PRESENT: Professor W F Clocksin (Chairman)
Dr N Baddoo  Dr M Lilley  Dr W J Spring
Mr H Dijab  Mr J Sapsford  Dr V Steuber
Dr C Egan  Ms H J Singer  Dr S Trainis
Dr N Helian  Ms L Smith  Dr V Veneziano
Professor A Jefferies

IN ATTENDANCE:  Mrs M Golder  Ms R H Marsh

APOLOGIES:
Ms C Bruce  Ms C A Rendell  Ms L Uttley

MEMBERSHIP

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

569.1 Membership category 4: ‘Associate Deans of School’

Noted: Dr N Baddoo was congratulated on his new role as Associate Dean International.

569.2 Membership category 8: ‘At least one (1) and not more than two (2) Programme Leaders nominated by the Programme Leaders for terms of office of three (3) years’

Noted: Dr C Chandler would now represent this category along with Dr N Helian for the remaining term of office.

569.3 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’

Noted: the committee would be informed of new members in due course.

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.

MINUTES – 18 OCTOBER 2017

The minutes were confirmed and signed (Confidential Agenda Paper 4, refers).
MATTERS ARISING FROM THE MINUTES

572.1 Collaborative Partnership Leaders and Schedule of Collaborative Partnership Leaders Activity – Minute 554.2 refers

Noted: a corrected schedule of Collaborative Partnership Leaders and Collaborative Partnership Leaders activity report from Dr S A Trainis, Associate Dean of School (Academic Quality Assurance), (Agenda item 15.2, refers).

SCHOOL DEVELOPMENT AND STRATEGY

Noted: the School Academic Standards and Student Experience Action Plan 2017-2018 (Confidential Agenda Paper 6, refers).

STUDENT RECRUITMENT

Noted: a report from Dr N Baddoo, Admissions Tutor, concerning recruitment for the Academic Year 2017-2018 to programmes offered by the School (Confidential Agenda Paper 7, refers).

ACADEMIC QUALITY AND STANDARDS

575.1 Associate Dean of School (Academic Quality Assurance) – Minutes 437.1 and 547.1 refer

Noted: a report from Dr Trainis, concerning any matters relating to academic quality and standards (Confidential Agenda Paper 8.1, refers).

575.2 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 that the AMERs would be held in the electronic archive of the Committee’s business as from the date of the meeting (Agenda Paper 8.2, refers).

575.3 Academic Standards and Audit Committee (ASAC) – Minutes 437.4 and 547.4 refer

575.3.1 3 October 2017

Noted: a report of the business discharged by ASAC which was circulated to members on 4 January 2018 (Agenda Paper 8.3.1, refers).

STUDENT EXPERIENCE AND LEARNING AND TEACHING

576.1 Associate Dean of School (Learning and Teaching) – Minutes 410.4 and 548.1 refer

Noted: a report from Dr M Lilley, Associate Dean of School (Learning and Teaching), concerning any matters relating to the student experience and learning and teaching (Confidential Agenda Paper 9.1, refers).

576.2 National Student Survey (NSS) – Minutes 411.2 and 438.2 refer

576.3 Student Educational Experience Committee (SEEC) – Minutes 411.3 and 438.3 refer

576.3.1 7 November 2017

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

576.4 Information Manager Action Plan - 2017-2018


576.5 Student matters

Noted: the student report was not received in time to be circulated to members before the meeting. The report would be forwarded to the Chairman after the meeting and the committee would be updated in due course of any comment.

577 RESEARCH DEGREES

577.1 Research Student Tutor’s Report – Minutes 417.1 and 444.1 refer

Noted: a report from Professor A Jefferies, Research Student Tutor, concerning any matters relating to research degrees (Confidential Agenda Paper 10.1, refers).

578 RESEARCH AND SCHOLARSHIP

578.1 Associate Dean’s Report - Minutes 418.1 and 445.1 refer

Noted: a report from Dr V Steuber, Associate Dean of School (Research), concerning any matters relating to the research and scholarship (Confidential Agenda Paper 11.1, refers).

579 ACADEMIC PORTFOLIO

579.1 Academic Development Committee – Minutes 412.1 and 439.1 refer

579.1.1 11 October 2017

Noted: there were no programme and partnership proposals submitted by the Dean of School for consideration by the Academic Development Committee at this meeting.

580 EXTERNAL EXAMINERS – Minutes 413 and 440 refer

Received: oral assurances from Dr Trainis that any issues of concern raised by the School’s External Examiners had been addressed by the School.

581 PROGRAMME COMMITTEES

581.1 Matters referred by Programme Committees

There were no substantive items that the Programme Committees wished to draw to the attention of the School Academic Committee.
582 COLLABORATIVE PROVISION – Minutes 415 and 442 refer

582.1 Collaborative Partners

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

582.2 Collaborative Partnership Leaders and Schedule of Collaborative Partnership Leaders Activity – Minute 554.2 refers

Noted: the schedule of Collaborative Partnership Leaders and Collaborative Partnership Leaders activity (Confidential Agenda Paper 15.2, refers).

582.3 Collaborative Operational Delivery Plans

Noted: as follows:

<table>
<thead>
<tr>
<th>Partner</th>
<th>Programme(s)</th>
<th>Collaborative Partner Leader</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Herts College</td>
<td>Foundation Degree in Computing Technologies</td>
<td>Mrs L Smith</td>
<td>15.3.1</td>
</tr>
<tr>
<td>West Herts College</td>
<td>Foundation Degree in Computing Technologies</td>
<td>Mrs L Smith</td>
<td>15.3.2</td>
</tr>
</tbody>
</table>

582.4 Collaborative Partnership Leader reports – Minute 281.1 refers

Noted: reports from the following Collaborative Partnership Leaders:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Collaborative Partnership Leader</th>
<th>Date of Visit</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Pathways in Computer Science</td>
<td>Mr S Hunt</td>
<td>Various/See report</td>
<td>15.4.1</td>
</tr>
<tr>
<td>BSc (Hons) Computer Science / BSc (Hons) Information Technology</td>
<td>Dr N Baddoo</td>
<td>10/12/17</td>
<td>15.4.2</td>
</tr>
<tr>
<td>Computing Technologies</td>
<td>Mrs L Smith</td>
<td>14/11/17</td>
<td>15.4.3</td>
</tr>
<tr>
<td>Modular BSc Honours Computer Science (online): CMWCSIT (Awards: BSc Hons CS and IT Top-up)</td>
<td>Dr V Veneziano</td>
<td>30 Oct – 1 Nov 17</td>
<td>15.4.4</td>
</tr>
<tr>
<td>Computing Technologies</td>
<td>Mrs L Smith</td>
<td>09/11/17</td>
<td>15.4.5</td>
</tr>
</tbody>
</table>

582.5 Matters referred by the Collaborative Partnership Leaders – Minute 282.1 refers

There were no substantive items that the Collaborative Partnership Leaders wished to draw to the attention of the School Academic Committee.

583 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

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

583.2 Received: oral assurances from Dr Trainis, 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

Received: the following reports:

<table>
<thead>
<tr>
<th>Programme title</th>
<th>Date of event</th>
<th>Date of conditions meeting</th>
<th>AQ3 signed</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>FdSc Computing Technologies NHC and WHC</td>
<td>16.11.17</td>
<td>13.12.17</td>
<td>Yes</td>
<td>16.3.1</td>
</tr>
<tr>
<td>Confidential</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AGENDA - PART II

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

MATTERS REFERRED - Minute 588 refers

Matters referred from the Academic Standards and Audit Committee (ASAC)

Noted: the following matters referred by ASAC which were circulated to members on 4 January 2018. No requests had been received from members that these items should be discussed in Part 1 of the agenda. The papers would be placed in the Committee's record of business, referenced with the number of the relevant agenda item:

Hertfordshire International College (‘HIC’)

Noted: a report from Mr S Culliford, Head of Academic Partnerships, concerning revised quality assurance arrangements for HIC (Confidential Agenda Paper A.2, refers).

Programmes, Courses and Collaborative Agreements

Noted: the reports confirmed by the Chairman of the Student Educational Experience Committee and ratified by the Vice-Chancellor for the period 3 June – 19 September 2017, with the summary of conclusions and recommendations, which was noted at the meeting of the Academic Board held on 15 November 2017 (Agenda Paper A.3, refers).

Key information Sets (KISs)

There was nothing to report on the School’s Key Information Sets and associated benchmarking data for this meeting.

PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

There had been no changes to the 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 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 since the last meeting.
UNCONFIRMED

COMMITTEES OF THE ACADEMIC BOARD

Noted: 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/EthicsCommitteeECSIH">http://sitem.herts.ac.uk/secreg/EthicsCommitteeECSIH</a> P.htm](<a href="http://sitem.herts.ac.uk/secreg/EthicsCommitteeECSIH">http://sitem.herts.ac.uk/secreg/EthicsCommitteeECSIH</a> P.htm)</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>
</tr>
</tbody>
</table>

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

Noted: the schedule of meetings:

<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>4 July 2018 (2pm AA191)</td>
<td>13 June 2018</td>
<td>20 June 2018</td>
</tr>
</tbody>
</table>

RISK

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

EMERGENCY BUSINESS

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

DATE OF NEXT MEETING

Wednesday, 4 July 2018, 14.00 hours (AA191)

Items for the Agenda should be notified to the Clerk by Wednesday, 13 June 2018. Supporting papers should be provided to the Clerk by Wednesday, 20 June 2018. (Telephone: 3285; e-mail: m.golder@herts.ac.uk).