UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

COMMITTEE STRUCTURE OF THE ACADEMIC BOARD

SCHOOL ACADEMIC COMMITTEE – SCHOOL OF EDUCATION

Minutes of the meeting of the School Academic Committee of the School of Education held on 21 February 2018.

PRESENT: Dr L Trodd (Chairman)

Ms R Allen Ms H Lee Mrs A Mclauchlin
Ms L Bhania Dr R Levy Miss V Pateman
Ms J Hulse Dr M Lloyd

IN ATTENDANCE:

Mrs M Golder Mrs N Grace Ms E V Mellor

APOLOGIES:

Miss A Andrews Dr V Fitt Ms L Uttley
Miss A Clark Ms A Geeves Mrs U Ward
Mrs C Collins Mr D Roughan Mrs E Woodhead
Dr B Connors

ACTION

547 MEMBERSHIP

Noted: the membership of the Committee (Agenda Paper 2.1, refers).

547.1 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’

Mr D Roughan, was welcomed as the new student representative.

548 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.

549 MINUTES – 15 NOVEMBER 2017

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

550 MATTERS ARISING FROM THE MINUTES

550.1 Confirmed Student Numbers Undertaking a Study Abroad/Exchange Scheme in Academic Year 2017 - 2018 - Minute 523.1.2iii refers

Noted: an updated report from Mrs A Mclauchlin, Associate Dean of School (Academic Quality Assurance) (Agenda item 8.1, refers).
551 SCHOOL DEVELOPMENT AND STRATEGY

Noted: the School Academic Standards and Student Experience Action Plan would be received at the next meeting (Confidential Agenda Paper 6 was not received).

552 STUDENT RECRUITMENT – Minutes 408 and 494 refer

Noted: the report concerning recruitment for Academic Year 2018 (Confidential Agenda Paper 7, refers).

553 ACADEMIC QUALITY AND STANDARDS

553.1 Associate Dean of School (Academic Quality Assurance) – Minutes 409.1 and 492.1 refer

553.1.1 Received: a report from Mrs Mclauchlin (Confidential Agenda Paper 8.1, refers).

553.1.2 Noted:

i subject to successful validation the Teacher apprenticeship would be going ahead from September 2018;

ii External examiner reports had been considered, there were 4 external examiners that did not attend boards and the School were dealing with this;

iii The Partner Conference was planned for 13 June 2018 which would include CANVAS and Tallis training.

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

Noted: the completion and approval of the AMERs (including, as appropriate, Annual Short Course Monitoring Reports and Annual Subject Monitoring and Evaluation Reports) for the Academic Year 2017 - 2018 for the School, and Noted: that the AMERs will be held in the electronic archive of the Committee’s business as from the date of the meeting (Agenda Paper 8.2, refers).

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

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

553.3.1 Summary of External Examiner Reports for the academic year 2016-2017.

Noted: a summary of the external examiner reports for the School for the academic year 2016-2017 (Confidential Agenda Paper 8.3.1, refers).

553.3.2 Collaborative Partnership Leader (CPL) Induction Checklist

Noted: the CPL induction checklist from the Centre for Academic Quality Assurance (CAQA) (Confidential Agenda Paper 8.3.2, refers).

553.3.3 Responsibilities and Duties of the Collaborative Partnership Leader

Noted: guidance for the School concerning the responsibilities and duties of CPLs from the Centre for Academic Quality Assurance (CAQA) (Confidential Agenda Paper 8.3.3, refers).

553.3.4 30 January 2018

Noted: the following communiqué referred by ASAC (Agenda Paper 8.3.4, refers).
STUDENT EXPERIENCE AND LEARNING AND TEACHING

554.1 Associate Dean of School (Learning and Teaching) – Minutes 411.1 and 493.1 refer

554.1.1 Received: the report of Mrs R Allen, Associate Dean of School (Learning and Teaching), concerning matters relating to the student experience and learning and teaching (Confidential Agenda Paper 9.1, refers).

554.1.2 Noted:

i the new mid module Semester A Module Feedback Questionnaire results were very positive. Early feedback enabled a response to students. Semester B would be released soon;

ii key projects in the school included effective use of Canvas as a learning platform, supported by the Learning and Teaching Innovation Centre. Successful changes had been made to the BEd programme and additional hours had been allocated to roll this out across other programmes starting with level 4.

554.2 National Student Survey (NSS) – Minutes 411.2 and 493.2 refer

554.2.1 Received: an update of the progress of the 2018 National Student Survey.

554.2.2 Noted:

i the 2018 NSS campaign was underway and led within each programme by one person under Ipsos Mori and University guidance;

ii to celebrate the final year for level 6 students throughout the NSS survey period, Class of 2018 T-shirts and a year book had been organised by the Student Experience Team.

554.3 Student Educational Experience Committee (SEEC) – Minutes 411.3 and 493.7 refer

554.3.1 7 November 2017

Noted: the following communique referred by SEEC (Agenda Paper 9.3.1, refers).

554.4 Primary and secondary Initial Teacher Education

554.4.1 Received: a report from Dr V Fitt, Head of Primary ITE and Miss V Pateman, Head of Secondary ITE (Confidential Agenda Paper 9.4, refers).

554.4.2 Noted:

i amendments had been made to the partnership agreement to include the selection and deselection of schools;

ii a review of the external examiner reporting process had highlighted a need for a briefing document.

554.5 Multi-Professional Education - Minutes 411.5 and 493.4 refer

Noted: a report from Ms H Lee, Head of Multi-Professional Education. (Confidential Agenda Paper 9.5, refers).

554.6 Information Manager Report 2017-2018 – Minutes 411.6 and 493.5 refer

554.7 **Student matters – Minutes 411.7 and 493.6 refer**

**Noted:** a report from the student representative (Additional, tabled, Agenda Paper 9.7, refers).

555 **RESEARCH– Minutes 417 and 495 refers**

555.1 **Associate Dean’s Report**

555.1.1 **Received:** the report of Dr R Levy, Associate Dean of School (Research), concerning research degrees (Confidential Agenda Paper 10.1.1, refers).

555.1.2 **Noted:**

i training had been arranged for the SkillsForge, Research Supervision management System;

ii interviews would be held in April 2018, for the 10 places for the Shanghai EdD Cohort.

555.2 **Received:** the report of Dr Levy, concerning research and scholarship (Confidential Agenda Paper 10.1.2, refers).

555.2.1 **Noted:** 3 applications had been received for the new Associate Professor title.

556 **UK AND INTERNATIONAL DEVELOPMENTS – Minutes 419 and 497 refers**

556.1 **Associate Dean’s Report**

**Noted:** a report from the Chairman, concerning matters relating to UK and International Developments (Confidential Agenda Paper 11.1, refers).

557 **ACADEMIC PORTFOLIO**

557.1 **Academic Development Committee – Minutes 412.1 and 498.1 refer**

557.1.1 **11 October 2017**

**Noted:** the programme and partner proposals submitted by the Dean of School for consideration by the Academic Development Committee and that Committee’s decisions in relation to these proposals (Confidential Agenda Paper 12.1.1, refers).

557.1.2 **29 November 2017**

**Noted:** the programme and partner proposals submitted by the Dean of School for consideration by the Academic Development Committee and that Committee’s decisions in relation to these proposals (Confidential Agenda Paper 12.1.2, refers).

557.2 **Programme Specifications**

**Approved:** In compliance with UPR AS17, proposed amendments to Programme Specifications (Confidential Paper 8.1, also refers).

558 **EXTERNAL EXAMINERS – Minutes 414 and 499 refer**

558.1 **Noted:** any amendments to External Examiner appointments (Confidential Agenda Paper 13.1, refers).
Received: oral assurances from Mrs Mclauchlin, that any issues of concern raised by the School’s External Examiners had been addressed by the School.

PROGRAMME COMMITTEES

Matters referred by Programme Committees

Noted: items that the Programme Committees wished to draw to the attention of the School Academic Committee (Confidential Paper 8.1, also refers).

COLLABORATIVE PROVISION – Minutes 415 and 501 refer

Collaborative Partners

Noted: the School’s collaborative partners and the dates on which those partners required re-approval (Confidential Agenda Paper 15.1, refers).

VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

Noted: the schedule of validations, periodic reviews and revalidations (Confidential Agenda Paper 16.1, refers).

Received: oral assurances from Mrs Mclauchlin 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: 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>FdA Early Years, Consortium Colleges and Epping Forest College</td>
<td>7 and 8/12/2017</td>
<td>14/12/2017</td>
<td>21/12/2017</td>
<td>16.3.1 Confidential</td>
</tr>
</tbody>
</table>

AGENDA - PART II

Noted and approved: Part II of the Agenda (Items 563 to 570, refer.)

ACADEMIC QUALITY AND STANDARDS

Key information Sets (KISs) – Minutes 409.2 and 505.2 refer

Noted: items concerning matters relating to the School’s Key Information Sets (Confidential Paper 8.1, also refers).
PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

Noted: there had been no changes to 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) 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 since the last meeting.

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>3 May 2017</td>
<td><a href="http://sitem.herts.ac.uk/secreg/EthicsCommitteeCSIHP.htm">http://sitem.herts.ac.uk/secreg/EthicsCommitteeCSIHP.htm</a></td>
</tr>
<tr>
<td>Research Committee</td>
<td>25 May 2017</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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UNIVERSITY POLICY AND REGULATION – COMPLIANCE

There were no further matters concerning compliance with University policy and regulation which had not already been considered during the meeting.

SCHEDULE OF MEETINGS AND DEADLINES – 2018

<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>20 June 2018 (14.00 hours, CCR)</td>
<td>30 May 2018</td>
<td>6 June 2018</td>
</tr>
</tbody>
</table>

RISK

(Minute 568 is confidential and available to members and officers in attendance only)

EMERGENCY BUSINESS

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

DATE OF NEXT MEETING

Wednesday, 20 June 2018, 14.00 hours (CCR)

Items for the Agenda should be notified to the Clerk by Wednesday, 30 May 2018. Supporting papers should be provided to the Clerk by Wednesday, 6 June 2018. (Telephone: 3285; e-mail: m.golder@herts.ac.uk).