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, 13 March 2019, at 14.00 hours, in room AA191

PRESENT:
Professor M Thompson (Chairman)
Miss L Buckwell
Dr M J Cahill
Dr C Carvalho
Dr S Kaviraj
Dr M Krause
Dr Y Peresse
Professor D Pinfield
Ms M Rivers-Latham
Dr J Stevens

IN ATTENDANCE:
Mrs M Aristidou
Mrs S Dunk

APOLOGIES:
Professor E Brinks
Dr C Chemel
Dr J L Collett
Dr S J Kane
Professor P H Kaye
Mrs J Ratcliffe
Mr A Saji
Professor R Sokhi

ACTION

679 MEMBERSHIP

Noted: Dr M J Cahill, Associate Director Academic Quality Assurance chaired the meeting due to an unavoidable delay which prevented Professor M Thompson from being there at the start. The Committee thanked Dr Cahill for stepping in at the last minute.

679.1 Officer in Attendance

The committee welcomed Mrs M Aristidou, as the new School Administration Manager.

680 DECLARATIONS OF INTEREST

Noted any declarations of interest by members, Officers in Attendance or others present in any of the matters to be considered during the meeting.

681 MINUTES – 17 OCTOBER 2018

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

682 MATTERS ARISING FROM THE MINUTES

There were no outstanding actions from the previous meeting.

683 SCHOOL DEVELOPMENT AND STRATEGY – Minutes 571 and 624, refer

Noted the School Academic Standards and Student Experience Action Plan would be reported at the next meeting. (Confidential Agenda Paper 6, was not received).
STUDENT RECRUITMENT – Minutes 572 and 625 refer

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

Minute 684 is confidential and is for members and officers in attendance only.

ACADEMIC QUALITY AND STANDARDS – Minutes 573 and 626, refer

Noted the report from Dr S Kane, Associate Dean of School (Academic Quality Assurance) would be received at the next meeting.

(Confidential Agenda Paper 8.1, was not received).

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

Noted the AMERs were yet to be submitted, reviewed and approved. Dr Kane would set up a date for the AMER SAC working group.

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

4 December 2018

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

29 January 2019

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

Matters referred from ASAC

Noted the following matters referred from the Academic Standards and Audit Committee (ASAC):

Summary of External Examiner Reports for the academic year 2017-2018.

Noted summaries of the external examiner reports for the School for the academic year 2017-2018:

i A UH-wide summary of external examiners’ reports from 2017/18, showing where they had ‘partly agreed’ or ‘disagreed’ or with the statements in the report template (Confidential Agenda Paper 8.4.1, i, refers).

ii A UH-wide summary of external examiners’ reports from 2017/18, showing where they had ‘disagreed’ with the statements in the report template (Confidential Agenda Paper 8.4.1, ii, refers).

iii A more detailed report summarising the responses for each of the external examiners for your School (Confidential Agenda Paper 8.4.1, iii, refers).

STUDENT EXPERIENCE AND LEARNING AND TEACHING – Minute 627 refers

Noted the report of Dr J Collett, Associate Dean of School (Learning and Teaching) (Confidential Agenda Paper 9.1, refers).
686.1.2 **Noted:** the committee congratulated Aoife Simpson, an MPhys Astronomy student who was awarded a prize by Professor Sir Bill Wakeham for her work with the University of Surrey on Probing Dwarf Galaxy Quenching.

686.2 **National Student Survey (NSS)**

686.2.1 **Received** the NSS report (Confidential Agenda paper 9.1, refers).

686.2.2 **Noted:** some work was required in reaching threshold values in all three programmes.

686.3 **Student Educational Experience Committee (SEEC) – Minutes 476.3 and 504.3 refer**

686.3.1 2 October 2018

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

686.3.2 27 November 2018

**Noted** the following communiqué referred by SEEC (Agenda Paper 9.3.2, refers).

686.4 **School Information Manager Report – Minute 656.4.2ii refers**

*(NOTE: R Wainwright, Operational Manager, and G Davies, Head of Academic Resources, Library and Computing Services attended for this item.)*

686.4.1 **Received** a report from Ms M Rivers-Latham, Information Manager, Library and Computing Services (Confidential Agenda Paper 9.4, refers).

686.4.2 **Noted:**

i there was an anticipated 5-6% inflationary increase in journal subscriptions forecast for 2019;

ii a committed team was required especially as there were some large packages expiring to discuss and review;

iii the usage statistics were positive, and an email would be sent to staff to request their software requirements shortly;

iv the chair would reinforce to staff that not all software packages were free to use and not to assume roll over year on year.

686.5 **Student matters**

There were no further student items to discuss.

687 **RESEARCH DEGREES – Minute 628 refers**

687.1 **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).

688 **RESEARCH AND SCHOLARSHIP – Minute 629 refers**

688.1 **Associate Dean’s Report**

**Received** a report from Professor Brinks concerning any matters relating to research and scholarship (Confidential Agenda Paper 11.1, refers).
ACADEMIC PORTFOLIO – Minute 630 refers

Academic Development Committee – Minutes 477.1 and 505.1 refer

Noted there were no withdrawals or temporary suspensions reported at the meetings on 10 October 2018 and 28 November 2018.

Programme Specifications

Noted there were no proposed amendments to Programme Specifications for this meeting.

(Confidential Agenda Paper 12.2, was not received).

EXTERNAL EXAMINERS – Minutes 478 and 506 refer

Noted any amendments to External Examiner appointments (Confidential Agenda Paper 13.1, refers).

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

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.

VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

Noted the schedule of validations, periodic reviews and revalidations (Confidential Agenda Paper 16.1, 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

Received the following reports:

<table>
<thead>
<tr>
<th>Programme title</th>
<th>Date of event and nature of event (validation or periodic review)</th>
<th>Date of conditions meeting</th>
<th>AQ3 signed</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc (Hons) / MPhys Physics</td>
<td>Periodic Review 26/10/2018</td>
<td>05/12/2018</td>
<td>Yes</td>
<td>16.3.1</td>
</tr>
<tr>
<td>BSc (Hons) / MPhys Astrophysics (EIPHY/PMMPHY)</td>
<td></td>
<td></td>
<td>Confidential</td>
<td></td>
</tr>
</tbody>
</table>

AGENDA - PART II

Noted and approved Part II of the Agenda (Items 694 to 701, refer.)
BOARDS OF EXAMINERS

Noted amendments to 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 A, refers).

PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

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 B, refers).

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>2 May 2018</td>
<td><a href="https://www.herts.ac.uk/__data/assets/word_doc/0019/234235/2018-05-02-ECSIHP-Minutes.doc">https://www.herts.ac.uk/__data/assets/word_doc/0019/234235/2018-05-02-ECSIHP-Minutes.doc</a></td>
</tr>
</tbody>
</table>

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>19 June 2019, 13.15 hours (2H250)</td>
<td>29 May 2019</td>
<td>5 June 2019</td>
</tr>
</tbody>
</table>

RISK

Noted the school had conducted an audit of their laser safety following a change in regulatory requirements. This would be added to the School’s risk register and PHE documentation would be put in place.

EMERGENCY BUSINESS

(Admissible only with the consent of the Chair given prior to the meeting.)
DATE OF NEXT MEETING

Wednesday, 19 June 2019, 13.15 hours (2H250)

Items for the Agenda should be notified to the Clerk by Wednesday, 29 May 2019. Supporting papers should be provided to the Clerk by Wednesday, 5 June 2019. (Telephone: 3285; e-mail: m.golder@herts.ac.uk).