Minutes of the meeting of the Hertfordshire Higher Education Consortium Quality and Management Committee held on 30 November 2021.

PRESENT: Scott Isaacs (Chair)

Dr Jo Cahill
Nigel Thomas
Katie Kennedy
Rifaat Foufa
Viren Amin
Michele Harding
Charlotte Gale
Helen Hall
Dr Megan Knight
Dr Mariana Lilley
Azita Pourghasem
Dr Sheku Kakay
Dr Stefanie Schmeer
Laura Lo Coco
Christopher Dunks
Dominic Bygate
Jacob Morewood

IN ATTENDANCE:
Katie Parkash

171 APOLOGIES

Apologies were received from Alison McLauchlin, Jon Easter, Julie Kelly, Dr Karen Leong, Nancy Small.

172 CHAIR’S OPENING REMARKS, IF ANY

Scott Isaacs reported that both himself and Dr Mairi Watson had visited Principals at all 4 Consortium Colleges where discussions took place around what is working or not working and future opportunities. All parties found the visits useful.

This year has been busy with revalidations and the FD Business Management course is the next one to be developed – good progress has been made with the School, in exploring aligning the course with other higher technical qualifications.

CMA information has been sent to HE Managers – a letter has been received by UH in relation to staying abreast of CMA processes and adhering to guidance.

173 NEW DECLARATIONS OF INTEREST, IF ANY -

None to report.

174 MINUTES - 6 OCTOBER 2021

Minutes confirmed.

175 MATTERS ARISING FROM THE MINUTES

<table>
<thead>
<tr>
<th>Minute</th>
<th>Action</th>
<th>Update</th>
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<tbody>
<tr>
<td>146</td>
<td>Revisit the idea of purchasing partnership plaques to display in each of the college reception areas.</td>
<td>Complete – all colleges have received their plaques and have been asked to share photos with Chris Dunks, once displayed.</td>
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<tr>
<td>148</td>
<td>Share UH Engagement Policy with HE Managers and discuss if the policy can be adapted and used for the consortium.</td>
<td>Complete.</td>
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<tr>
<td>150</td>
<td>Update summary of External Examiners Reports paper and present at the next HHEC-QMC.</td>
<td>Complete.</td>
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<tr>
<td>156</td>
<td>Agree arrangements for First Impression Survey and confirm questions to be used</td>
<td>Results to be presented at the January 2022</td>
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TO RECEIVE A VERBAL REPORT CONCERNING THE BUSINESS DISCHARGED FROM ASAC AND ESEC

Scott Isaacs reported that the following had been discussed at ASAC on the 12 October 2021:

- Guidance updated for SAC process and students need to be reminded of this regularly throughout the academic year. Guidance available on the Ask Herts and Herts Hub sites.
- OfS Consultation – proposing that England should have different regulations to the rest of the UK. HE Managers asked to follow this consultation as data from partners will be included in TEF.
- Collaborative partner data and information to be audited throughout this academic year. Colleges to ensure they are following CMA guidance and auditing their websites.
- QAA document received about the approach to academic misconduct. Scott to share with HE Managers.

The following were discussed at ESEC on the 23 November 2021:

- An update on the Engagement Policy was received and will be discussed at the next HE Managers meeting eg analysis of Canvas log ins.
- An analysis of withdrawal rates took place, and it was noted that it would be useful to map college withdrawal rates against those of UH. Scott Isaacs to share this information with HE Managers.
- HSU did a presentation on Diverse Adversities – Scott Isaacs to share with HE Managers.
- An update was provided in relation to the BAME action plan progress. Colleges to use updated action plan when reviewing AMER actions.
- Graduate Attributes project underway to base future attributes on the University’s strategic plan.

TO NOTE THE DRAFT ANNUAL REPORT FOR HHEC-QMC 2020/21 WHICH WILL GO TO ADC FOR APPROVAL ON 1 DECEMBER 2021 AND ASAC ON 7 DECEMBER 2021

Scott Isaacs confirmed that the annual report would need to go to ASAC on 7 December 2021. The issue of HSU engagement will also be added to the report.

TO DISCUSS AMER PROGRESS

Helen Hall reported that draft AMER action plans had been received from the colleges. Action plans have been discussed at the Programme Committees and the final AMER reports are due to be submitted by the 17 December 2021. It was noted that BAME actions will need to be updated as well as anything extra from the External Examiners reports. Helen thanked the colleges for their work on this and noted that the rollout of the Continuous Enhancement Planning process will be implemented next year.

TO RECEIVE A SUMMARY OF EXTERNAL EXAMINERS REPORTS FOR 2020/21

It was noted that all reports had been received and there was one ‘partially agree’ comment for the FD Early Years course which will need to be addressed in the response to the External Examiner.

TO RECEIVE AN UPDATE ON CONSORTIUM RECRUITMENT

Scott Isaacs presented the latest recruitment figures to the meeting. It was noted that part time recruitment had remained stable compared to previous years. Full time recruitment had seen a decline (course withdrawals/suspensions have also contributed to this) but it was pleasing to see that 2021/22 figures had increased slightly compared to 2020/21.
181 TO RECEIVE INITIAL CONSORTIUM TARGETS FOR 2022/23

Scott Isaacs presented the first iteration of targets for 2022/23. These were based on actual recruitment from 2021/22. It was noted that some courses will have gone through revalidation for 2022/23 and that these targets were not a cap for the colleges. It was also noted that once the conditions meeting for EDS and EIEF have taken place, colleges need to be marketing the new courses.

182 TO RECEIVE AN UPDATE ON ANY PROSPECTIVE COURSE INTERESTS

Rifaat Foufa noted that NHC were interested in exploring the Initial Year Optometry programme as well as revisiting proposals for an Initial Year in Architecture. Scott Isaacs explained that the Optometry course will be run at UH from September 2022 and therefore this was not an option for the college however Megan Knight agreed to restart conversations with Rifaat in relation to the Architecture course – the School did reject students this year who did not meet the tariff so there is a market out there for an initial year.

183 TO NOTE SUSPENDED/WITHDRAWN COURSES SINCE THE LAST MEETING

The following course had been withdrawn since the last meeting:
- FD Sports Studies at WHC

The following courses had been suspended since the last meeting:
- FD Business Management part time routes at HRC
- FD Business Management Law and part time routes at WHC
- FD Computing Technologies Web Based Tech and part time routes at WHC

Colleges were reminded to continue to submit AQ5/AQ7 forms for courses that will not be running in 2022/23.

184 TO RECEIVE DATA FROM THE FIRST IMPRESSIONS SURVEY

It was noted that this item would be added to the agenda for the next HHEC-QMC in January 2022.

185 TO RECEIVE AN UPDATE FROM LTIC

Dominic Bygate reported that UH were hoping to run the Consortium Conference again in the summer of 2022 and will be contacting HE Managers about this in due course. This conference is driven by colleagues from the colleges and is a good networking event where experience and knowledge from the last 2 years can be shared and help strengthen links across all programmes. Scott Isaacs noted that it would be interesting to include WBL developments and possibly have students present their WBL projects at the event.

186 TO NOTE MODULE FAIL RATE BY SITTING 2020/21

It was noted that this item would be added to the agenda for the next HHEC-QMC in January 2022.

187 TO SHARE ANY ITEMS OF GOOD PRACTICE OR ISSUES OF CONCERN

None to report.

188 TO RECEIVE VERBAL REPORTS FROM SCHOOLS ON MATTERS ARISING FROM THEIR CONSORTIUM PROVISION

Azita Pourghasem reported that FD Computing Technologies had recently had their Programme Committee meeting which received positive comments from students who felt a sense of belonging to UH. The Programme Manager’s meeting also took place
and again there were positive comments about teaching rooms and prompt responses from UH when support is needed. The team are always looking to improve the programme. There had been some moderation challenges this year which had caused delays and the team would like to review the moderation forms to align them with the School to make them more concise to improve efficiency. Progression events have taken place for students and any withdrawal issues have been handled well by the colleges. Dr Mariana Lilley agreed that one moderation form allows for increased use of Canvas and provides moderators with one document to reflect on the assessment strategy for each module. It was agreed that Helen Hall will undertake a review of the moderation forms after the Christmas break.

Jacob Morewood noted that the subject of moderation forms had also been discussed within the EIEF team. Good collaborative working has taken place so far this year – students received inductions both at UH and their respective colleges which was well received. Guest speakers have been included in modules early in the year which has been pleasing to see.

Dr Sheku Kakay reported that on the whole students on the Business Management programme were positive. There had been some concerns raised by students over a change of lecturers mid semester and also at HRC there was an issue raised over students being moved out of their base room. Katie Kennedy confirmed that the students had a consistent room for the first half term while their base room was being redecorated and new furniture added. Shexu also reported some delays with moderation and noted that once the assessments had been internally moderated, staff at the colleges could provisionally release to students pending external examiner review. Finally, the team are working on organising a WBL event for early next year.

TO RECEIVE AN UPDATE ON THE PROGRESS OF THE REVALIDATION FOR ENGINEERING AND EDS

Jacob Morewood reported that the EIEF revalidation had been successful pending some recommendations. There was one condition in relation to a title change which will be going to ADC on 1 December 2021 for approval. The change of title will incorporate the use of a ‘Foundation Year’ however will not affect funding for students. Recommendations included attracting female and BAME applicants to the programme. Commendations included the excellent analysis of data which Professor Sean Ryan was responsible and thanked for.

Megan Knight also noted that the team are on track with progress for the validation of the 3 creative top up awards at HRC.

TO RECEIVE VERBAL REPORTS FROM EACH COLLEGE ON MATTERS ARISING FROM THEIR HIGHER EDUCATION COMMITTEES

HRC – Katie Kennedy reported that the HE Committee had been delayed due to the Ofsted visits. It will now take place in December with CMA and the Culturally Inclusive Toolkit on the agenda. The creative team have had a preliminary meeting at the college with UH about the validation and development meetings are in place.

NHC – Rifaat Foufa reported that the college had been affected by staff sickness this term however they have good candidates in place as teaching replacements. The college are focussing on the NSS results, and the Heads of Departments are meeting regularly with students. The college are also reviewing CMA, BAME and the Culturally Inclusive Toolkit and meetings are taking place with Programme Managers to review final draft AMERs.

OAK – Viren Amin noted that the college are reviewing their HE Strategy and working on collaborations within the college.

WHC – Michele Harding reported that the HE Committee is due to take place next week and will focus on CMA guidance and AMERs.
TO RECEIVE AN UPDATE FROM EACH COLLEGE ON THEIR ENGAGEMENT WITH HSU

HRC - There had been concerns raised by student reps that they were expected to attend a 6-8 hour training session – Helen Hall agreed to continue to find out more details about this and who attended but suspected it was more of an organised day for all student reps to come together either physically or online. It was noted that students need to be aware that being a student rep is a commitment and will involve attending certain meetings and training sessions. Dr Mariana Lilley also noted that student reps often find a lack of engagement from their fellow students which can make it difficult to receive feedback. Helen Hall noted that when asked at Programme Committees, students had not had any presentations from HSU and complained about the high volume of emails received. The students were aware of the website but not always aware of everything the HSU can do. There was a general feeling that they did not want to engage heavily with HSU.

WHC – Michele Harding noted that the college had been trying to engage with HSU to arrange an event but there has been a lack of communication and only January/February dates offered which are late.

OAK – Viren Amin noted that students have been engaging with online HSU material, however it was recognised that the college do need to continue to engage more to arrange events.

NHC – also reported lack of communication with HSU.

Azita Pourghasem noted that a good opportunity for HSU to present to students would be during induction for the different programmes.

CONSORTIUM MARKETING - TO RECEIVE AN UPDATE

Chris Dunks reported that the main campaign is live and running until 26 January 2022. Consortium offerings are now prominent on subject landing pages on the website. The late applications campaign goes live on 27 January until April 2022 and then this will feed into Clearing. Chris thanked Katie Parkash and the HE Managers for their support with website audits and any amendments should be completed by the end of the week. Course codes have changed and therefore each location needs a separate course page.

STAFF DEVELOPMENT

Rifaat Foufa noted it would be useful to have a workshop in relation to QA review – Scott Isaacs agreed to discuss this with Dr Jo Cahill outside of the meeting.

Azita Pourghasem to forward Scott Isaacs a request for BAME training from the colleges.

NATIONAL DEVELOPMENTS

Nothing further to report.

CLERK’S REPORT

Clerks Report noted.

EMERGENCY BUSINESS

Nothing to report.

RISK
Nothing to report.

DATE OF NEXT MEETING

26 January 2022.

SUMMARY OF ACTIONS

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<tr>
<th>Minute</th>
<th>Action</th>
<th>By Whom/Deadline</th>
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<tr>
<td>176</td>
<td>Share academic misconduct QAA document with HE Managers.</td>
<td>Scott Isaacs, asap</td>
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<tr>
<td>176</td>
<td>Share withdrawal rates data and HSU presentation on Diverse Adversities from ESEC with HE Managers.</td>
<td>Scott Isaacs, asap</td>
</tr>
<tr>
<td>182</td>
<td>Discuss Initial Year in Architecture proposal at NHC.</td>
<td>Rifaat Foufa / Megan Knight, asap</td>
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<tr>
<td>184</td>
<td>Add First Impression Survey item to January agenda.</td>
<td>Katie Parkash</td>
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<tr>
<td>186</td>
<td>Add Module Failure Rates to January agenda.</td>
<td>Katie Parkash</td>
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<tr>
<td>188</td>
<td>Conduct a review of the Consortium moderation forms.</td>
<td>Helen Hall – before 2022/23</td>
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<tr>
<td>193</td>
<td>Identify if a QA workshop can take place for HE Managers and if there are any BAME events available to college staff.</td>
<td>Scott Isaacs - asap</td>
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