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 22 May 2019.

PRESENT: Dr L Trodd (Chair)

Ms R Allen  Miss V Pateman  Mrs K Voss
Dr H Lee  Ms M Phillips  Mrs E Woodhead
Dr R Levy  Mr A Quinlan  Mr F Zhu
Mrs A Mclauchlin  Mr L Stockwell

IN ATTENDANCE: Mrs M Golder

APOLOGIES:

Ms F Al-Ruqaibi  Dr J Hopkins  Ms C Ongey
Ms L Bigginton  Ms J Hulse  Ms L Uttley
Miss A Clark  Ms E V Mellor  Dr E White

655  MEMBERSHIP

Noted: the membership of the committee (Agenda Paper 2, refers).

655.1 Membership category 13: ‘At least one (1) and not more than three (3) student representatives nominated for terms of office of one (1) year’

Noted: the terms of office of Ms C Ongley, Ms F Al-Ruqaibi and Ms L Bigginton, would conclude on 31 August 2019 the student representatives were thanked for their participation as members of the Committee.

656  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 that had not been previously reported.

657  MINUTES – 27 February 2019

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

658  MATTERS ARISING FROM THE MINUTES

There were no matters arising.

658.1 Any other matters arising not taken elsewhere on the Agenda.

Noted: the current format of the School Academic Committee would be considered by the Academic Board at their meeting on 26 June 2019.
SCHOOL DEVELOPMENT AND STRATEGY – Minute 566 refers

Noted: the School Academic Standards and Student Experience Action Plan (Confidential Agenda Paper 6, refers).

STUDENT RECRUITMENT – Minutes 408 and 494 refer

660.1 Received: a report from Ms M Phillips, Admissions Tutor (Confidential Agenda Paper 7.1, refers).

660.1.1 Noted:

i there had been an overall increase in undergraduate recruitment figures compared to this time last year, more unconditional offers were being made for the BA Early Childhood Education programme;

ii there had been strong candidates for the BEd Primary Teaching programme;

iii there had been a change to the admissions process this year the candidate themselves can now withdraw rather than asking the University to remove their application.

Primary and Secondary Initial Teacher Education

660.2.1 Received: a report from Miss V Pateman, concerning Primary and Secondary ITE (Confidential Agenda Paper 7.2, refers).

660.2.2 Noted:

i the new senior lecturer would be in post from 3 June 2019 and the English Primary post had now also recruited for a September start;

ii how providers maximise recruitment (and retention) and monitor rejection would be part of the new ITE inspection framework;

iii Secondary U-L provision completion rates had fallen to 86%, the Ofsted minimum was 90%.

Multi-Professional Education - Minutes 411.5 and 493.4 refer

Received: a report from Dr H Lee, Head of Multi-Professional Education (Confidential Agenda Paper 7.3, refers).

ACADEMIC QUALITY AND STANDARDS

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

661.1.1 Received: a report from Mrs A Mclauchlin, Associate Dean of School (Academic Quality Assurance) (Confidential Agenda Paper 8.1, refers).

661.1.2 Noted:

i students who have been awarded a FREN by the module board would no longer have their grade capped for classification purposes if they pay to re-enrol and are successful in their first sitting on the retake;

ii the current system for late submission of coursework meant that late coursework was capped. From September 2019 there were proposed changes to ensure fairer consequences when submitting an assessment.
661.2 *Academic Standards and Audit Committee (ASAC) – Minute 568.3 refers*

661.2.1 19 March 2019

*Noted:* a report of the business discharged by ASAC (Agenda Paper 8.2.1, refers).

661.2.2 7 May 2019

*Noted:* a report of the business discharged by ASAC (Agenda Paper 8.2.2, refers).

662 **STUDENT EXPERIENCE AND LEARNING AND TEACHING**

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

662.1.1 *Received:* the report of Mrs R Allen, Associate Dean of School (Learning and Teaching) (Confidential Agenda Paper 9.1, refers).

662.1.2 *Noted:*

i the first Deans Awards in May 2019 had awarded 45 students with either an individual or group Dean’s Award and 30 Highly Commended. Student feedback would be used to create an even better event next year;

ii a High Achievers Recognition Scheme (HARS) was being planned within the School. A new name would be decided by the working group.

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

662.2.1 *Received:* the 2019 report (Confidential Agenda Paper 9.2, refers).

662.2.2 *Noted:* the School had an overall completion rate of 75% the UH average in 71%. BEd was 91%, BAEC 75% BAES 79%. Education Partners was 65% overall. Pen Green’s completion rate was 39% so their results would not be included. The results would be released in early July 2019.

662.3 **Student Educational Experience Committee (SEEC) – Minute 569.4 refers**

662.3.1 12 March 2019

*Noted:* the report of the business discharged by SEEC (Agenda Paper 9.3.1, refers).

662.4 **Information Manager Report– Minutes 411.6 and 493.5 refer**

662.4.1 *Received:* the Information Manager report from Mrs E Woodhead, Information Manager, Library and Computing Services (Confidential Agenda Paper 9.4, refers).

662.4.2 *Noted:* the Committee expressed their thanks to Mrs Woodhead for her work with the School.

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

*Noted:* students had been involved and engaged with the Go Herts campaign, the buddy system had been well received. Drop in sessions had been arranged for the two BA programmes. There had been 100 funded places for the Assessment Centre Experience which gave students the opportunity to meet employers and develop their interview skills.
RESEARCH– Minutes 417 and 495 refers

Associate Dean’s Report

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

Noted: the PRES (Postgraduate Research Student Experience Survey) ended on the 17 May 2019. The response rate for the school was 59.6% a similar rate to last year, and the University's average was 61%.

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

INTERNATIONAL DEVELOPMENTS – Minutes 419 and 497 refers

Associate Dean’s Report

Received: an update from Mr Zhu, Associate Dean (International), concerning matters relating to International Developments.

Noted:

i. the International recruitment target had increased by 100% however it was likely that the School would hit this target;

ii. mapping had been sent to the new college in Shanghai;

iii. the new visiting scholar contract had been signed for the coming academic year which would generate an income of £195,000;

iv. the safety of staff would remain a priority when considering overseas franchise proposals.

ACADEMIC PORTFOLIO

Academic Development Committee (ADC) – Minute 572.2 refers

Noted: there were no withdrawals or temporary suspensions submitted by the Dean of School at the meetings on 30 January 2019 and 20 March 2019.

Programme Specifications

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

EXTERNAL EXAMINERS – Minute 573 refers

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 – Minute 574 refers

Matters referred by Programme Committees

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

COLLABORATIVE PROVISION – Minutes 442 and 508 refer

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

Matters referred by the Collaborative Partnership Leaders

Received: items referred by the Collaborative Partnership Leaders for consideration by the School Academic Committee (Confidential Agenda Paper 8.1, refers).

VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS – Minute 576 refers

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

Received: oral assurances from Mrs McLachlin that none of the School’s validated or re-validated programmes had failed to commence within six (6) months of the date of approval.

AGENDA - PART II

Noted and approved: the remaining items in Part II of the Agenda (Items 671 to 677, refer.)

PROGRAMME COMMITTEES

Programme Committee – Meetings

Noted: a report from Mrs N Grace, School Administration Manager concerning the date on which each of the Programme Committees met during the Academic Year together with confirmation from her that, as required by Standing Orders, the record of these meetings (Agenda, Agenda Papers and Minutes) had been placed in the Electronic Document Management System (Agenda Paper A.1, refers).

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 B, refers).
PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

Noted: any changes of 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) which also shows 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 (Agenda Paper C, 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/0019/234235/2018-02-05-ECSIHP-Minutes.doc">https://www.herts.ac.uk/__data/assets/word_doc/0019/234235/2018-02-05-ECSIHP-Minutes.doc</a></td>
</tr>
</tbody>
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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.

RISK

There were no further risks inherent in the matters dealt with by the Committee during the meeting not discussed when the item was taken.

EMERGENCY BUSINESS

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