda Paper 20, refers);

19.5.10 Learning and Teaching Innovation Centre (Confidential Appendix A.4.2.10, Agenda Paper 20, refers).

The Board also noted the following:

19.5.11 Boards relating to Overseas Franchise activity were yet to be confirmed for 2019-20;

19.5.12 Dates and clerks for some Boards of the School of Humanities were still to be confirmed due to academic responsibility for Credit Accumulation and Transfer Programme (CATS) having been transferred to the Hertfordshire Business School and due to the introduction of new Humanities Programmes.

19.6 Research Degrees awarded - 1 June 2019 - 31 October 2019

The Board noted a list of research degrees awarded during the period 1 June 2019-31 October 2019.

(Appendix A.5, Agenda Paper 20, refers.)
19.7 Research Centres

The Board noted a list of the current Research Centres.

(Appendix A.6, Agenda Paper 20, refers.)

19.8 Flexible Credit Framework

The Board noted the most recent version of the Flexible Credit Framework, which could be accessed on the Centre for Academic Quality Assurance website at:

http://www.studynet2.herts.ac.uk/ptl/common/ago.nsf/Teaching+Documents?Openview &count=9999&restricttocategory=Guidance+and+Strategy/Flexible+Credit+Framework +(APL+and+Short+Courses)

The following sections had been amended since September 2018:

19.8.1 Section 2, short courses guidance (August 2019):
  i ASCMR reviewer;
  ii ASCMR template.

19.8.2 APCL Recording Form B for Tutor and Board (January 2019).

19.9 Research Integrity

The Board noted the annual statement on Research Integrity, which was available from the University website at the following link:

https://www.herts.ac.uk/research/research-management/ethics-and-research-integrity

19.10 Validation and review of programmes by external bodies during 2019-2020

The Board noted a schedule of programmes that require accreditation/review by professional and statutory, regulatory bodies. The schedule was subject to change and any queries should be directed to the Centre for Academic Quality Assurance

(Confidential Appendix A.9, Agenda Paper 20, refers.)

20 ANNUAL REPORTS 2018-2019

20.1 Academic Standards and Audit Committee

The Board noted the Committee’s Annual Report to the Academic Board for 2018-19.

(Appendix B.1, Agenda Paper 20, refers.)

20.2 Student Performance Monitoring Group

The Board noted the Group’s Report for 2018-19.

(Confidential Appendix B.2, Agenda Paper 20, refers.)

20.3 Academic Development Committee

The Board noted that the Committee’s Annual Report to the Academic Board for 2018-19 would be noted at the next meeting.

20.4 Ethics Committee for Studies Involving Human Participants (‘Ethics Committee’)

The Board noted the Committee’s Annual Report to the Academic Board for 2018-19.

(Appendix B.4, Agenda Paper 20, refers.)
20.5 **Recruitment and Admissions Policy Review Committee**

The Board noted that the Committee’s Annual Report to the Academic Board for 2018-19 would be noted at the next meeting.

20.6 **Research Degrees Board**

The Board noted the Research Degrees Board’s Annual Report to the Academic Board for 2018-19.

(Appendix B.6, Agenda Paper 20, refers.)

20.7 **Research Committee**

The Board noted the Committee’s Annual Report to the Academic Board for 2018-19.

(Appendix B.7, Agenda Paper 20, refers.)

20.8 **Student Educational Experience Committee**

The Board noted the Committee’s Annual Report to the Academic Board for 2018-19.

(Appendix B.8, Agenda Paper 20, refers.)

20.9 **Honorary Awards Board**

The Board noted that the Annual Report of the Honorary Awards Board to the Academic Board would be received at the Summer meeting.

20.10 **Higher Doctorate Degrees Board**

The Board noted that the Higher Doctorate Degrees Board was convened on an ad hoc basis to consider individual candidates. During the Academic Year, 1 September 2018-31 August 2019, it had not been necessary for it to do so.

20.11 **Careers and Employment Service**

The Board noted the Careers and Employment Service Annual Report to the Academic Board for 2018-19.

(Confidential Appendix B.9, Agenda Paper 20, refers.)

20.12 **Learning and Teaching Innovation Centre**

The Board noted that the Centre’s Annual Report for 2018-19 would be noted at the Spring meeting.

20.13 **Chief Information Officer**

The Board noted the Library and Computing Services Annual report for 2018-19, which could be found at the following link:


20.14 **Record of Annual Reports**

The Board noted the record of Annual Reports received by the Board to date.

(Confidential Appendix B.12, Agenda Paper 20, refers.)
MEETING REPORTS/MINUTES FROM COMMITTEES

21.1 Academic Standards and Audit Committee

The Board noted reports of the meetings of the Academic Standards and Audit Committee held on 19 March, 7 May and 25 June 2019 from Dr F L Haddleton, Director of Academic Quality Assurance, Chair of the Committee.

(Appendix C.1, Agenda Paper 20, refers.)

21.2 Academic Development Committee

The Board noted Minutes of the meetings of the Academic Development Committee held on 10 October and 28 November 2018, 30 January, 20 March, 8 May and 3 July 2019.

(Confidential Appendix C.2, Agenda Paper 20, refers.)

21.3 Ethics Committee

The Board noted reports of the meetings of the Ethics Committee held on 13 February and 1 May 2019 from Professor Barry Hunt, Chair of the Committee.

(Appendix C.3, Agenda Paper 20, refers.)

21.4 Research Degrees Board

The Board noted reports of the meetings of the Research Degrees Board held on 17 January, 7 March, 2 May and 27 June 2019 from Dr Susan Grey, Director of the Doctoral College, Chair of the Board.

(Appendix C.4, Agenda Paper 20, refers.)

21.5 Research Committee

The Board noted reports of the meetings of the Research Committee held on 28 February and 23 May 2019 from Professor John Senior, Pro Vice-Chancellor (Research and Enterprise), Chair of the Committee.

(Appendix C.5, Agenda Paper 20, refers.)

21.6 Student Educational Experience Committee

The Board noted reports of the meetings of the Student Educational Experience Committee held on 21 May and 9 July 2019 from Dr Sal Jarvis, Pro-Vice Chancellor (Education and Student Experience), Chair of the Committee.

(Appendix C.6, Agenda Paper 20, refers.)

21.7 School Academic Committees

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

21.7.1 School of Creative Arts


21.7.2 School of Education

21.7.3 **School of Engineering and Computer Science**
(Appendix C.7.3, Agenda Paper 20, refers.)

21.7.4 **School of Health and Social Work**


21.7.5 **Hertfordshire Business School**


21.7.6 **School of Humanities**


21.7.7 **Hertfordshire Law School**

https://www.herts.ac.uk/__data/assets/word_doc/0019/234370/2019-07-08-SAC-LAW-Minutes.doc.docx

21.7.8 **School of Life and Medical Sciences**


21.7.9 **School of Physics, Astronomy and Mathematics**


22 **ACADEMIC BOARD STRUCTURE**

The Board noted the Academic Board structure chart, which could be found in the University website at the following link:

https://www.herts.ac.uk/about-us/governance/academic-board/academic-board-structure

23 **AMENDMENTS TO TERMS OF REFERENCE**

No amendments to the Terms of Reference of Committees and Boards of the Academic Board had occurred since the last meeting.

24 **MINUTES PUBLISHED**

The Board noted minutes of meetings of Boards and Committees of the Academic Board had been published as follows:

- Academic Development Committee 08.05.2019, 03.07.2019
- Academic Standards and Audit Committee 25.06.2019
- HHEC-CQC 20.06.2019
- Research Degrees Board 27.06.2019
- Student Educational Experience Committee 12.03.2019, 21.05.2019, 09.07.2019
School Academic Committees:

SAC-CTA 15.05.2019  
SAC-ECS 12.06.2019  
SAC-EDU 22.05.2019  
SAC-HBS 12.06.2019  
SAC-HSK 13.06.2019  
SAC-LAW 08.07.2019  
SAC-LMS 21.05.2019

25 BOARD OF GOVERNORS MEMBERSHIP

The Board noted the current membership of the Board of Governors, which could be found in the University website at the following link:

https://www.herts.ac.uk/about-us/governance/board-of-governors

26 SCHOOL STRUCTURES

The Board noted Schools’ current internal structures.

(Appendix H, Agenda Paper 20, refers.)

27 APPROVED TITLES

The Board noted the latest information provided by Schools in accordance with the requirements of UPR HR01 (‘Approved Titles’), concerning holders of approved titles.

(Confidential Appendix J, Agenda Paper 20, refers.)

28 DESTINATION OF LEAVERS FROM HIGHER EDUCATION - UNIVERSITY OF HERTFORDSHIRE SURVEY RESULTS

The Board noted that Destination of Leavers from Higher Education had been replaced with Graduate Outcomes. The first set of results were expected to be available in early 2020. Further information about the change to Graduate Outcomes could be found at the following link:

https://www.hesa.ac.uk/collection/c17071/introduction

29 ACADEMIC YEAR CALENDAR

The Board noted the following:

29.1 The Vice-Chancellor had taken Chair’s action to allow for the inter-semester gap to be optional and if necessary, to be used for teaching in 2019-20. This was to support the student experience especially with regards to the long gap for those students not undertaking examinations and to facilitate extra marking and moderation time at the end of semester B.

29.2 The Academic Year calendar for 2020-2021 had been published and was available from the following link:

https://www.herts.ac.uk/about-us/governance/university-calendar

29.3 The Academic Year calendar for 2021-2022 was in progress and would be noted at the next meeting. The Shape of the Year group, a working group of the Student Experience and Education Committee, considering the student journey from induction to graduation, including term dates, teaching and assessment periods, boards, progression and graduation, had met and discussed changes to the academic year calendar.
CALENDAR OF MEETINGS 2020-2021

The Board noted the calendar of meetings was available in the University website at the following link:

https://www.herts.ac.uk/about-us/governance/university-calendar

STUDENTS’ UNION ANNUAL MEMBERS’ MEETING

The Board noted the annual members’ meeting of the Hertfordshire Students’ Union was scheduled on 30 March 2020.

OTHER MATTERS REPORTED FOR INFORMATION

32.1 The Board noted the following:

32.2 Senior professional appointments

Maria Rosario as the new Head of Student Finance with effect from 30 September 2019.

32.3 Professorship appointments

32.3.1 Dr Philip Lucas, from the School of Physics, Astronomy and Mathematics, as Professor of Astrophysics, with effect from 1 April 2019.

32.3.2 Dr Shulamit Ramon, from the School of Health and Social Work, as Professor of Social Inclusion and Wellbeing, with effect from 1 October 2019.

32.3.3 Dr James Geach, from the School of Physics, Astronomy and Mathematics, as Professor of Astrophysics, with effect from 1 September 2019.

32.3.4 Dr Neil Spencer, from the Hertfordshire Business School, as Professor of Applied Statistics, with effect from 1 November 2019.

32.4 Readership appointments

32.4.1 Dr Chiaki Kobayashi, from the School of Physics, Astronomy and Mathematics, as Reader in Astrophysics, with effect from 1 August 2019.

32.4.2 Dr Karen Smith, from the School of Education, as Reader in Higher Education, with effect from 1 November 2019.

32.5 Associate Professorship appointments

32.5.1 Dr Michael Callan, Dr Victoria Hutter and Dr Lisa Lione, from the School of Life and Medical Sciences, as Associate Professors in Enterprise and Entrepreneurship, with effect from 9 July 2019.

32.5.2 Dr Susan Parham, from the School of Life and Medical Sciences, as Associate Professor in Research, with effect from 9 July 2019.

32.6 The Board also noted with sadness the death of Dave Piper on 7 August 2019. Dave had worked for Learning Information Services, joining the University in 1983 and leaving as Director of Learning Technology in 2009. Among many achievements, he had introduced the Voyager library management system and StudyNet. He had been awarded an Honorary Degree by UH in 2010 in recognition of his wide contribution to the University.

32.7 The Board sadly noted the death of Sarah Collyer on 8 August 2019 after a short illness. She had held the post of Technical Officer in the School of Life and Medical Sciences, joining the University in January 2002 as a Laboratory Assistant. She had made a valuable contribution to setting up laboratory facilities for the new School of Pharmacy in 2005 and proved herself to be a remarkably versatile member of the LMS technical team.
32.8 The Board noted with sadness the death of Janet Matthews in August 2019. Janet had worked at the University for 10 years and had been a Senior Events Coordinator in Marketing and Communications when she left in 2013.

32.9 The Board also noted with sadness the death of Ken Darnell on 23 September 2019 after a short illness. He had joined the University in July 2012 and held the post of Expense & Payroll Administrator within the Payroll and Pensions Team. He had dealt with colleagues from all areas of the University in checking and processing the reimbursement of staff expense claims.

33 ACADEMIC BOARD STANDING ORDERS
The Academic Board noted its Standing Orders, which could be found at the following link:


34 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP
The Academic Board noted its Terms of Reference, Composition and Membership, which could be found at the following link:

https://www.herts.ac.uk/__data/assets/word_doc/0005/234383/2019-09-02-AB-Constitution.doc

35 VICE-CHANCELLOR’S MONTHLY BRIEFINGS
The Board noted the Vice-Chancellor’s monthly briefings from July 2018 until September 2019, which were published in HertsHub at the following link:

https://herts365.sharepoint.com/sites/Office-of-Vice-Chancellor/SitePages/Latest-news.aspx

36 AWARD CEREMONIES
The Board noted two Awards Ceremonies would take place on Saturday 7 December 2019 and Saturday 14 December 2019 at the Weston Auditorium, University of Hertfordshire, de Havilland Campus. Further information was available in the University website at the following links:

https://www.herts.ac.uk/graduation/schedule-of-graduation

https://herts365.sharepoint.com/sites/Student-services/SitePages/Graduation-ceremonies.aspx?web=1

37 LETTER FROM THE EDUCATION SECRETARY TO THE OFFICE FOR STUDENTS
The Board noted a copy of a letter from the Rt Hon Gavin Williamson CBE MP, Secretary of State for Education to Sir Michal Barber, Chair of the OfS, outlining the ministerial priorities for the Higher Education sector.

(Appendix T, Agenda Paper 20, refers.)

38 SCHEDULE OF MEETINGS 2019-20

Wednesday, 11 March 2020;
Wednesday, 24 June 2020;

to be held in the Central Committee Room at 14.00 hours.