MEMBERSHIP

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

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

Noted: the term of office of Ms C Ricketts, would conclude on 31 August 2018.

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

Noted: the term of office Dr D Pinfield, would conclude on 31 August 2018.

620.3 Membership category 13: ‘At least one (1) and not more than three (3) student representatives nominated for terms of office of one (1) year’

620.3.1 Noted: the terms of office of Mr A Singh, Mr O Read and Ms M Kezoudi, would conclude on 31 August 2018.

620.3.2 Agreed:

i Ms S Locke, School Administration Manager, would organise the election of the members in categories 5 and 8 for the term of three years commencing 1 September 2018;

ii Dr J Collett, Associate Dean of School (Learning and Teaching), would organise the appointment of the student representatives for Academic Year 2018 – 2019.
**DEclarations of Interest**

There were no declarations of interest by members, Officers in Attendance or others present in any of the matters to be considered during the meeting.

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**MINUTES – 7 March 2018**

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

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**Matters Arising from the Minutes**

**623.1 Assessment landscape within the School – Minute 604.5.3, refers**

Noted: Minute 627.5.1, refers.

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**SCHOOL DEVELOPMENT AND STRATEGY – Minute 571 refers**

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

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**STUDENT RECRUITMENT – Minute 572 refers**

**625.1 Received:** a report from Dr J Stevens, Admissions Tutor (Confidential Agenda Paper 7, refers).

*Minute 625.2 is confidential and is for members and officers in attendance only.*

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**ACADEMIC QUALITY AND STANDARDS – Minute 573 refers**

**626.1 Associate Dean of School (Academic Quality Assurance)**

**626.1.1 Received:** a report from Dr S Kane, Associate Dean of School (Academic Quality Assurance) (Confidential Agenda Paper 8.1, tabled, refers).

**626.1.2 Noted:**

i. the University had achieved the top gold ranking in the Government’s Teaching Excellence Framework (TEF) 2018. The award was the Government’s assessment of teaching excellence in higher education; ranking institutions as bronze, silver or gold. The gold award recognised the outstanding teaching at the University. Last Year’s submission the University was ranked silver.

ii. the gold award was valid for up to three years and it would be a good selling point for the School during clearing and would hopefully give recruitment a boost;

iii. the DA Data Science development funding debate was still ongoing, the school were investigating how the programme could be delivered with the current proposal for a combination of online delivery and block release delivered over three years, semesters A, B and C.
626.2 Annual Monitoring and Evaluation Reports (AMERs), Annual Short Course Monitoring Reports and Annual Subject Monitoring and Evaluation Reports

This item was not taken. Confidential Agenda Paper 8.2 was not received.

**Noted:** The committee gave their permission for Chair’s action to be taken.

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

626.3.1 20 March 2018

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

626.3.2 15 May 2018

**Noted:** a report of the business discharged by ASAC (Agenda Paper 8.3.2, refers).

627 STUDENT EXPERIENCE AND LEARNING AND TEACHING – Minute 574 refers

627.1 Associate Dean of School (Learning and Teaching)

627.1.1 Received: the report of Dr J Collett, Associate Dean of School (Learning and Teaching), (Confidential Agenda Paper 9.1, refers).

627.1.2 **Noted:** the induction working group had not formally met yet, however, a small subgroup had met to discuss possible key themes in planning induction. Amongst these were: making sure students had good opportunities to find different friendship groups; mixer events that involved students from different levels of the programme.

627.2 National Student Survey (NSS)

**Noted:** the School’s overall response rate for the NSS had been 67.4% this was down on last year but similar to 2016 results. The School had made progress on moving deadlines and exam dates and hopefully this will have a positive effect on the responses of those who joined toward the end of the survey (Confidential Agenda Paper 9.1, also refers).

627.3 Student Educational Experience Committee (SEEC)

627.3.1 23 January 2018

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

627.4 School Information Manager Report

**Noted:** the Information Manager report from Ms M Rivers-Latham, Information Manager, Library and Computing Services (Confidential Agenda Paper 9.4, refers).

627.5 Student matters

627.5.1 Assessment landscape within the School – Minute 604.5.3 refers

627.5.2 Received an update from Dr C Chemel, representing the Programme Leaders concerning the assessment landscape within the School.

627.5.3 **Noted:**

i a working party had been set up and they have met twice;

ii exam papers had been discussed and a move to a more uniform approach was agreed;

iii the lateness of papers received by External Examiners would be addressed.
RESEARCH DEGREES – Minute 575 refers

628.1 Associate Dean’s Report

Received: a report from Professor E Brinks, Associate Dean of School (Research), concerning any matters relating to research degrees (Confidential Agenda Paper 10.1, refers).

RESEARCH AND SCHOLARSHIP – Minute 576 refers

629.1 Associate Dean’s Report

629.1.1 Received: a report from Professor Brinks concerning any matters relating to research and scholarship. (Confidential Agenda Paper 11.1, refers).

629.1.2 Noted:

i feedback from external assessors on the mock REF2018 submission had been received. The School were on course to put in a strong REF submission;

ii UKRI released a call for UKRI Future Leaders Fellowships. After a discussion at PRMG, the school would be putting forward, 2 internal and 2 external candidates, all candidates had been asked to prepare;

iii Research England and the UKRI had recently announced two new funding opportunities. The University was allowed to submit 3 stand-alone bids plus one collaborative one. The School were exploring 3 options.

Research Involving the Use of Human Participants

629.2 Noted: a report from The Ethics Committee for Studies Involving Human Participants, concerning the requirement to capture information on studies involving human participants being transferred from another institution (Confidential Agenda Paper 11.2, refers).

ACADEMIC PORTFOLIO – Minute 577 refers

630.1 Academic Development Committee – Minutes 477.1 and 505.1 refer

630.1.1 24 January 2018

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

630.1.2 21 March 2018

Noted: there were no programme and partner proposals submitted for this meeting.

Programme Specifications

This item was not taken. Confidential Agenda Paper 12.2 was not received.

EXTERNAL EXAMINERS – Minute 578 refers

631.1 Noted: amendments to External Examiner appointments (Confidential Agenda Paper 13.1, refers).
631.2 **Received** oral assurances from the Chairman, that any issues of concern raised by the School's External Examiners had been addressed by the School.

632 **PROGRAMME COMMITTEES** – Minute 579 refers

632.1 **Matters referred by Programme Committees**

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

633 **COLLABORATIVE PROVISION** – Minutes 442 and 508 refer

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

There were no items referred by the Collaborative Partner Leaders for consideration by the School Academic Committee.

634 **VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS**

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

634.2 **Received**: oral assurances from the Chairman, that none of the School's validated or revalidated programmes had failed to commence within six (6) months of the date of approval.

634.3 **Validation, periodic review and revalidation reports**

There were no reports for this meeting.

635 **AGENDA - PART II**

**Noted and approved**: the remaining items in Part II of the Agenda (Items 636 to 643, refer.)

636 **PROGRAMME COMMITTEES**

636.1 **Programme Committee – Meetings**

**Noted**: a report from Ms S Locke, School Administration Manager concerning the date on which each of the Programme Committees met during the Academic Year together with confirmation from her that, as required by Standing Orders, the record of these meetings (Agenda, Agenda Papers and Minutes) had been placed in the Electronic Document Management System (Agenda Paper A.1, refers).

637 **PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES**

There had been no changes of professorships, readerships and honorary titles conferred by the Dean of School, the names of the individuals concerned and the dates of the term of conferment (commencement and conclusion) which also shows other
senior academic titles (Reader, Reader Emeritus, Professor, Professor Emeritus) conferred on other members of the School by the Academic Board or the Board of Governors since the last meeting.

638 COMMITTEES OF THE ACADEMIC BOARD

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

<table>
<thead>
<tr>
<th>Name of Committee/Board</th>
<th>Date of Meeting</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics Committee</td>
<td>25 October 2017</td>
<td><a href="http://sitem.herts.ac.uk/secreg/EthicsCommittee.htm">http://sitem.herts.ac.uk/secreg/EthicsCommittee.htm</a></td>
</tr>
<tr>
<td>Research Committee</td>
<td>19 October 2017</td>
<td><a href="http://sitem.herts.ac.uk/secreg/ResearchCommittee.htm">http://sitem.herts.ac.uk/secreg/ResearchCommittee.htm</a></td>
</tr>
</tbody>
</table>

639 UNIVERSITY POLICY AND REGULATION – COMPLIANCE

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

640 SCHEDULE OF MEETINGS AND DEADLINES – 2018-2019

Noted: the meeting requests will follow shortly:

<table>
<thead>
<tr>
<th>Date of meeting</th>
<th>Date for notification of items</th>
<th>Date for receipt of papers</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 October 2018, 13.15 hours (AA191)</td>
<td>26 September 2018</td>
<td>3 October 2018</td>
</tr>
<tr>
<td>13 March 2019, 13.15 hours (AA191)</td>
<td>20 February 2019</td>
<td>27 February 2019</td>
</tr>
<tr>
<td>19 June 2019, 13.15 hours (2H250)</td>
<td>29 May 2019</td>
<td>5 June 2019</td>
</tr>
</tbody>
</table>

641 RISK

Noted: the periodic review for the BSc (Hons) / MPhys Physics programme had been highlighted as a possible risk item.

642 EMERGENCY BUSINESS

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

643 DATE OF NEXT MEETING

Wednesday, 17 October 2018, 13.15 hours (AA191) changed from the Agenda

Items for the Agenda should be notified to the Clerk by Wednesday, 26 September 2018. Supporting papers should be provided to the Clerk by Wednesday, 3 October 2018. (Telephone: 3285; e-mail: m.golder@herts.ac.uk).