UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

COMMITTEE STRUCTURE OF THE ACADEMIC BOARD

SCHOOL ACADEMIC COMMITTEE – SCHOOL OF PHYSICS, ASTRONOMY AND MATHEMATICS

The meeting of the School Academic Committee of the School of Physics, Astronomy and Mathematics held on Wednesday, 17 October, 2018, at 13.15 hours, in room AA191

PRESENT: Professor M Thompson (Chairman)

Miss L Buckwell  Dr S Kane  Professor D Pinfield
Dr C Chemel    Dr M Krause  Ms M Rivers-Latham
Dr J L Collett  Dr Y Peresse  Dr J Stevens

IN ATTENDANCE:  Mrs M Golder  Mrs S Dunk

APOLOGIES:

Professor E Brinks  Professor P H Kaye  Mr A Saji
Dr M J Cahill  Dr S Kaviraj  Professor R Sokhi
Dr C Carvalho  Mrs J Ratcliffe

ACTION

644  TERMS OF REFERENCE AND COMPOSITION

Noted: the terms of reference and composition of the Committee approved effective from 1 September 2018 (Agenda Paper 2, refers).

645  MEMBERSHIP

Noted: the membership of the Committee (Agenda Paper 3, refers).

645.1  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 Dr M Krause and Dr Y Peresse commenced on 1 September 2018.

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

Noted: the term of office of Professor D Pinfield, Programme Leader, continued on 1 September 2018.

645.3  Membership category 13: ‘At least one (1) and not more than three (3) student representatives of whom one (1) shall be the elected School Officer, nominated for terms of office of one (1) year’

Noted: the terms of office of Miss L Buckwell and Mr A Saji, commenced on 1 September 2018.

645.4  Officers in Attendance

Noted: the Committee welcomed Mrs S Dunk, Academic Services Officer (AQA).
STANDING ORDERS

Noted: the Standing Orders of the Academic Board, effective from 1 September 2012 (amended 3 November 2014), standing Order 4.3 corrected on 19 March 2014 (Agenda Paper 4, refers).

UNIVERSITY REGULATION

647.1 Academic quality and standards

Received: UPR AS17 ‘Academic Quality’ effective 1 September 2018, and noted particularly the responsibilities which it assigned to School Academic Committees (Agenda Paper 4, refers).

647.2 Admissions policy

Noted: the following extract from UPR SA03 (SA03-Admissions-Undergrad and Taught Postgraduate Students-v06.0.doc).

“4.4 Deans of School (Chair of School Academic Committees)

Any admissions policies, regulations and procedures within programme regulations were the responsibility of the relevant Programme Committee. They must be:

a consistent with the principles, policies, regulations and procedures set out in this document (UPR SA03) and with those of any relevant external validating or professional body and

b approved by the relevant Deans of School and such approvals noted by the School Academic Committee.”

647.3 Amendment/endorsement of the academic regulations for the academic year 2018-2019

Noted: that a summary of changes to the academic regulations for undergraduate and taught postgraduate programmes which were approved by the Academic Board had been circulated to Deans of School, Associate Deans (Academic Quality Assurance), Associate Deans (Learning and Teaching), Academic Registry, External Examiners and all collaborative partners.

i UPR AS11 (Agenda Paper 5.3.1i, refers).

ii UPR AS12 (and, by association, UPR AS13) (Agenda Paper 5.3.1ii, refers).

iii UPR AS14 (Agenda Paper 5.3.1iii, refers).

iv UPR AS17 (Agenda Paper 5.3.1iv, refers).

The summaries can be viewed on the Centre for Academic Quality Assurance (CAQA) StudyNet site.

ACADEMIC AND RESEARCH HEALTH

Noted: the annual statement concerning the academic and research health of the School, to be received by the Academic Board on 21 November 2018 (Agenda Paper 6, refers).
CONDUCT OF THE COMMITTEE’S BUSINESS

Noted and endorsed the following:

649.1 Protocol for approval by Chair’s Action – Minutes 147.1.1 and 373.1 refer
approved by the Committee on 3 October 2012 (Agenda Paper 7.1, refers).

649.2 Protocol for the conduct of business – Minutes 147.1.2 and 373.2 refer
approved by the Committee on 3 October 2012 (Agenda Paper 7.2, refers).

649.3 Membership – responsibilities and duties – Minutes 147.1.3 and 373.3 refer
the responsibilities associated with membership of the Committee and members’ duties (Agenda Paper 7.3, refers).

649.4 Protocol for the appointment of External Examiner appointments – Minutes 270.1.2 and 373.4 refer
the arrangements approved by the Committee on 3 October 2012, whereby External Examiner vacancies were identified, nominees were considered by the Committee and recommendations for appointment were made by the Committee for the approval of the Director of Academic Quality Assurance (Agenda Paper 7.4, refers).

DECLARATIONS OF INTEREST

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

MINUTES – 13 JUNE 2018

The minutes were confirmed and signed (Confidential Agenda Paper 9, refers).

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the last meeting.

SCHOOL DEVELOPMENT AND STRATEGY – Minutes 571 and 624, refer

Noted: the School Academic Standards and Student Experience Action Plan (Confidential Agenda Paper 11, refers).
STUDENT RECRUITMENT – Minutes 572 and 625 refer

Received: a report from Dr J Stevens, Admissions Tutor (Confidential Agenda Paper 12, refers).

Minute 654.2 is confidential and is for members and officers in attendance only.

ACADEMIC QUALITY AND STANDARDS – Minutes 573 and 626, refer

Associate Dean of School (Academic Quality Assurance)

Received: a report from Dr S Kane, Associate Dean of School (Academic Quality Assurance) (Confidential Agenda Paper 13.1, refers).

Noted:

i. Programme leads had been appointed for Mathematics and Physics/Astrophysics. The previous Programme Leads had been helping with the transition and would be involved in the AMER process for this academic year;

ii. the attendance monitoring system piloted by the School during academic year 2017/18 had some teething issues. The monitoring was now in place for all modules at all levels of study. Further analysis would be undertaken on the data check for trends and what could be done to help student attendance paying particular attention to sensitive areas such as pastoral care;

iii. the Chair would escalate any outstanding assessment landscapes from Module Leaders.

Study Abroad

Noted: a summary of those confirmed students undertaking a study abroad/exchange scheme by programme during the academic year 2018-2019 (Confidential Agenda Paper 13.2, refers).

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

Noted and endorsed:

i. the arrangements for the formulation, consideration and approval of Annual Monitoring and Evaluation Reports (AMERS) (including, as appropriate, Annual Short Course Monitoring Reports and Annual Subject Monitoring and Evaluation Reports) and also, where relevant, the membership of any working group to which the Committee had delegated responsibility in this regard and that AMERs would be held in the electronic archive of the Committee’s business;

ii. the AMERs which the Schools were required to provide and their completion and submission (Agenda Paper 13.3ii, refers).

Academic Standards and Audit Committee (ASAC) – Minute 626.3 refers

19 June 2018

Noted: a report of the business discharged by ASAC (Agenda Paper 13.4.1, refers).
656  STUDENT EXPERIENCE AND LEARNING AND TEACHING – Minute 627 refers

656.1  Associate Dean of School (Learning and Teaching)

Received: the report of Dr J Collett, Associate Dean of School (Learning and Teaching) (Confidential Agenda Paper 14.1, refers).

656.2  National Student Survey (NSS)

Confidential Agenda Paper 14.1, also refers

656.2.1  Noted:

i  learning resources was a strong category for the University and a good one for the School, not least due to the efforts of the Information Manager Ms M Rivers-Latham and technical staff;

ii  the committee offered thanks to Miss L Buckwell, the School Community Organiser for all her work with student engagement.

656.3  Student Educational Experience Committee (SEEC)

656.3.1  13 March 2018

Noted: the following communique referred by SEEC (Agenda Paper 14.3.12, refers).

656.3.2  8 May 2018

Noted: the following communique referred by SEEC (Agenda Paper 14.3.2, refers).

656.3.3  10 July 2018

Noted: the following communique referred by SEEC (Agenda Paper 14.3.3, refers).

656.4  School Information Manager Report

656.4.1  Received: the Information Manager Action Plan from Ms M Rivers-Latham, Information Manager, Library and Computing Services (Confidential Agenda Paper 14.4, refers).

656.4.2  Noted:

i  Dr Pinfield, and Ms Rivers-Latham had discussed how the Information Manager and Library and Computing Services could support future Programme developments;

ii  the Chair, and Ms Rivers-Latham would look at the action plan and identify modules where improvements could be made, and which members of staff would work with Ms Rivers-Latham to progress the action plan priorities. This would be discussed with the Learning and Teaching Committee and any decisions would be reported back to SAC at a later date.

Chair/MR-L

656.5  Student matters

Noted: Miss Buckwell, and Dr J Stevens, Admissions Tutor, had been looking into arrangements for students to visit their old schools to give talks about studying in the School of Physics, Astronomy and Mathematics.

657  RESEARCH DEGREES – Minute 628 refers

657.1  Associate Dean’s Report

Received: a report from Professor E Brinks, Associate Dean of School (Research), (Confidential Agenda Paper 15.1, refers).
RESEARCH AND SCHOLARSHIP – Minute 629 refers

658.1 Associate Dean’s Report

Received: a report from Professor Brinks (Confidential Agenda Paper 16.1, refers).

ACADEMIC PORTFOLIO – Minute 630 refers

659.1 Modules – development and validation


‘A new module may be initiated by a Programme Committee, by a group of staff or by an individual member of staff. Schools were responsible for the approval of modules and may exercise discretion in determining an appropriate approval process in each case. Schools should ensure that initial approval to develop a new module had been sought from the Dean or ADoS (AQA) and the relevant Programme Committee(s) for the programmes on which the module would be taught.’

659.2 Academic Development Committee – Minute 630 refers

There were no Withdrawals or temporary suspensions reported at the meetings held on 2 May 2018 and 11 July 2018.

659.3 Programme Specifications

Approved: In compliance with UPR AS17, proposed amendments to Programme Specifications (Confidential Agenda Paper 17.2, refers).

EXTERNAL EXAMINERS – Minute 578 refers

660.1 Noted: the External Examiners appointed within the School and the programmes for which they had been appointed (Confidential Agenda Paper 18.1, refers).

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

PROGRAMME COMMITTEES – Minute 579 refers

661.1 Programme Committees – structure

661.1.1 Received and endorsed: the structure of Programme Committees that would operate within the School, including those for the School’s collaborative programmes, their titles and Chairs, and in doing so also noted that Annual Monitoring and Evaluation Reports constitute the Annual Reports of the Programme Committees (Agenda Paper 19.1.1, refers).

661.1.2 Noted: a correction to Agenda Paper 19.1.1. The Physics, Astronomy and Mathematics Programme Committee would now be jointly chaired by Dr C Chemel and Dr D Pinfield, Programme Leaders.

661.1.3 Confirmed: the mechanism by which issues of concern raised by Programme Committees would be identified and reported to the School Academic Committee.

661.2 Matters referred by Programme Committees

There were no substantive items that the Programme Committees wished to draw to the attention of the School Academic Committee.
COLLABORATIVE PROVISION – Minute 633 refers

Collaborative Partners

Noted: the School’s collaborative partners and the dates on which those partners required re-approval (Confidential Agenda Paper 20.1, was not received).

Collaborative Partnership Leaders and Schedule of Collaborative Partnership Leaders Activity

Noted: the schedule of Collaborative Partnership Leaders and Collaborative Partnership Leaders activity (Agenda Paper 20.2, was not received).

Collaborative Operational Delivery Plans

There were no reports for this meeting.

Collaborative Partnership Leader reports

There were no reports for this meeting.

Matters referred by the Collaborative Partnership Leaders

There were no substantive items that the Collaborative Partnership Leaders wished to draw to the attention of the School Academic Committee.

VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

Noted: the schedule of validations, periodic reviews and revalidations (Confidential Agenda Paper 21.1, refers).

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

Validation, periodic review and revalidation reports

Noted: there were no reports for this meeting.

AGENDA - PART II

Noted and approved: the remaining items in Part II of the Agenda (Items 665 to 678 refer.)

PROGRAMME COMMITTEES

Programme Committees - governance

Noted: the generic terms of reference, generic composition Chair and titles as approved by the Academic Board which apply to all Programme Committees established by the School Academic Committee and in doing so noted that the Programme Committees established within the School function as sub-committees of the School Academic Committee (Agenda Paper A.1, refers).
MATTERS REFERRED

Matters referred from the Academic Standards and Audit Committee (ASAC)

Annual School Reports on Academic Standards and Student Experience


BOARDS OF EXAMINERS

Noted: the titles of the Short Course/Module and Programme Boards of Examiners established within the School by the Vice-Chancellor, their Chairs appointed by the Vice-Chancellor, and their memberships (Agenda Paper C, was not received).

PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

Noted: that the Dean of School was authorised to confer the following honorary titles: Visiting Research Associate; Visiting Research Fellow; Senior Visiting Research Fellow; Honorary Senior Lecturer (Clinical); Honorary Lecturer (Clinical); Visiting Fellow; Visiting Clinical Fellow; Visiting Senior Clinical Fellow; Visiting Industrial Fellow.

Noted: the 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) set out in the attached list which also showed 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 (Agenda Paper D, refers).

WORKING GROUPS ESTABLISHED BY THE SCHOOL ACADEMIC COMMITTEE

Noted: there were no working groups established by the committee.

PROFESSIONAL ADVISORY GROUPS (OR EQUIVALENT)

<table>
<thead>
<tr>
<th>Title of group:</th>
<th>Convenor:</th>
<th>Date of establishment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Liaison Group</td>
<td>Dr J Rogel-Salazar and Mrs J Hart</td>
<td>2005</td>
</tr>
</tbody>
</table>

ANNUAL REPORT OF THE SCHOOL ACADEMIC COMMITTEE

COMMITTEES OF THE ACADEMIC BOARD

Noted: 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>2 May 2018</td>
<td><a href="http://sitem.herts.ac.uk/secreg/EthicsCommitteeECSIHP.htm">http://sitem.herts.ac.uk/secreg/EthicsCommitteeECSIHP.htm</a></td>
</tr>
<tr>
<td>Research Committee</td>
<td>1 March 2018</td>
<td><a href="http://sitem.herts.ac.uk/secreg/ResearchCommittee.htm">http://sitem.herts.ac.uk/secreg/ResearchCommittee.htm</a></td>
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MATTERS REPORTED FOR INFORMATION

There were no further matters reported.

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.

SCHEDULE OF MEETINGS AND DEADLINES – 2018-2019

<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>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>

RISK

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

EMERGENCY BUSINESS

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

DATE OF NEXT MEETING

Wednesday, 13 March 2019, 13.15 hours (AA191)

Items for the Agenda should be notified to the Clerk by Wednesday, 20 February 2019. Supporting papers should be provided to the Clerk by Wednesday, 27 February 2019. (Telephone: 3285; e-mail: m.golder@herts.ac.uk).