

UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION**SCHOOL ACADEMIC COMMITTEE - PHYSICS, ENGINEERING AND COMPUTER SCIENCE**

Minutes of the meeting of the School Academic Committee - Physics, Engineering and Computer Science held on 11 November 2020.

PRESENT:

Associate Professor Dan McCluskey	Chido Michelle Mawarura	Dr Stephen Kane
Dr Simon Trainis	Dr Mariana Lilley	Lily Meng
Susan Murray	Professor Pandelis Kourtessis	
Professor Martin Hardcastle	Felix Zhu	

IN ATTENDANCE:

Vikki Smallwood	Mel Golder
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1 APOLOGIES

The Committee received apologies from Dr Rodney Day and Associate Professor Dan McCluskey chaired the meeting at his request.

2 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.

3 TERMS OF REFERENCE AND COMPOSITION (DRAFT)

The Committee noted the Terms of reference and Composition.

(Agenda paper 3, refers).

4 MEMBERSHIP (DRAFT)

The Committee noted changes to the Membership and welcomed Chido Michelle Mawarura as Student Representative.

(Agenda paper 4, refers).

5 STANDING ORDERS

The Committee noted the Standing Orders of the Academic Board.

https://www.herts.ac.uk/data/assets/pdf_file/0003/255882/Academic-Board-Standing-Orders.pdf

6 AGENDA AND PAPERS - 18 MARCH 2020

Following the emergency government COBRA meeting and subsequent advice from the Director of Public Health from Hertfordshire County Council, the University cancelled all non-essential face to face meetings. Members were asked to read through and invited to comment on the published Agenda and Papers. No comments were received, and so the reports were taken as noted and approved.

7 STUDENT RECRUITMENT

The Committee received a report from Nathan Baddoo

(Confidential Agenda paper 7, refers).

8 TO RECEIVE THE REPORT OF ASSOCIATE DEAN OF SCHOOL (ACADEMIC QUALITY ASSURANCE)

The Committee received a report from Dr Mariana Lilley, Associate Dean of School (Academic Quality Assurance).

8.1 The School had successfully applied for the extension of four External Examiners contracts and was in the process of appointing two new External Examiners.

8.2 A number of academic quality and student experience processes had been affected by the data cleansing and reporting features of the University's systems, these issues would be raised centrally.

(Confidential Agenda paper 8, refers).

9 PROGRAMME SPECIFICATIONS

There were no proposed amendments to Programme Specifications for this meeting.

(Confidential Agenda paper 8, also refers).

10 PROGRAMME COMMITTEES

The Committee noted the dates of the Programme Committee meetings and the appointed Chairs.

(Confidential Agenda paper 10, refers).

11 ASSOCIATE DEAN OF SCHOOL (LEARNING, TEACHING AND STUDENT EXPERIENCE)

The Committee received a report from Dr Stephen Kane, Associate Dean of School (Learning, Teaching and Student Experience)

11.1 The start of the academic year had been fairly smooth given the current Covid-19 situation. There had been a few issues with induction week relating to scheduling of students and some instances timeliness of Induction Timetables.

11.2 Given the Covid-19 situation the Department of Engineering ran a vanguard module which given initial feedback had been effective.

11.3 The School was implementing a personal tutoring system so that all students L4 – L7 were assigned a personal tutor. The process would be reviewed over the academic year to try and develop a common system across all departments. The role descriptor for Programme Leader had been updated centrally and the Programme Leaders were taking more ownership of their programmes.

(Confidential Agenda paper 11, refers).

12 NATIONAL STUDENT SURVEY (NSS)

The Committee received a report from Dr Stephen Kane.

- 12.1 The RAG rating was red if 3% or more below the subject sector wide mean, amber if within 3% below and green if above. The first lockdown occurred towards the end of the NSS period and results showed it had not affected the outcome.

(Confidential Agenda paper 12, refers).

13 INFORMATION MANAGER REPORT

The Committee received a report from Monica Rivers-Latham, Information Manager, Library and Computing Services.

(Confidential Agenda paper 13, refers).

14 STUDENT MATTERS

No student matters were raised.

15 TO RECEIVE A REPORT FROM, ASSOCIATE DEAN OF SCHOOL (RESEARCH AND ENTERPRISE)

The Committee received a report from Professor Pandelis Kourtessis, Associate Dean (Research & Enterprise).

- 15.1 The Schools business plan had been agreed. The three-year plan was in line with the University's Strategic Plan and all departments were included. A higher Research income needed to be generated with a 45% increase over the next five years.

- 15.2 The School contributed towards 45-50% of the University's overall income for research.

16 INTERNATIONAL

17 CLERK'S REPORT

The Clerk's report substituted Part II of the agenda.

There were no indications that Members wished to comment on any item in the Clerk's report and therefore the report was taken as noted and approved.

(Confidential Agenda paper 17, refers).

17.1 UNIVERSITY REGULATION

Academic quality and standards

UPR AS17 'Academic Quality' effective 1 September 2019 and **to note** particularly the responsibilities which it assigns to School Academic Committees.

<https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/amendments-to-regulations>

Admissions policy

The following extract from UPR SA03 (SA03-Admissions-Undergrad and Taught Postgraduate Students-v10.0.doc).

"4.4 Deans of School (Chairmen 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.”

The following summaries of the academic regulatory changes for 2020-2021, affecting the University’s taught programmes:

- i UPR AS11
- ii UPR AS12
- iii UPR AS13
- iv UPR AS14

<https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/amendments-to-regulations>

17.2 CONDUCT OF THE COMMITTEE’S BUSINESS

Protocol for approval by Chairman’s Action

approved by the Committee on 10 October 2012; (Part 2)

Protocol for the conduct of business

approved by the Committee on 10 October 2012; (Part 3)

Membership – responsibilities and duties

The responsibilities associated with membership of the Committee and members’ duties (Part 4)

Protocol for the appointment of External Examiners

The arrangements approved by the Committee on 10 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 (Part 5)

17.3 SCHOOL DEVELOPMENT AND STRATEGY

Study Abroad

There were no students undertaking a study abroad/exchange scheme during the academic year 2020-2021.

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

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 **to note** also, where relevant, the membership of any working group to which the Committee had delegated responsibility in this regard and that AMERs will be held in the electronic archive of the Committee’s business.

The AMERs which the Schools is required to provide and their completion and submission (Part 12)

Annual School Reports on Academic Standards and Student Experience reporting cycle

The reporting cycle for the 2020-2021 Annual School Reports on Academic Standards and Student Experience. (Part 9)

17.4 **ACADEMIC PORTFOLIO**

Modules – development and validation

section B2.3, UPR AS17 (AS17 Academic Quality-v10.0).

‘A new module may be initiated by a Programme Committee, by a group of staff or by an individual member of staff. Schools are 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 will be taught.’

Academic Development Committee (ADC)

The programme and partner proposals submitted by the Dean of School for consideration by ADC at their meetings **and** that Committee’s decisions in relation to these proposals.

5 February 2020 (Part 10)

13 May 2020 (Part 11)

8 July 2020 (None)

7 October 2020 (Part 12)

17.5 **EXTERNAL EXAMINERS**

The External Examiners appointed within the School and the programmes for which they have been appointed. (Part 13)

17.6 **PROGRAMME COMMITTEES**

Programme Committees - governance

The generic terms of reference, generic composition Chairman and titles as approved by the Academic Board which applied 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.

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

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.

17.7 **COLLABORATIVE PROVISION**

Collaborative Partners

The School’s collaborative partners and the dates on which those partners required re-approval. (Part 14)

Collaborative Partnership Leader reports

The reports from the following Collaborative Partnership Leaders: (Part 15)

Collaborative Operational Delivery Plans

(Part 16)

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.

17.8 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

The schedule of validations, periodic reviews and revalidations (Part 17).

Validation reports

Programme Code	Programme Title	ADC approval Date	Date of Event	Date of Conditions Meeting	AQ3 signed	Part
PMDSM	MSc Data Science	04/12/2019	11/03/2020	25/03/2020	Yes	18

Periodic Reviews

Programme Code	Programme Title	ADC approval Date	Date of Event	Date of Conditions Meeting	AQ3 signed	Part
EIMASTW	Modular Masters Computer Science Online	09/10/2019	21/11/2019	23/01/2020	Yes	19
ENDAA ENDAAU ENDAMEC ENDAMECH	Engineering Degree Apprenticeship programmes (Aerospace, Automotive, Mechatronics, Mechanical,)		17/7/20	30.7.2020	Yes	20

17.9 BOARDS OF EXAMINERS

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. (Part 21)

17.10 PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

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.

The 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.(Part 22)

17.11 WORKING GROUPS ESTABLISHED BY THE SCHOOL ACADEMIC COMMITTEE

Working group	Convenor:	Date of establishment:
AMER working group	ADoSQA	1 September 2016

17.12 WORKING GROUPS ESTABLISHED BY THE SCHOOL

for information the following working groups that operated within the School but not

managed by the School Academic Committee:

Learning and Teaching Group
 Programme Management Group
 Working Environment Group
 Research Focus Group
 Marketing, Recruitment and Admissions Group

17.13 **PROFESSIONAL ADVISORY GROUPS (OR EQUIVALENT)**

The following Professional Advisory Groups that operated within the School:

BMC International College
 Electronics Communications and Technology
 Aerospace
 Automotive, Mechanical and Manufacturing
 Civil Engineering & Construction (being populated)
 Biomedical

17.14 **ANNUAL REPORT OF THE SCHOOL ACADEMIC COMMITTEE**

The Annual Report of the School Academic Committee for Academic Years 2018/20, would be taken at the next meeting.

17.15 **COMMITTEES OF THE ACADEMIC BOARD**

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

Name of Committee/Board	Date of Meeting	URL
Ethics Committee	12 February 2020	https://www.herts.ac.uk/_data/assets/pdf_file/0003/271731/2020-02-12-ECSIHP-Minutes.pdf
Research Committee	21 May 2020	https://www.herts.ac.uk/_data/assets/pdf_file/0018/234306/2020-05-21-RC-Minutes-rev.pdf

18 **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.

19 **RISK**

The Committee highlighted the Coronavirus and its impact on work as a risk and the Chair referred the Committee to the University's Home page and the email updates received from Sharon Harrison-Barker, Secretary and Registrar which had useful links and information.

20 **DATE OF NEXT MEETING**

Wednesday 9 June 2021 14.00 hours - Microsoft Teams Meeting

21 **EMERGENCY BUSINESS**

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