UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

SCHOOL ACADEMIC COMMITTEE - EDUCATION

Minutes of the meeting of the School Academic Committee - Education held on 20 October 2021.

PRESENT: Dr Lyn Trodd (Chair)
Dr Hilary Lee  
Vicky Pateman  
Alison McLauchlin  
Rosemary Allen  
Dr Roger Levy

IN ATTENDANCE:
Jodie Berry  
Mel Golder

1 APOLOGIES
The Committee received apologies from Felix Zhu, Jackie Hulse and Kate Voss.

2 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.

3 TERMS OF REFERENCE AND COMPOSITION
The Committee noted the Terms of reference and Composition.
(Agenda paper 3, refers).

4 STANDING ORDERS
The Committee noted the Standing Orders of the Academic Board.

5 CONDUCT OF THE COMMITTEE’S BUSINESS
The Committee noted and endorsed the conduct of the Committee’s business.
(Agenda papers 5.1, 5.2, 5.3, and 5.4, refer).

6 MEMBERSHIP
The Committee noted the vacancy for a Programme Leader under membership category 5.
(Agenda paper 6, refers).

7 MINUTES - 11 MAY 2021
The Minutes were confirmed as accurate.
(Confidential Agenda Paper 7, refers).

STUDENT RECRUITMENT

8 STUDENT RECRUITMENT FOR PRIMARY AND SECONDARY ITE
The Committee received a report from Vicky Pateman, Head of Initial Teacher Education (ITE).

(Minute 8 is confidential and available to members and Officers in attendance only.)
(Confidential Agenda paper 8, refers).
9 STUDENT RECRUITMENT FOR MULTI-PROFESSIONAL EDUCATION

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

(Minute 9 is confidential and available to members and Officers in attendance only.)

(Confidential Agenda paper 9, refers).

ACADEMIC QUALITY AND STANDARDS

10 ASSOCIATE DEAN OF SCHOOL (ACADEMIC QUALITY ASSURANCE) REPORT

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

10.1 The school had received six appeals/complaints over the summer. This was a significant increase compared to previous years. Half of which had not been upheld.

(Confidential Agenda paper 10, refers).

11 PROGRAMME COMMITTEES

The Committee received a report from Alison Mclauchlin.

(Confidential Agenda paper 12, refers).

12 ANNUAL MONITORING AND EVALUATION REPORTS (AMERS), ANNUAL SHORT COURSE MONITORING REPORTS AND ANNUAL SUBJECT MONITORING AND EVALUATION REPORTS

The Committee received a report from Alison Mclauchlin.

12.1 The new Continuous Enhancement Process (CEP) would replace the AMERs for all home programmes. Programme Leaders were encouraged to take up the opportunity of the workshops available.

(Confidential Agenda paper 10, refers).

13 THE REPORTING CYCLE FOR THE 2021-2022 ANNUAL SCHOOL REPORTS ON ACADEMIC STANDARDS AND STUDENT EXPERIENCE

The Committee noted the reporting cycle for the 2021-2022 Annual School Reports on Academic Standards and Student Experience with action plan guidance.

(Confidential Agenda paper 13, refers).

14 STUDENT EXPERIENCE AND LEARNING AND TEACHING

14 ASSOCIATE DEAN OF SCHOOL (LEARNING AND TEACHING) REPORT

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

14.1 The School Student Success and Engagement team (SSET) had been working directly with student groups to support all work on the student voice. The 3 Student Community Officers had been appointed and had been working with SSET to plan events and activities that supported student engagement. The new BAME Student Advocate had been appointed and, together with the SCOs and the new School Student Disability Champion, would work with SSET, programme teams and directly with the Dean to ensure that students had a sense of academic success, celebration and achievement following the challenges faced as a result of the pandemic.

14.2 The Committee wished to acknowledge Rosemary’s hard work and commitment.

(Confidential Agenda paper 14, refers).
15 NSS RAPID RESPONSE AND ACTION PLAN

The Committee received a report from Rosemary Allen.

15.1 All areas were green however focus continued for Assessment and Feedback, Grading Criteria, and Quality Feedback. The importance of messaging to students continued with the inclusion of inspirational messaging on digital screens and on Canvas, inclusive messaging, and resources. ADLT and Head of Studies in Education would work directly with teams to support this messaging and revise content and structure of any parts of the programme as appropriate.

(Confidential Agenda paper 15, refers).

16 INFORMATION MANAGER REPORT

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

(Confidential Agenda paper 16, refers).

17 STUDENT MATTERS

Ellie Brock, Jo Foley and Snekha Ravichandran had been recruited as School Community Organisers and would be invited to the next meeting. They were planning the year’s events such as the Dean’s Awards and other important celebrations including Black History Month events.

RESEARCH

18 RESEARCH DEGREES REPORT

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

18.1 There were optimistic following the EdD review. A report would be presented to the Research Degrees Board in March 2022. The AMER for research programmes would be completed this month.

(Confidential Agenda paper 18, refers).

19 RESEARCH AND SCHOLARSHIP REPORT

The Committee received a report from Dr Roger Levy.

19.1 The results for the Research Excellence Framework (REF) had been a great achievement. Work would continue to build income streams and to build engagement with larger projects and other schools.

(Confidential Agenda paper 19, refers).

INTERNATIONAL

20 INTERNATIONAL DEVELOPMENTS

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

A. Sem A international recruitment:

- Undergraduate: we recruited 4 students (1 BA Early Childhood, 3 BA Education) against the target of 1.
- Postgraduate: we recruited 12 students (2 MA Early Childhood, 5 MA Education, 4 MA Educational Leadership, 1 PG Secondary School Direct Unsalaried (Computer Science)) against the target of 12.
B. International partnership

- We are currently working with TMUC Pakistan on a franchise proposal.
- We are also working with CIT China on an articulation agreement.

OTHER MATTERS

21 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.

22 RISK

Covid remained an ongoing risk.

23 EMERGENCY BUSINESS

There was no emergency business.

24 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 which had been received and therefore the report was taken as noted and approved.

(Confidential Agenda Paper 24, refers).

24.1 UNIVERSITY REGULATION

Academic quality and standards

UPR AS17 ‘Academic Quality’ effective 1 September 2021 and to note particularly the responsibilities which it assigns to School Academic Committees.


Admissions policy

The following extract from UPR SA03 (SA03-Admissions-Undergrad and Taught Postgraduate Students-v10.0.doc).

Deans of School (Chairmen of School Academic Committees)

Any admissions policies, regulations and procedures within programme regulations are the responsibility of the relevant Programme Committee. They must be:

consistent with the principles, policies, regulations and procedures set out in this document (UPR SA03) and with those of any relevant external validating or professional body and approved by the relevant Deans of School and such approvals noted by the School Academic Committee.”

The following summaries of the academic regulatory changes for 2021-2022, affecting the University's taught programmes:

i UPR AS11
ii UPR AS12
iii UPR AS13
iv UPR AS14

https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/amendments-to-regulations
ACADEMIC PORTFOLIO

Modules – development and validation

section B2.3, UPR AS17 (AS17 Academic Quality-v10.0).

‘A new module may be initiated by a Programme Committee, by a group of staff or by an individual member of staff. Schools are responsible for the approval of modules and may exercise discretion in determining an appropriate approval process in each case. Schools should ensure that initial approval to develop a new module has been sought from the Dean or ADoS (AQA) and the relevant Programme Committee(s) for the programmes on which the module will be taught.’

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.

12 May 2021 (None)
7 July 2021 (Part 2)

EXTERNAL EXAMINERS

The External Examiners appointed within the school and the programmes for which they had been appointed. (Part 3)

PROGRAMME COMMITTEES

Programme Committees - governance

The generic terms of reference, generic composition Chairman and titles as approved by the Academic Board which applied to all Programme Committees established by the School Academic Committee and in doing noted that the Programme Committees established within the school function as sub-committees of the School Academic Committee.

https://www.herts.ac.uk/about-us/governance/academic-board/academic-board-structure

COLLABORATIVE PROVISION

Collaborative Partners

The School’s collaborative partners and the dates on which those partners required re-approval. (Part 4)

VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

The schedule of validations, periodic reviews and revalidations (Part 5).

Collaborative Re-Validation

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Partner/Programme Title</th>
<th>Date of Event</th>
<th>Date of Conditions Meeting</th>
<th>AQ4 Signed</th>
<th>Part</th>
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<tbody>
<tr>
<td>HENS</td>
<td>FdA Early Years, Seevic</td>
<td>10 and 11/5/2021</td>
<td>22/6/2021</td>
<td>12/7/2021</td>
<td>6</td>
</tr>
<tr>
<td>EDSVBAES</td>
<td>BA (Hons) Education Studies and Early Years (Level 6) top-up, Seevic</td>
<td>10 and 11/5/2021</td>
<td>22/6/2021</td>
<td>12/7/2021</td>
<td>6</td>
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</table>
## Programme Code

<table>
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<tr>
<th>Programme Code</th>
<th>Partner/Programme Title</th>
<th>ADC approval Date</th>
<th>Date of Event</th>
<th>Date of Conditions Meeting</th>
<th>AQ4 Signed</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDWSCSENPGC</td>
<td>PgCert SEN and Inclusion, Serco Education</td>
<td>12/5/2021</td>
<td>3/6/2021</td>
<td>Final docs approved by email</td>
<td>28/6/2021</td>
<td>7</td>
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### 2021-22

#### Home Validation

<table>
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<th>Programme Code</th>
<th>Partner/Programme Title</th>
<th>ADC approval Date</th>
<th>Date of Event</th>
<th>Date of Conditions Meeting</th>
<th>AQ3 Signed</th>
<th>Part</th>
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<tbody>
<tr>
<td>EDPE</td>
<td>BA/BSc (Hons) Psychology in Education</td>
<td>Going to July 2021 ADC</td>
<td>14 &amp; 16/9/2021</td>
<td>23/9/2021</td>
<td>30/9/2021</td>
<td>9</td>
</tr>
</tbody>
</table>

## BOARDS OF EXAMINERS

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. (Part 10)

## PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

The Dean of School was authorised to confer the following honorary titles: Visiting Research Associate; Visiting Research Fellow; Senior Visiting Research Fellow; Honorary Senior Lecturer (Clinical); Honorary Lecturer (Clinical); Visiting Fellow; Visiting Clinical Fellow; Visiting Senior Clinical Fellow; Visiting Industrial Fellow.

The 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) set out in the attached list which also showed 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.(Part 11)

## ACADEMIC AND RESEARCH HEALTH

The annual statement concerning the academic and research health of the school, received by the Academic Board on 23 June 2021 (Part 12)

## WORKING GROUPS ESTABLISHED BY THE SCHOOL ACADEMIC COMMITTEE – Minute 538 refers

<table>
<thead>
<tr>
<th>Title of group:</th>
<th>Convenor:</th>
<th>Date of establishment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMER working group</td>
<td>A McLauchlin</td>
<td>October 2013</td>
</tr>
<tr>
<td>Athena Swan working group</td>
<td>A McLauchlin</td>
<td>November 2015</td>
</tr>
</tbody>
</table>

## PROFESSIONAL ADVISORY GROUPS (OR EQUIVALENT)

The groups will be updated at the next meeting.
ANNUAL REPORT OF THE SCHOOL ACADEMIC COMMITTEE

The Annual Report of the School Academic Committee for Academic Years would be taken later.

COMMITTEES OF THE ACADEMIC BOARD

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>12 February 2020</td>
<td><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></td>
</tr>
</tbody>
</table>

DATE OF NEXT MEETING - 9 March 2022 at 2pm in the CCR