

**UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION****SCHOOL ACADEMIC COMMITTEE - EDUCATION**

Minutes of the meeting of the School Academic Committee - Education held on 19 May 2021.

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**PRESENT:** Dr Lyn Trodd (Chair)

Dr Hilary Lee  
Vicky Pateman

Alison McLaughlin  
Rosemary Allen

Dr Roger Levy  
Kate Voss

**IN ATTENDANCE:**

Mel Golder

Jodie Berry

Hannah Hyman

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25 **APOLOGIES**

Apologies were received by Felix Zhu, Jackie Hulse and Dr Jeremy Hopkins.

26 **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.

27 **MINUTES - 21 OCTOBER 2020**

The minutes were confirmed as accurate.

(Confidential Agenda paper 3, refers).

**STUDENT RECRUITMENT**28 **STUDENT RECRUITMENT FOR PRIMARY AND SECONDARY ITE**

The Committee received a report from Vicky Pateman, Head of Initial Teacher Education.

*(Minute 28 is confidential and available to members and Officers in attendance only.)*

(Confidential Agenda paper 4, refers).

29 **STUDENT RECRUITMENT FOR STUDIES IN EDUCATION**

The Committee received a report from Dr Hilary Lee, Head of Studies in Education

*(Minute 29 is confidential and available to members and Officers in attendance only.)*

(Confidential Agenda paper 5, refers).

**ACADEMIC QUALITY AND STANDARDS**30 **ASSOCIATE DEAN OF SCHOOL (ACADEMIC QUALITY ASSURANCE) REPORT**

The Committee received a report from Alison McLaughlin, Associate Dean of School (Academic Quality Assurance).

30.1 The cyber-attack had restricted student and staff access to systems critical for study and assessment. There were still some systems currently unavailable.

- 30.2 There were some potential developments:
- Eastern partnership were meeting to prepare for a potential apprenticeship to encompass the National SENCO award.
  - expressions of interest had been asked for a UG degree in Sociology.
  - A request had been made for the development of online modules as part of the masters programme.
  - A 2 year PT PGCE has been muted for trainees.
- 30.3 The AMER process was to be replaced by Continuous Enhancement Planning (CEP). Programmes would as part of the CEP maintain a 'live' action plan that would be reviewed at each programme committee and with each new available data input.
- 30.4 One student had been taken through the Fitness to Practice process and chose to withdraw from the programme before the panel event. The case would still be taken forward by the ITE and the Occupational Health Team to see where implications and lessons could be learnt to support students going forwards.

(Confidential Agenda paper 6, refers).

### **STUDENT EXPERIENCE AND LEARNING AND TEACHING**

#### **31 ASSOCIATE DEAN OF SCHOOL (LEARNING AND TEACHING) REPORT**

The Committee received a report from Rosemary Allen, Associate Dean of School (Learning and Teaching)

- 31.1 Student engagement had been successful with student voice initiatives being fed into every programme and event. Strong student involvement had been overseen by the School Community Organiser's and the Student Engagement Team.
- 31.2 The Committee expressed thanks to Alison Mclauchlin for her commitment to social justice and community and the work towards reducing the awarding gap, which had been better than the School target and the University average.
- 31.3 The Committee noted the following recommendations:
- Increase access to learning technologists within the School in order to address technological aspects of TEL approach alongside the growing pedagogical knowledge and confidence.
  - Organise a programme of workshops and training to develop TEL across all staff and to establish a strong pedagogical stance within the School.

(Confidential Agenda paper 7, refers).

#### **32 INFORMATION MANAGER REPORT**

The Committee received a report from Beth Woodhead, Information Manager, Library and Computing Services.

(Confidential Agenda paper 8, refers).

#### **33 STUDENT MATTERS**

The Committee received an update from Hannah Hyman the School Community Organiser.

- 33.1 The School had 3 School Community Organiser's (SCOs). They had regular meetings and the main focus had been on Wellbeing and inclusion. The SCOs had been busy raising awareness of the NSS and the School's charity incentive.

- 33.2 The BAME focus group had overseen that activities were inclusive. The use of social media had helped the engagement for black history month where external speakers had attended.
- 33.3 All cultures had been encouraged to take part in the winter celebrations via posters within the school and communications from the Student Engagement Team.
- 33.4 Deans advisory meetings had been held with the SCO's and the BAME advocate and had been well received. The Student Engagement Team had passed on their thanks to the Dean of School. Representation from Early Childhood would be added to the group.

## **RESEARCH**

### **34 RESEARCH DEGREES REPORT**

The Committee received a report from Dr Roger Levy, Associate Dean (Research).

- 34.1 PRES survey opened 18 March 2021 and closes on 17 May 2021. So far there had been 49% completions which was lower than the University.
- 34.2 Teaching sessions for the Shanghai cohort due to start in January had been held online, the group had been well engaged.

(Confidential Agenda paper 10, refers).

### **35 RESEARCH AND SCHOLARSHIP REPORT**

The Committee received a report from Dr Roger Levy.

- 35.1 The submission had been made, with a stronger than anticipated position in which only a couple of outputs have been assessed as borderline 2/3\* of the 37 outputs submitted. The Committee congratulated all involved.
- 35.2 School Income at Q2 was £248k, £28k below the anticipated figure due to spending being deferred due to Covid.
- 35.3 Dr. Isabel Huet appointed to support the 2nd Shanghai EdD cohort unfortunately had to leave the UK (and UH) at the end of December. Dr Rowena Senior was joining as a Reader in Higher Education at the end of June. Bushra Connors had retired. The School had felt well supported by John Senior, Pro Vice Chancellor (Research and Enterprise) and the Research Office.

(Confidential Agenda paper 11, refers).

## **INTERNATIONAL**

### **36 INTERNATIONAL DEVELOPMENTS**

The Committee received an update from the Chair on behalf of Felix Zhu, Associate Dean (International)

- 36.1 Covid had a huge impact on the collaboration with Shanghai Normal University (SHNU), and the next stage of the operation was uncertain.
- 36.2 Potential franchise opportunities were still in pipeline, with GAF in Egypt, TMUC in Pakistan and British Virgin Islands, starting in September 2022 or September 2023.
- 36.3 Recently more mapping requests had come from Malaysia, Singapore and Hong Kong, with various possible feeder colleges the demand was mostly for top up degrees. The Committee expressed thanks to Ute Ward for her involvement.

- 36.4 More requests had been received from South East Asia for 1-hour online guest lectures, this would bring long-term positive impact as a soft marketing tool.

## **OTHER BUSINESS**

### 37 **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.

### 38 **RISK**

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

### 39 **EMERGENCY BUSINESS**

There was no emergency business.

### 40 **CLERKS 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 16, refers).

### 40.1 **SCHOOL DEVELOPMENT AND STRATEGY**

The School Academic Standards and Student Experience Action Plan (Part 2)

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

The AMERs which the School is required to provide and their completion and submission (Part 3) (Paper 6 refers).

### 40.2 **ACADEMIC PORTFOLIO**

#### **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.

2 December 2020 (none)

3 February 2021 (none)

17 March 2021 (none)

### 40.3 **EXTERNAL EXAMINERS**

The External Examiners appointed within the School and the programmes for which they have been appointed. (Part 4)

### 40.4 **PROGRAMME COMMITTEES**

#### **Matters referred by Programme Committees**

There were no substantive items that the Programme Committees wish to draw to the attention of the School Academic Committee.

40.5 **COLLABORATIVE PROVISION****Collaborative Partners**

The School's collaborative partners and the dates on which those partners required re-approval. (Part 5)

**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.

40.6 **VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS**

The schedule of validations, periodic reviews and revalidations (Part 6).

**Home School Approval 2020-2021**

Programme Code	Partner/Programme Title	Date of Event	Date of Conditions Meeting	AQ3 Signed	Part
EDECE	BA (Hons) Early Childhood Education - event to embed Early Childhood Graduate Practitioner Competencies into Level 6	27/11/2020	N/A	11/1/2021	7

**Home Validation 2020-2021**

Programme Code	Partner/Programme Title	Date of Event	Date of Conditions Meeting	AQ3 Signed	Part
EDOEM	MSc Outdoor Environmental Education	8 & 9/3/2021	23/3/2021	29/3/2021	8

40.7 **COMMITTEES OF THE ACADEMIC BOARD**

Name of Committee /Board	Date of Meeting	URL
Ethics Committee	12 February 2020	<a href="https://www.herts.ac.uk/_data/assets/pdf_file/0003/271731/2020-02-12-ECSIHP-Minutes.pdf">https://www.herts.ac.uk/_data/assets/pdf_file/0003/271731/2020-02-12-ECSIHP-Minutes.pdf</a>
Research Committee	15 October 2020	<a href="https://www.herts.ac.uk/_data/assets/pdf_file/0018/234306/2020-10-15-RC-Minutes.pdf">https://www.herts.ac.uk/_data/assets/pdf_file/0018/234306/2020-10-15-RC-Minutes.pdf</a>

40.8 **DATE OF THE NEXT MEETING**

The next meeting of the School Academic Committee - Education will be held on 20 October 2021 at 14.00 hours.

Reports for the Agenda should be notified to the Clerk, Mel Golder ('e'-mail [m.golder@herts.ac.uk](mailto:m.golder@herts.ac.uk)) by 29 September 2021 and submitted by 6 October 2021.