

UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

SCHOOL ACADEMIC COMMITTEE - HERTFORDSHIRE LAW SCHOOL

MEETING TO BE HELD ON WEDNESDAY, 21 JUNE 2023 FROM 13:30 HOURS VIA MS TEAMS

AGENDA

*Please note the venue/time for this meeting and take the papers as read
The meeting will be conducted according to the [Microsoft Teams Meeting Protocol-v1.0.docx](#)*

Item No.	Item	Pages	Confidential (Y/N)	Lead
1	APOLOGIES	-	-	-
2	DECLARATIONS OF INTEREST - To note any declarations of interest by members, Officers in Attendance or others present in any of the matters to be considered during the meeting.	-	-	-
3	MINUTES - 1 March 2023 - To confirm and authorise the Chair to sign the minutes.	5 - 12	Y	-
4	MATTERS ARISING FROM THE MINUTES	-	-	-
5	There were no other matters arising.	-	-	-
6	STUDENT RECRUITMENT - To receive a report concerning student recruitment from Elizabeth Kirkbride, Associate Deans of School, Learning and Teaching.	To Follow	-	EK
ACADEMIC QUALITY AND STANDARDS				
7	Associate Dean of School (Academic Quality Assurance) To receive a report from Dr Barbara Henry, Associate Dean of School (Academic Quality Assurance), concerning matters relating to academic quality and standards.	To Follow	-	BH
8	School Education and Student Experience Action Plan	To Follow	-	
9	Programme Specifications - In compliance with UPR AS17, to approve proposed amendments to Programme Specifications.	To Follow	-	BH
10	Programme Committee - To note any substantive items that the Programme Committees wish to draw to the attention of the School Academic Committee	-	-	-

11	Collaborative Partners - To note any substantive items that the Collaborative Partnership Leaders wish to draw to the attention of the School Academic Committee.	-	-	-
12	Annual Report on the Continuous Enhancement Planning (CEP) Process	To Follow	-	JH
13	School-level analyses of external examiners' reports 2021-22, prepared by Academic Services	13 - 14	Y	-
14	Summaries of external examiners' reports for 2021/22	15 - 18	Y	-
15	Matters referred from the Academic Standards and Audit Committee (ASAC) - 14 March 2023	19 - 22	Y	-
16	Matters referred from the Academic Standards and Audit Committee (ASAC) - 2 May 2023	23 - 24	Y	-
STUDENT EXPERIENCE AND LEARNING AND TEACHING				
17	Associate Dean of School (Learning and Teaching) - To receive an oral report from Elizabeth Kirkbride, Associate Dean of School (Learning and Teaching), concerning matters relating to learning and teaching.	Verbal Report	-	EK
18	National Student Survey (NSS) - To consider an analysis of the findings of the National Student Survey relating to the School.	Verbal Report	-	EK
19	Information Manager Report - To consider the Information Manager Report June 2023 from Jane Bilson, School Information Manager.	25 - 28	Y	-
20	Student matters - To note any student matters	-	-	-
RESEARCH				
21	Associate Dean of School (Research) - To receive a report from Dr Barbara Henry, concerning research in the School and any matters relating to research degrees and research scholarships.	To Follow	-	BH
OTHER MATTERS				
22	CLERKS REPORT - To note Members wishing to comment on any item in the Clerk's report, which consists of items requiring formal note and /or approval, are asked to inform the Chair, through the Clerk, e-mail: m.pardey@herts.ac.uk - telephone extension 1056, not less than 48 hours before the meeting. If no such indications are received, the report will be taken as noted and approved.	29 - 38	Y	-

23	<p>UNIVERSITY POLICY AND REGULATION COMPLIANCE -</p> <p>To consider any matters concerning compliance with University policy and regulation which have not already been considered during the meeting.</p>	-	-	-
24	<p>RISK -</p> <p>To note any further risks inherent in the matters dealt with by the Committee during the meeting but not discussed when the item was taken.</p>	-	-	-
25	<p>EMERGENCY BUSINESS -</p> <p>(Admissible only with the consent of the Chair given prior to the meeting.)</p>	-	-	-
26	<p>SCHEDULE OF MEETINGS 2023-2024 -</p> <p>22 November 2023 28 February 2024 19 June 2024</p>	-	-	-
27	<p>DATE OF NEXT MEETING - 22 November 2023 at 13.30 hours via MS Teams -</p> <p>Items for the Agenda should be notified to the Clerk, Michelle Pardey (e-mail m.pardey@herts.ac.uk) by Wednesday, 1 November 2022. Supporting papers should be lodged with the Clerk no later than Wednesday, 8 November 2022.</p>	-	-	-