

## UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

## ACADEMIC BOARD

Minutes of the meeting of the Academic Board held on 10 March 2021.

**PRESENT:** Professor Quintin McKellar (Chair)

Professor Matthew Weait  
Sharon Harrison-Barker  
Dr Mairi Watson  
Professor Julie Newlan  
Professor John Senior  
Phil Healey  
Dr Richard Southern

Dr Lyn Trodd  
Julie Kelly  
Dr David Ford  
Geri Ward  
Muhammed Saad Raees  
Ewelina Roberts  
Ray Wilkinson

Dr Aarthi Ramlaul  
Dr Michael Callan  
Alan Lambert  
Judy St John  
Amanda Yip  
Sofie Mallick  
Dr Theo Gilbert

**IN ATTENDANCE:**

Dr Susan Grey  
Jo Stuart  
Isabel Nisbet

Professor Frank Haddleton  
Helen Davidson  
Mohammed Ilyas (item 16)

Karen Barton  
Leire Caselles Vallejo

**APOLOGIES:**

Penny Carey  
Alistair Moffat

Karthik Bonkur

Amanda Relph

39 **NEW DECLARATIONS OF INTEREST, IF ANY**

There were no new declarations of interest.

40 **MEMBERSHIP**40.1 **In attendance**

The Board noted that Mohammed Ilyas, Head of Equality, Diversity and Inclusion would be in attendance for item 16.

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

40.2.1 The Board noted that a vacancy had arisen in this membership category following Professor Anne Murphy's departure from the University.

40.2.2 The Board **considered and approved** a proposal that the number of members in this category be reduced from five (5) to four (4) in line with the reduction in number of Schools from ten (10) to eight (8). The proposal would now be submitted for the consideration of and approval by the Board of Governors.

40.3 **Category 10: Two (2) students, nominated by the Student Representative Council**

The Board noted that one position remained vacant under this membership category.

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

The Board noted that a vacancy had arisen in this membership category following Bradley Johnson's departure from the University.

#### 40.5 **Academic Board elections**

Elections to fill current and upcoming vacancies on the Academic Board under categories 11 and 12 would be held later in the year. The election process would commence in April with the poll taking place in May 2021.

#### 40.6 **Nominations for membership of the Honorary Awards Board**

40.6.1 The Board noted that Dr Rodney Day's and Dr Richard Southern's terms of office under category 4 of the Honorary Awards Board (HAB) membership would end on 31 August 2021.

40.6.2 HAB's membership category 4 required "two (2) members of the academic staff nominated by the Academic Board for terms of office of three (3) years". Therefore, two nominees were required.

40.6.3 It was also noted that the HAB had not met in the previous 12 months.

40.6.3 The Board **resolved** that Dr Rodney Day and Dr Richard Southern would be nominated for a further term of membership of the Honorary Awards Board.

#### 40.7 **Nominations for membership of the Standing Working Party on UPRs**

The Board noted that, following a call for expressions of interest sent via email to Academic Board members on 2 February 2021, Ray Wilkinson and Dr Aarthi Ramlaul had joined the Standing Working Party on UPRs as nominees of the Academic Board.

(Agenda Paper 3, refers.)

#### 41 **MINUTES - 18 NOVEMBER 2020**

The Minutes of the meeting of 18 November 2020 were **confirmed** as an accurate record of the business conducted.

(Confidential Agenda Paper 4, refers.)

#### 42 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the Minutes that were not taken elsewhere on the agenda.

### **VICE-CHANCELLOR'S ITEMS FOR REPORT**

#### 43 **NATIONAL AGENDA FOR HIGHER EDUCATION**

43.1 The Board **received** an oral report from the Vice-Chancellor on issues of importance for the Higher Education sector and the University.

43.2 The Vice-Chancellor brought to the attention of the Board the Independent Review of the Teaching Excellence and Student Outcomes Framework (TEF) by Dame Shirley Pearce.

(CLERK'S NOTE: The Review can be accessed online at the following link:

<https://www.gov.uk/government/publications/independent-review-of-tef-report>)

43.3 The Review was carried out in 2019, however, the government had only responded recently in January 2021. The government had now indicated that they wished to better align the TEF with quality measures. The measures were focused around teaching and learning environment, educational gains, graduate outcomes and academic experience.

- 43.4 In their response to the Review, the government had stated that they did not want the Office for Students (OfS) to proceed with subject-level assessments as part of TEF because of the bureaucratic burden involved. For the same reason, the government wanted to abandon the current approach of TEF running each year and expected the TEF to be a periodic exercise, taking place every 4 or 5 years.
- 43.5 In light of the government response to the Review and their intention of having a longer TEF cycle, it was even more important for the University to ensure it maintained the equivalent to 'gold' in the new rating system.

(CLERK'S NOTE: The government response to the independent review of TEF can be accessed online at the following link:

<https://www.gov.uk/government/publications/government-response-to-the-independent-review-of-tef>)

- 43.6 Also in January, the OfS had announced an increase in the weighting applied to high cost and strategically important subjects in respect of the Students Teaching Grant. This was good for the STEM subjects, the health-related subjects and other subjects that the government considered to be strategically important, largely in terms of labour market needs and earning capability. However, this was at the expense of subjects such as creative arts, performing arts, media or archaeology, and it set a precedent of government dictating which subjects were strategically important.
- 43.7 In terms of capital funding, the government had asked OfS to change the way this was allocated from a formulaic allocation to a bidding formulation. The change added complexity and risk to the process of securing funding. Nonetheless, it was expected that the upcoming bid for funding for the new building for the School of Physics, Engineering and Computer Science would be successful, as the bid satisfied most of the criteria the government were setting.
- 43.8 OfS had also indicated their wish to reduce the cap on Uni Connect, the programme that primarily provided funding to engage with schools, which would have an impact on the University of approximately £200K.
- 43.9 The Vice-Chancellor also commented on the white paper on Further Education (Skills for jobs: lifelong learning for opportunity and growth), which confirmed the commitment to the lifetime loan guarantee. This would give all individuals four-year post-18 education loans and be introduced in 2025. It was primarily aimed at Further Education but would have ramifications for Higher Education, particularly where the University could offer modular short courses and level four and five delivery with specific qualification outcomes at that level.

(CLERK'S NOTE: The white paper can be accessed online at the following link:

<https://www.gov.uk/government/publications/skills-for-jobs-lifelong-learning-for-opportunity-and-growth>)

- 43.10 Lastly, the Board noted that OfS was undertaking a number of consultations, which would be discussed later on the agenda.

#### 44 **ANY OTHER MATTERS FOR REPORT BY THE VICE-CHANCELLOR**

- 44.1 The Board **received** an oral report from the Vice-Chancellor on other matters of interest to the Board.
- 44.2 The Board noted that, from 8 March 2021, the University was able to reintroduce face to face teaching for those practical and practice-based subjects which had not been allowed to return to face to face teaching in January. It was still uncertain when the rest of students would be able to return to campus.

- 44.3 The Board also noted that the Department for Education had decided to make awards this year based on teacher-assessed grades. There would be an audit process which should help ensure standardisation across schools. A level results would be announced on 10 August 2021 and GCSE results on 12 August 2021.

### **BOARD OF GOVERNORS**

#### **45 ITEMS FOR REPORT FROM THE BOARD OF GOVERNORS**

- 45.1 The Board **received** an oral report from Dr Theo Gilbert on items of particular interest to the Academic Board discussed at meetings of the Board of Governors (BoG).
- 45.2 At their November 2020 meeting, the BoG had considered the following matters of interest to the Academic Board:
- academic quality and standards;
  - the government's governance framework, based on best practices identified in the adopted Higher Education Code of Governance;
  - monitoring arrangements for the University's Access and Participation Plan;
  - student recruitment and withdrawal data;
  - the International Holocaust Remembrance Alliance (IHRA) definition of antisemitism, which had been adopted with a caveat that clarified that freedom of speech at the University would be maintained in the context of discourse regarding Israel and Palestine without allowing any antisemitism to permeate any debate;
  - UH student complaints to the Office of the Independent Adjudicator for the year ending 31 December 2019;
  - Reportable events submitted by the University to the OfS.
- 45.3 At their February 2021 meeting, the BoG had considered the following matters of interest to the Academic Board:
- a report from Data HE on how the University could use data better, on its strengths, weaknesses, opportunities and threats around student recruitment and sustainability, league table position, tariffs, etc;
  - the University's progress with reducing the BAME awarding gap;
  - the new KPI 3 project on blended flexible learning;
  - the takeover by OfS of the quality assurance element of the apprenticeship provision;
  - student recruitment update for September 2021 entry.

### **RESEARCH**

#### **46 RESEARCH EXCELLENCE FRAMEWORK (REF) 2021**

- 46.1 The Board **received** a report from the Pro Vice-Chancellor (Research and Enterprise), Professor John Senior, on the structure and outline details of the University REF 2021 submission.
- 46.2 The Board noted the information contained within the report and, in particular, those elements of the submission which were different from the REF 2014 submission. For example, there was a 67.5% FTE increase from REF 2014, which reflected the University's success in nurturing a research-rich environment.
- 46.3 The major elements of the submission were on schedule to be submitted before the due date of 31 March 2021. However, due to the coronavirus pandemic, there had been an opportunity to apply for an extension for certain elements of the submission which the University had taken. As a result, an extension had been approved until 14 May 2021 for the research impact case studies and seven of the 12 research environment statements to be submitted.

- 46.4 The Board noted that the assessment of the submission from the University's external assessors was very positive about the quality of the outputs. The outcome of the assessment process was expected in April 2022.

(Confidential Agenda Paper 9, refers.)

## **EDUCATION AND STUDENT EXPERIENCE**

### **47 KPI ON BLENDED LEARNING**

- 47.1 The Board **received** a presentation from the Pro Vice-Chancellor (Education and Student Experience), Dr Mairi Watson, on the new Key Performance Indicator (KPI) on blended flexible learning (KPI 3) and the progress made so far.
- 47.2 The Board noted how KPI 3 ('to use a blended flexible pedagogy in every programme by 2025') would deliver the University's strategic ambition of community, flexibility and opportunity.
- 47.3 The Board noted other information as detailed in the presentation, including:
- the KPI 3 Programme governance, at the centre of which was the KPI 3 Programme Steering Group;
  - the scope of the Programme showing current and planned activity;
  - the initial high-level timeline for the project.
- 47.4 An area in HertsHub would be launched shortly for staff to keep up to date with progress on the KPI and to give a space for staff to contribute to further conversations.

(CLERK'S NOTE: the Herts Learning HertsHub page can be accessed at the following link:

<https://herts365.sharepoint.com/sites/Learning-and-teaching-resources-and-support/SitePages/Herts-Learning--Our-next-chapter.aspx>)

- 47.5 The Board acknowledged the need to take into account the differences between cohorts of students within the KPI 3 project context (i.e. undergraduate, postgraduate students, apprentice learners, etc.). The aim was to achieve a core set of Herts Learning Principles that were flexible enough to reflect different levels of study and different types of studies.
- 47.6 The Board also acknowledged the difficulty in bringing flexibility to Definitive Module Documents (DMDs) due to consumer legislation constraints. Any in-year changes needed to be consulted with students first in a way that could be appropriately evidenced. It was expected that the planned revision of programme specifications to align with the new Herts Learning Principles would address some of these issues and bring added flexibility, particularly in the assessment design area.
- 47.7 The Board **agreed** that increased DMD flexibility, within the limits of the regulatory framework, was desirable and should be pursued across all programmes.

(Tabled Agenda Paper 10, refers.)

### **48 NATIONAL STUDENT SURVEY 2021**

- 48.1 The Board **received** an oral report from the Pro Vice-Chancellor (Education and Student Experience), Dr Mairi Watson, on the National Student Survey (NSS) 2021.
- 48.2 The Board noted that NSS 2021 had been launched on 8 February 2021. This year, as well as the standard questions, there was an extra set of centrally designed questions on the Covid-19 experience, and three additional questions at the University's discretion from a short list of possible questions provided.

48.3 This year institutions had been given a choice whether to run the NSS or not. The University had decided to run it as the feedback was always useful. Promotion packs were available in HertsHub for staff to use.

48.4 It was worth noting that the University was ahead in terms of response rates in all but one School. This was positive as, historically, higher response rates translated into better results.

49 **STUDENT VOICE QUESTIONNAIRE (SVQ) RESULTS**

*Minute 49 is confidential and available to members and officers in attendance only.*

(Confidential Agenda Paper 12, refers.)

50 **SPMG INTERIM REPORT 2 - EXECUTIVE SUMMARY**

50.1 The Board **received** the executive summary of the Student Performance Management Group's (SPMG) second interim report from the Director of the Learning and Teaching Innovation Centre (LTIC), Karen Barton.

50.2 The Board noted that the full report was available as an appendix to the Clerk's report. It had been drafted by the Deputy Director of Academic Quality Assurance, Catherine Rendell.

50.3 The report included internal data only. The final report for the year, which would be brought to the June meeting, would contain sector data as well and offer a comparison.

50.4 Members discussed the information detailed in the report, noting areas for improvement and areas showing positive progress, such as the reduction in non-continuation rates and the BAME awarding gap.

(Confidential Agenda Paper 13, refers.)

51 **BLACK, ASIAN AND MINORITY ETHNIC STUDENTS: AWARDING GAP**

51.1 The Board **received** a report on BAME-related Access and Participation (APP) targets for 2019/20, which would be reported to the Office for Students (OfS) as part of the APP Annual Impact Report.

51.2 The Board noted that the University had adopted new terminology and it was now appropriate to refer to the 'awarding gap' instead of the 'attainment gap'. This was to move away from a model that suggested a deficit on the part of students.

51.3 Members discussed the information detailed in the report, and shared opinions on the factors that may have contributed to the results.

51.4 The Board was pleased to note that the gap had reduced, and that the University was travelling in a positive direction. However, the gap was still very large, and continuing work was required to fulfil the University's commitment to halve the gap by 2025, as set out in the APP targets.

(Confidential Agenda Paper 14, refers.)

52 **REPORT FROM THE DEAN OF STUDENTS**

*Minute 52 is confidential and available to members and officers in attendance only.*

**OTHER MATTERS****53 EQUALITY, DIVERSITY AND INCLUSION ANNUAL REPORT 2019/20**

- 53.1 The Board **received** the Equality and Diversity Annual Report 2019/20 from the Head of Equality, Diversity and Inclusion (EDI), Mohammed Ilyas.
- 53.2 The Board noted the information contained within the report, which included progress towards meeting the strategic equality objectives.
- 53.3 The Board was pleased to note the progress the University had made and the passion and the commitment that staff had shown towards EDI objectives. Staff networks were also working very well. The challenge now was to maintain the level of enthusiasm.
- 53.4 The Board further noted that EDI objectives were embedded within the planning documents and were a critical part of the planning discussions with Deans of School.
- 53.5 Progress with EDI objectives were routinely reported to the strategic EDI Board. From next year, the report would also include information at Strategic Business Unit (SBU) level. The EDI team would provide support to SBUs to achieve their targets, much like the Learning and Teaching Innovation Centre had done this year in respect of the BAME awarding gap.

(Confidential Agenda Paper 16, refers.)

**54 OFFICE FOR STUDENTS CONSULTATIONS**

- 54.1 The Board **received** a report from the Deputy Secretary and Registrar and Head of Corporate Services, Helen Davidson, on a series of Office for Students (OfS) consultations and communications which had taken place between January and February 2021.
- 54.2 The Board noted that the OfS was currently undertaking consultations on Quality and Standards, Monetary Penalties, Reportable Events, the Publication of Information about Individual Providers, and on a new approach to the Uni Connect Programme.
- 54.3 The Board further noted that OfS had asked institutions to undertake a review of their compliance with consumer law. Internal Audit had been tasked with conducting the review.

(Confidential Agenda Paper 17, refers.)

**55 STANDING WORKING PARTY ON UNIVERSITY POLICIES AND REGULATIONS (UPRS)**

- 55.1 The Board **considered** the report of the Standing Working Party on UPRs.
- 55.2 The Board noted that recommendations for amendments 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.
- 55.3 The Board noted amendments to the UPRs approved by Chair's action between 14 July 2020 and 27 January 2021 in response to the Covid-19 pandemic.
- 55.4 The Board **resolved** that amendments to UPRs, as recommended by the Standing Working Party, would be **approved**, as set out in section 3 of the report, for the following UPRs:
- a UPR AS11 'Schedule of Awards';
  - b UPR AS14 'Structure and Assessment Regulations - Undergraduate and Taught Postgraduate Programmes';

- 55.5 The Board noted amendments approved by the Standing Working Party on its own authority.
- 55.6 The Board also noted changes to the regulations in line with changes to the Student Administration Service.
- 55.7 The Board further noted amendments for clarification purposes approved by Action of the Chair of the Standing Working Party on UPRs and University Secretary and Registrar, Sharon Harrison-Barker, in respect of UPR TL02 'Personal Relationships between Staff and Students'.
- 55.8 As was customary, the Academic Board authorised the Vice-Chancellor to approve, by Chair's Action, subject to appropriate consultation, any further proposed amendments to the academic regulations which may be identified after the meeting for implementation on 1 September 2021.

(Confidential Agenda Paper 18, refers.)

56 **CLERK'S REPORT**

(Minutes 57-70 and Agenda Paper 19, refer.)

57 **ACADEMIC QUALITY**

57.1 **New, reviewed and revalidated programmes**

The Board noted the conclusions and recommendations of reports, for the period 3 October 2020 – 12 January 2021 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**

<i>Minute</i>	<i>Programme Code</i>	<i>Programme Title</i>	<i>Date confirmed by Associate Dean of School (AQA)</i>	<i>Date ratified by Chairperson of ASAC</i>
<b>Programmes reviewed / revalidated</b>				
57.1.1	CTDANM	The Digital Animation Programme	07.10.2020	07.10.2020
57.1.2	CTPH	Photography programme	27.07.2020	29.07.2020
57.1.3	CTFMTV	BA(Hons) Film and TV Production	14/12/2020	16/12/2020

**School of Education**

<i>Minute</i>	<i>Programme Code</i>	<i>Programme Title</i>	<i>Date confirmed by Associate Dean of School (AQA)</i>	<i>Date ratified by Chairperson of ASAC</i>
<b>Programmes reviewed / revalidated</b>				
57.1.4	EDECE	BA (Hons) Early Childhood Education	11/01/2021	11/01/2021



**School of Physics, Engineering & Computer Science**

<i>Minute</i>	<i>Programme Code</i>	<i>Programme Title</i>	<i>Date confirmed by Associate Dean of School (AQA)</i>	<i>Date ratified by Chairperson of ASAC</i>
<b>New Programmes</b>				
57.1.5	ECUADACM	Construction Site Management Degree Apprenticeship, UCSA	11/12/2020	17/12/2020
<b>Programmes reviewed / revalidated</b>				
57.1.6	CMCSITBSC	BSc (Hons) in Computer Science and Information Technology	16/11/2020	17/12/2020
57.1.7	ENUACM	BSc (Hons) Construction Management, UCSA	11/12/2020	17/12/2020

**School of Health and Social Work**

<i>Minute</i>	<i>Programme Code</i>	<i>Programme Title</i>	<i>Date confirmed by Associate Dean of School (AQA)</i>	<i>Date ratified by Chairperson of ASAC</i>
<b>New Programmes</b>				
57.1.8	HSASWPM	MSc Advanced Social Work Practice	06.10.2020	15.10.2020
<b>Programmes reviewed / revalidated</b>				
57.1.9	HSMHPPGC	PgCert Applied Mental Health Practice	08/12/2020	10/12/2020

**Hertfordshire Business School**

<i>Minute</i>	<i>Programme Code</i>	<i>Programme Title</i>	<i>Date confirmed by Associate Dean of School (AQA)</i>	<i>Date ratified by Chairperson of ASAC</i>
<b>New Programmes</b>				
57.1.9	BSNMBA	Master of Business Administration	16.11.2020	17.11.2020
57.1.10	BSWMBA	Master of Business Administration SDL	18/11/2020	07/12/2020
57.1.11	BSWSLOMBA	Master of Business Administration Online	18/11/2020	07/12/2020

**School of Humanities**

<i>Minute</i>	<i>Program me Code</i>	<i>Programme Title</i>	<i>Date confirmed by Associate Dean of School (AQA)</i>	<i>Date ratified by Chairperson of ASAC</i>
<b>New Programmes/Subject Fields</b>				
57.1.12	HUCGIFP	International Foundation programme, GAF (Additional routes Engineering, Computer Science and MPharm)	07.07.2020	17.07.2020
57.1.13	HUCGIFP	International Foundation programme, GAF (Additional route Physiotherapy)	28.07.2020	28.07.2020
<b>Programmes reviewed / revalidated</b>				
57.1.14	HUMED (old code HEMCS)	BA (Hons) Media (new title for BA (Hons) Mass Communications)	27/11/2020	08/12/2020

(Confidential Appendix A.1, Agenda Paper 19, refers.)

**57.2 Withdrawn and suspended programmes**

The Board also noted the withdrawn and suspended programmes, for the period 5 November 2020 – 24 February 2021, confirmed by the Chair of the Academic Development Committee; and agreements signed between the University and Partner Organisations.

**School of Creative Arts**

<i>Minute</i>	<i>Programme Code</i>	<i>Programme Title</i>	<i>Date confirm Chair SAC / DOS</i>	<i>Date confirmed by Chairperson of ADC (PVC)</i>
<b>Programmes/ Courses/ Courses Instances (CIs) withdrawn</b>				
57.2.1	CTBRDC	BA(Hons) Jewellery Design; BA(Hons) Ceramics and Glass -award titles and pathways for these 2 only	02/12/2020	10/12/2020

**School of Education**

<i>Minute</i>	<i>Programme Code</i>	<i>Programme Title</i>	<i>Date confirm Chair SAC / DOS</i>	<i>Date confirmed by Chairperson of ADC (PVC)</i>
<b>Programmes/ Courses/ Courses Instances (CIs) withdrawn</b>				
57.2.2	EDHCLTL	MEd Leading Teaching and Learning (HertsCam Network)	02/07/2020	13/07/2020
57.2.3	EDMHDEAFMA	MA Deaf Education Studies (Early Years), Mary Hare	03/07/2020	24/07/2020

**School of Engineering and Computer Science**

<i>Minute</i>	<i>Programme Code</i>	<i>Programme Title</i>	<i>Date confirm Chair SAC / DOS</i>	<i>Date confirmed by Chairperson of ADC (PVC)</i>
<b>Programmes suspended</b>				
57.2.4	ENDAAA	Two awards on BEng (Hons) Aerospace Engineering (Degree Apprenticeship)	07/12/2020	18/12/2020
57.2.5	ENDAAU	One award on BEng (Hons) Automotive Engineering (Degree Apprenticeship)	07/12/2020	18/12/2020
57.2.6	TCFDCT	Foundation Degree Computing Technologies (Web Based Technologies)	25/01/2021	04/02/2021

**School of Health and Social Work**

<i>Minute</i>	<i>Programme Code</i>	<i>Programme Title</i>	<i>Date confirm Chair SAC / DOS</i>	<i>Date confirmed by Chairperson of ADC (PVC)</i>
<b>Programmes/ Courses/ Courses Instances withdrawn</b>				
57.2.7	HHMPHYNMSC	MSc Advanced Physiotherapy (Neuromusculoskeletal)	17/12/2020	14/01/2021

**Hertfordshire Business School**

<i>Minute</i>	<i>Programme Code</i>	<i>Programme Title</i>	<i>Date confirm Chair SAC / DOS</i>	<i>Date confirmed by Chairperson of ADC (PVC)</i>
<b>Programmes/ Courses/ Courses Instances (CIs) withdrawn<sup>1</sup></b>				
57.2.8	BSBMGTFD	Foundation Degree Business Management (Event Management & Tourism)	26/01/2021	04/02/2021
57.2.9	BSDAMBA	Master of Business Administration (Degree Apprenticeship)	27/01/2021	04/02/2021
57.2.10	BSDABOS	MSc Business and Organisational Strategy (Degree Apprenticeship)	27/01/2021	04/02/2021
57.2.11	BSBOS	MSc Business and Organisational Strategy	27/01/2021	04/02/2021
57.2.12	BSNMBA	Master of Business Administration ( <i>Part-time route</i> )	27/01/2021	04/02/2021
57.2.13	BSDAPSM	MSc Public Service Management (Senior Leader Apprenticeship)	27/01/2021	04/02/2021
57.2.14	BSPSM	MSc Public Service Management	27/01/2021	04/02/2021

<sup>1</sup> Please see individual AQ5 / AQ7 forms for details about whether a programme, course or course instance has been withdrawn or suspended.

**Hertfordshire Business School (cont'd)**

<i>Minute</i>	<i>Programme Code</i>	<i>Programme Title</i>	<i>Date confirm Chair SAC / DOS</i>	<i>Date confirmed by Chairperson of ADC (PVC)</i>
<b>Programmes suspended</b>				
57.2.15	BSBMGTFD	Foundation Degree Business Management (Law and other Business PT Routes)	26/01/2021	04/02/2021

**School of Humanities**

<i>Minute</i>	<i>Programme Code</i>	<i>Programme Title</i>	<i>Date confirm Chair SAC / DOS</i>	<i>Date confirmed by Chairperson of ADC (PVC)</i>
<b>Programmes/ Courses/ Courses Instances withdrawn</b>				
57.2.16	No Code	Languages UCAS Codes	01/12/2020	10/12/2020
<b>Programmes suspended</b>				
57.2.17	HEMCS	BA (Hons) Journalism (Single Honours) on Mass Communications programme	14/10/2020	02/11/2020
57.2.18	HUELN	BA (Hons) English Language and Applied Linguistics route only on HUELN English Language programme	16/10/2020	02/11/2020

(Confidential Appendix A.1, Agenda Paper 19, refers.)

**57.3 External examiners**

The Board noted that the full list of appointments of External Examiners across all Schools would be received at the next meeting.

**57.4 Boards of Examiners****57.4.1 Amendments to Exam Boards 2020/21**

The Board noted amendments in respect of chairship of Boards of Examiners for 2020/21, approved by the Vice-Chancellor, for the Schools of Life and Medical Sciences and Health and Social Work.

(Confidential Appendices A.3.1.1 and A.3.1.2, Agenda Paper 19, refer.)

**57.4.2 Exam Boards 2020-2021**

The Board noted titles of Programme, Module and Short Course Boards of Examiners and their Chairs for the Academic Year 2020-2021 for the Hertfordshire Business School, approved by the Vice Chancellor.

(Confidential Appendix A.4.2.1, Agenda Paper 19, refers.)

**57.5 Research Degrees awarded – Since 1 November 2020**

The Board noted a list of research degrees awarded since 1 November 2020 would be received at the next meeting.

57.6 **Research Centres**

The Board noted a list of the current Research Centres.

(Appendix A.5, Agenda Paper 19, refers.)

58 **ANNUAL REPORTS 2019-2020**

B.1 **Academic Development Committee**

The Board noted the Academic Development Committee Annual Report 2019-2020.

(Appendix B.1, Agenda Paper 19, refers.)

B.2 **Recruitment and Admissions Policy Review Committee**

The Committee's Annual Report to the Academic Board for 2019-2020 would be noted at the next meeting.

B.3 **Research Committee**

The Committee's Annual Report to the Academic Board for 2019-2020 would be noted at the next meeting.

B.4 **Student Educational Experience**

The Board noted the Education and Student Experience Annual Report 2019-2020.

(Appendix B.4, Agenda Paper 19, refers.)

B.5 **Honorary Awards Board**

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

B.6 **Careers and Employment Service**

The Service's Annual Report for 2019-2020 would be noted at the next meeting.

B.7 **Learning and Teaching Innovation Centre**

The Board noted the Learning and Teaching Innovation Centre Annual Report 2019-2020.

(Appendix B.7, Agenda Paper 19, refers.)

B.8 **Chief Information Officer**

The Library and Computing Services Annual report for 2019-20 would be noted at the next meeting.

B.9 **Animal Welfare and Ethical Review Body**

The Committee's Annual Report to the Academic Board for 2019-2020 would be noted at the next meeting.

B.10 **Record of Annual Reports**

The Board noted the record of annual reports.

(Confidential Appendix B.10, Agenda Paper 19, refers.)

**59 MEETING REPORTS/MINUTES FROM COMMITTEES****59.1 Academic Standards and Audit Committee**

The Board noted the Minutes of the meetings of the Academic Standards and Audit Committee held on 13 October and 8 December.

**59.2 Academic Development Committee**

The Board noted the Minutes of the meetings of the Academic Development Committee held on 13 October and 8 December 2020.

**59.3 Ethics Committee**

The Board noted that the Minutes of the meeting of the Ethics Committee held on 21 October 2020 would be reported at the next meeting.

**59.4 Research Degrees Board**

The Board noted the reports of the meetings of the Research Degrees Board held on 1 October and 26 November 2020 from Dr Susan Grey, Director of the Doctoral College, Chair of the Board.

**59.5 Research Committee**

The Board noted the Minutes of the Research Committee meeting held on 15 October 2020.

**59.6 Student Educational Experience Committee/Education and Student Experience Committee**

The Board noted the Minutes of the meetings held on 29 September and 24 November 2020.

**59.7 School Academic Committees**

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

**59.7.1 School of Creative Arts**

[https://www.herts.ac.uk/\\_data/assets/word\\_doc/0005/234347/2019-05-15-SAC-CTA-Minutes.doc](https://www.herts.ac.uk/_data/assets/word_doc/0005/234347/2019-05-15-SAC-CTA-Minutes.doc)

**59.7.2 School of Education**

[https://www.herts.ac.uk/\\_data/assets/pdf\\_file/0018/234351/2020-10-21-SAC-EDU-Minutes.pdf](https://www.herts.ac.uk/_data/assets/pdf_file/0018/234351/2020-10-21-SAC-EDU-Minutes.pdf)

**59.7.3 School of Health and Social Work**

[https://www.herts.ac.uk/\\_data/assets/word\\_doc/0007/234358/2019-06-13-SAC-HSK-Minutes.doc](https://www.herts.ac.uk/_data/assets/word_doc/0007/234358/2019-06-13-SAC-HSK-Minutes.doc)

**59.7.4 Hertfordshire Business School**

[https://www.herts.ac.uk/\\_data/assets/pdf\\_file/0006/234339/2019-06-12-SAC-HBS-Minutes.pdf](https://www.herts.ac.uk/_data/assets/pdf_file/0006/234339/2019-06-12-SAC-HBS-Minutes.pdf)

**59.7.6 School of Humanities**

[https://www.herts.ac.uk/\\_data/assets/pdf\\_file/0006/234366/2019-05-22-SAC-HUM-Minutes.pdf](https://www.herts.ac.uk/_data/assets/pdf_file/0006/234366/2019-05-22-SAC-HUM-Minutes.pdf)

59.7.7 **Hertfordshire Law School**

[https://www.herts.ac.uk/\\_data/assets/word\\_doc/0019/234370/2019-07-08-SAC-LAW-Minutes.doc.docx](https://www.herts.ac.uk/_data/assets/word_doc/0019/234370/2019-07-08-SAC-LAW-Minutes.doc.docx)

59.7.8 **School of Life and Medical Sciences**

[https://www.herts.ac.uk/\\_data/assets/pdf\\_file/0005/234374/2020-03-10-SAC-LMS-Minutes.pdf](https://www.herts.ac.uk/_data/assets/pdf_file/0005/234374/2020-03-10-SAC-LMS-Minutes.pdf)

59.7.9 **School of Physics, Engineering and Computer Science**

[https://www.herts.ac.uk/\\_data/assets/pdf\\_file/0009/234378/2019-06-19-SAC-PAM-Minutes.pdf](https://www.herts.ac.uk/_data/assets/pdf_file/0009/234378/2019-06-19-SAC-PAM-Minutes.pdf)

(Confidential Appendices C.1-6, Agenda Paper 19, refer.)

60 **STUDENT PERFORMANCE MANAGEMENT GROUP INTERIM REPORT 2**

The Board noted the full Interim Report 2 from the Student Performance Management Group.

(Confidential Appendix D, Agenda Paper 19, refers.)

61 **AMENDMENTS TO TERMS OF REFERENCE AND/OR COMPOSITION**

The Board noted amendments to the Terms of Reference and Composition of the School Academic Committees, approved by Chair's action on 18 November 2020.

(Confidential Appendix E.1, Agenda Paper 19, refers.)

62 **MINUTES PUBLISHED**

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

Academic Development Committee	02.12.2020
Academic Standards and Audit Committee	08.12.2020
HHEC-QMC	28.01.2021
Research Degrees Board	26.11.2020
Education and Student Experience Committee	19.05.2020, 07.07.2020, 29.09.2020
Academic Board	22.01.2020

**School Academic Committees:**

SAC-EDU	21.10.2020
SAC-HSK	10.11.2020
SAC-LMS	17.11.2020
SAC-HBS	11.11.2020
SAC-SPEC	11.11.2020

63 **SCHOOL STRUCTURES**

The Board noted the latest School structures.

(Appendix G, Agenda Paper 19, refers.)

64 **ACADEMIC YEAR CALENDAR**

64.1 The Board noted that changes to the Academic Year calendar for 2020-2021 had been approved by action of the Chair on 27 January 2021.

64.2 The Academic Year calendar for 2021-2022 had now been published and it was unlikely to change.

64.3 Both the 2020-2021 and 2021-2022 calendars were available from the University website:

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

(Confidential Appendix H.1, refers)

65 **CALENDAR OF MEETINGS 2021-2022**

The Board noted the calendar of meetings for 2021-2022, which was available from the University website at the following link:

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

66 **STUDENTS' UNION ANNUAL MEMBER'S MEETING**

The date of the next annual members' meeting of the Hertfordshire Students' Union was 24 March 2021.

67 **VICE-CHANCELLOR'S MONTHLY BRIEFINGS**

The Board noted the Vice-Chancellor's monthly briefings, which were published in HertsHub at the following link:

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

68 **OBITUARIES**

68.1 The Board noted the passing of Dr Tim Parke on 6th February. Dr Parke had joined the University in 1993 and worked in the School of Humanities for over twenty-five years. He had been a much-respected member of the English Language and Linguistics Group and a dedicated teacher who had made a significant contribution to the lives of undergraduate and postgraduate students. Dr Parke had also been for many years Chair of the Social Sciences, Arts and Humanities Ethics Committee and had been renowned for his attention to detail and efficiency in the role. He had been known in the School for his dry sense of humour and as a voice of reason in turbulent times. He had always been collegial, giving his time generously to his students and colleagues, and he was being much missed in the Humanities corridor following his retirement in December 2019.

68.2 The Board noted the passing of Mary McQuade on 18 February 2021 after a short illness. Mary had worked in Student Administration for many years, in the Schools of Electrical Engineering, Nursing and Midwifery and lately Creative Arts, before retiring. Colleagues would remember her professionalism, kindness and thoughtfulness towards them.

69 **SCHEDULE OF MEETINGS 2020-2021**

Wednesday, 23 June 2020;

to be held in the Central Committee Room or via MS Teams at 14.00 hours.



70 **SCHEDULE OF MEETINGS 2021-2022**

Wednesday, 17 November 2021;  
Wednesday, 16 March 2022;  
Wednesday, 22 June 2022;

to be held in a location still to be determined at 14.00 hours.

71 **EMERGENCY BUSINESS**

*Minute 71 is confidential and available to members and officers in attendance only.*

72 **DATE OF NEXT MEETING**

The next meeting of the Academic Board would be held on Wednesday, 23 June 2021 from 14:00 hours via MS Teams.

Items for the Agenda should be notified to the Clerk, Leire Caselles Vallejo ('e'-mail [l.caselles\\_vallejo@herts.ac.uk](mailto:l.caselles_vallejo@herts.ac.uk)) by 2 June 2021 and reports submitted by 9 June 2021.