UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

COMMITTEE STRUCTURE OF THE ACADEMIC BOARD

SCHOOL ACADEMIC COMMITTEE – SCHOOL OF COMPUTER SCIENCE

Minutes of the meeting of the School Academic Committee of the School of Computer Science held on 5 December 2018.

PRESENT: Dr R Day (Chair)

Dr N Baddoo
Dr M Lilley
Ms C A Rendell

Ms H J Singer
Dr V Steuber

Dr S Trains
Dr V Veneziano

IN ATTENDANCE:

Mrs M Golder

APOLOGIES:

Dr C Chandler
Mrs S Dunk
Dr N Helian

Dr S Hunt
Ms R H Marsh
Mr P Morris

Mr J Sapsford
Mr U Shafique
Ms L Uttley

618

TERMS OF REFERENCE AND COMPOSITION

Noted: the terms of reference and composition of the Committee approved effective from 1 September 2018 (Agenda Paper 2, refers).

619

MEMBERSHIP

Noted: the membership of the Committee (Agenda Paper 3, refers).

619.1 Membership category 1: 'Chair appointed by the Vice-Chancellor (Dean of School)'

Noted: the term of office of Dr R Day, commenced on 1 September 2018.

619.2 Membership category 5: 'Not less than (1) and not more than two (2) members of the academic staff of the School nominated by the academic staff of the School for terms of office of three (3) years'

Noted: the term of office of Mr P Morris, commenced on 1 September 2018.

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

Noted: the terms of office of Dr C Chandler, commenced on 1 September 2018.

619.4 Membership category 9: 'The Postgraduate Research Tutor'

Noted: the terms of office of Dr N Helian commenced October 2018.

619.5 Membership category 11: 'One (1) Collaborative Partnership Leader (CPL) nominated by the CPL's for terms of office of three (3) years'

619.5.1 Noted: the vacancy in this category.
619.5.2 **Agreed:** Ms R Marsh, School Administration Manager, would ask the Collaborative Partnership Leader’s for nominees.

619.6 **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 Mr U Sharique, commenced on 1 September 2018.

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**STANDING ORDERS**

**Noted:** the Standing Orders of the Academic Board, effective from 1 September 2012 (amended 3 November 2014), standing Order 4.3 corrected on 19 March 2014 (Agenda Paper 4, refers).

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**UNIVERSITY REGULATION**

**621**

**621.1** **Academic quality and standards**

**Received:** UPR AS17 'Academic Quality' effective 1 September 2018, and noted particularly the responsibilities which it assigned to School Academic Committees (Agenda Paper 5.1, refers).

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**621.2** **Admissions policy**

**Noted:** the following extract from UPR SA03 (SA03-Admissions-Undergrad and Taught Postgraduate Students-v06.0.doc).

4.4 Deans of School (Chairs of School Academic Committees)

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

a. 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

b. approved by the relevant Deans of School and such approvals noted by the School Academic Committee.'

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**621.3** **Amendment/endorsement of the academic regulations for the academic year 2018-2019**

**621.3.1** **Noted:** that a summary of changes to the academic regulations for undergraduate and taught postgraduate programmes which were approved by the Academic Board had been circulated to Deans of School, Associate Deans (Academic Quality Assurance), Associate Deans (Learning and Teaching), Academic Registry, External Examiners and all collaborative partners.

i. UPR AS11 (Agenda Paper 5.3.1, i, refers).

ii. UPR AS12 (and, by association, UPR AS13) (Agenda Paper 5.3.1, ii, refers).

iii. UPR AS14 (Agenda Paper 5.3.1, iii, refers).

iv. UPR AS17 (Agenda Paper 5.3.1, iv, refers).

The summaries can be viewed on the Centre for Academic Quality Assurance (CAQA) StudyNet site.
ACADEMIC AND RESEARCH HEALTH

Noted: the annual statement concerning the academic and research health of the School, to be received by the Academic Board on 21 November 2018 (Agenda Paper 6, refers).

CONDUCT OF THE COMMITTEE'S BUSINESS

Noted and endorsed: the following:

623.1 Protocol for approval by Chair's Action – Minutes 147.1.1 and 373.1 refer
   Approved by the Committee on 3 October 2012 (Agenda Paper 7.1, refers).

623.2 Protocol for the conduct of business – Minutes 147.1.2 and 373.2 refer
   Approved by the Committee on 3 October 2012 (Agenda Paper 7.2, refers).

623.3 Membership – responsibilities and duties – Minutes 147.1.3 and 373.3 refer
   The responsibilities associated with membership of the Committee and members' duties
   (Agenda Paper 7.3, refers).

623.4 Protocol for the appointment of External Examiner appointments – Minutes 270.1.2 and 373.4 refer

623.4.1 Noted: the arrangements approved by the Committee on 3 October 2012, whereby
   External Examiner vacancies were identified, nominees were considered by the
   Committee and recommendations for appointment were made by the Committee for the
   approval of the Director of Academic Quality Assurance (Agenda Paper 7.4, refers).

623.4.2 Noted: recruitment for new External Examiners had become increasingly more difficult,
   with the attendance of boards proving an issue, the number of boards needed
   addressing. A professional Board of Examiners was recommended as the way forward.

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 – 4 JULY 2018

The minutes were confirmed and signed (Confidential Agenda Paper 9, refers).

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the meeting on 4 July 2018.

SCHOOL DEVELOPMENT AND STRATEGY

Received: the School Academic Standards and Student Experience Action Plan
(Confidential Agenda Paper 11, refers).
STUDENT RECRUITMENT

Noted: a report from Dr N Baddoo, Admissions Tutor, concerning recruitment for the Academic Year 2018-2019 to programmes offered by the School (Confidential Agenda Paper 12, refers).

ACADEMIC QUALITY AND STANDARDS

629.1
Associate Dean of School (Academic Quality Assurance) – Minutes 410.1 and 437.1 refer

629.1.1 Received: a report from Dr S A Trainis, Associate Dean of School (Academic Quality Assurance) (Confidential Agenda Paper 13.1, refers).

629.1.2 Noted:

i the Periodic review of the on campus MSc CS had been completed. Initial analysis of the MSc CS online had been completed and would follow a year behind.

ii a new pre-masters in Computer Science had been developed by HIC. The Programme had now been approved and the External Examiner appointed, the first intake would be Semester B 2016/19.

629.2 Study Abroad

Noted: a summary of those confirmed Students undertaking a study abroad/exchange scheme by programme during the academic year 2018-2019 (Confidential Agenda Paper 13.1, refers).

629.3 Annual Monitoring and Evaluation Reports (AMERs), Annual Short Course Monitoring Reports and Annual Subject Monitoring and Evaluation Reports – Minutes 410.2 and 437.3 refer

Noted and endorsed:

i the arrangements for the formulation, consideration and approval of Annual Monitoring and Evaluation Reports (AMERS) (including, as appropriate, Annual Short Course Monitoring Reports and Annual Subject Monitoring and Evaluation Reports) and noted also, where relevant, the membership of any working group to which the Committee had delegated responsibility in this regard and that AMERs would be held in the electronic archive of the Committee's business;

ii the AMERs which the Schools were required to provide and their completion and submission (Agenda Paper 13.3.1,ii, refers).

629.4 Academic Standards and Audit Committee (ASAC) – Minutes 242.2 and 437.4 refer

629.4.1 19 June 2018

Noted: a report of the business discharged by ASAC (Agenda Paper 13.4.1, refers).

629.4.2 9 October 2018

STUDENT EXPERIENCE AND LEARNING AND TEACHING

630.1 Associate Dean of School (Learning and Teaching) – Minutes 410.4 and 438.1 refer

630.1.1 Received: a report from Dr M Lilley, Associate Dean of School (Learning and Teaching), (Confidential Agenda Paper 14.1, refers).

630.1.2 Noted:

i Student forum events for levels 4, 5, 6 and 7 (campus-based) were held in November 2018. The Student feedback was positive overall, and forums were well attended. 40 Students attended the MSc Student forum breaking the record of 38,

ii the School had been working closely with their BME advocate and a member of the alumni to identify opportunities to enhance their learning opportunities. The Student representatives had produced and designed posters, so that they would be more visible to the learning community;

iii the overall mid-module survey response rate for the University was 25.2%; the overall response rate for the School was 31.5% and all 5 questions in the survey had seen improvements in the % for Agree;

iv a number of training sessions took place, supplemented by COM specific guidance on how learning experiences should be mediated via Canvas. The new approach attracted positive comments from some of our online distance learning Students. It had also been suggested that the implementation of these guidelines had a positive impact on question 1 of mid-module surveys (“At this stage in the module the module is well organised”).

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

630.2.1 Received: the NSS report (Confidential Agenda Paper 14.1, also refers).

630.2.2 Noted: 8 out of 11 scores had improved and the results were the focus of a meeting with the programme team as well as the Away Day. The conversations had continued at module level. A number of actions had been generated following analysis which included: a reduction in the number of modules assessed by 100% exam, the re-design of modules, and a formation of new teaching teams.

630.3 Review of Assessment Decisions (appeals) and complaints

Noted: the School had made full use of the informal processes so the number of complaints and appeals were down, Student counselling had seen increased usage and lots of work had gone into the, ‘Collegiate Campus Life’ project which been well received by Students and ‘Project Engine Room’ would be available soon.

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

630.4.1 8 May 2018

Noted: the following communiqué referred by SEEC (Agenda Paper 14.4.1, refers).

630.4.2 10 July 2018

Noted: the following communiqué referred by SEEC (Agenda Paper 14.4.2, refers).

630.5 Information Manager Report – Minutes 411.5 and 493.5 refer

630.5.1 Received: the Information Manager report from Ms H Singer, Information Manager, Library and Computing Services (Confidential Agenda Paper 14.5, refers).
630.5.2 Noted:

i. the lecture, seminar worksheet and workshops for level 6 Students on researching your final year project, had been well received. Workshop timings would be reviewed for next academic year;

ii. a detailed partnership action plan would be discussed to agree how to progress the School priorities this year.

630.6 Student matters

Noted: There were no further student matters.

631 RESEARCH DEGREES

631.1 Associate Dean's Report – Minutes 482.1 and 510.1 refer

Noted: the report from Dr N Helian concerning research degrees (Confidential Agenda Paper 151.1, refers).

631.2 Received: the report from Dr V Steuber concerning research and scholarship (Confidential Agenda Paper 151.2, refers).

631.2.1 Noted:

i. the School had undergone a restructure following the departure of some research management and administration staff. The changes were as follows:

- Professor D Polani, Head of the Centre for Computer Science and Informatics Research (CCSIR) and Head of the Adaptive Systems Research Group.
- Dr R Kirner, Head of the Artificial Intelligence Group.
- Dr Lilley, Coordinator of the Technology Supported Learning Group.
- Dr F Amirabdollahian, Coordinator of the KASPAR project.
- Dr S Kadir, Research Colloquium Organiser.
- Dr N Helian Research Student Tutor.

ii. the School had completed a second mock REF exercise and had analysed the feedback from the mock REF assessors. Both assessors had rated research outputs highly, with a considerably larger number of 4* outputs than in REF 2014;

iii. the Committee congratulated the AI and robotics MSc Student Karen Archer who had won first prize in the prestigious German Volkswagen Deep Learning and Robotics Challenge that took place from 11 September to 13 October 2018, and to Lola Canamero who had been invited to speak about her research on emotions and robots at the prestigious Le Monde Festival on 7 October 2018 at the Bastille Opera in Paris. Furthermore, Dr Steuber had been elected as president of the International Organization for Computational Neurosciences (OCNS).

632 INTERNATIONAL

632.1 Associate Dean's Report

There was nothing to report for the School of Computer Science for this item.
ACADEMIC PORTFOLIO

Modules – development and validation


'A new module may be initiated by a Programme Committee, by a group of staff or by an individual member of staff. Schools were 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 had been sought from the Dean or ADoS (AQA) and the relevant Programme Committee(s) for the programmes on which the module would be taught.'

Academic Development Committee – Minutes 412.1 and 439.1 refer

Noted: there were no programme or partner proposals reported at the meetings on 2 May 2018 and 11 July 2018.

EXTERNAL EXAMINERS – Minutes 413 and 440 refer

Noted: the External Examiners appointed within the School and the programmes for which they had been appointed (Confidential Agenda Paper 18.1, refers).

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

PROGRAMME COMMITTEES – Minute 579 refers

Programme Committees – structure

Noted and endorsed: the structure of Programme Committees that would operate within the School, including those for the School's collaborative programmes, their titles and Chairs, and in doing so noted that Annual Monitoring and Evaluation Reports constituted the Annual Reports of the Programme Committees (Agenda Paper 19.1.1, refers).

Confirmed: the mechanism by which issues of concern raised by Programme Committees would be identified and reported to the School Academic Committee.

Matters referred by Programme Committees

Noted: that there were no substantive items that the Programme Committees wished to draw to the attention of the School Academic Committee.

COLLABORATIVE PROVISION – Minute 633 refers

Collaborative Partners

Noted: the School's collaborative partners and the dates on which those partners required re-approval (Confidential Agenda Paper 20.1, refers).

Collaborative Partnership Leaders and Schedule of Collaborative Partnership Leaders Activity

636.3 Collaborative Operational Delivery Plans

Noted: the reports would be available at the next meeting.

636.4 Collaborative Partnership Leader reports

Noted: the reports would be available at the next meeting.

637 VALIDATIONS, PERIODIC REVIEWS AND REVALIDATIONS

637.1 Noted: the schedule of validations, periodic reviews and revalidations (Agenda Paper 21.1, refers).

637.2 Received: oral assurances from Dr Trains, that none of the School’s validated or re-validated programmes had failed to commence within twelve (12) months of the date of approval.

637.3 Validation, periodic review and revalidation reports

Noted: there were no reports for this meeting.

638 AGENDA - PART II

Noted and approved: Part II of the Agenda (Items 639 to 651, refer.)

639 PROGRAMME COMMITTEES

639.1 Programme Committees - governance

Noted: the generic terms of reference, generic composition Chair and titles as approved by the Academic Board which applied to all Programme Committees established by the School Academic Committee and in doing so noted that the Programme Committees established within the School function as sub-committees of the School Academic Committee. (Agenda Paper A.1, refers).

640 MATTERS REFERRED

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

Noted: the reporting cycle for the 2018-2019 Annual School Reports on Academic Standards and Student Experience (Confidential Agenda Paper B.1.1, refers).

640.2 Matters referred from the Student Educational Experience Committee (SEEC)

Noted: there were no items referred for the meeting.

641 BOARDS OF EXAMINERS

Noted: 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.
PROFESSORSHIPS, READERSHIPS AND HONORARY TITLES

Noted: that the Dean of School is 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.

Noted: 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) set out in the attached list 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 (Agenda Paper D.2, refers).

WORKING GROUPS ESTABLISHED BY THE SCHOOL ACADEMIC COMMITTEE

Noted: the working groups established by the School Academic Committee

<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>Dr Trainis</td>
<td>Nov 2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of group:</th>
<th>Convenor:</th>
<th>Date of establishment:</th>
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</thead>
<tbody>
<tr>
<td>The Professional Advisory Group</td>
<td>Dr Veneziano</td>
<td>Historical</td>
</tr>
</tbody>
</table>

ANNUAL REPORT OF THE SCHOOL ACADEMIC COMMITTEE


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>2 May 2018</td>
<td><a href="http://sitem.herts.ac.uk/secreg/EthicsCommitteeECSIHP.htm">http://sitem.herts.ac.uk/secreg/EthicsCommitteeECSIHP.htm</a></td>
</tr>
<tr>
<td>Research Committee</td>
<td>1 March 2018</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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</tbody>
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MATTERS REPORTED FOR INFORMATION

There were no matters reported for information.

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.
SCHEDULE OF MEETINGS AND DEADLINES—2018-2019

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>20 March 2019 2pm (Classroom 1A161)</td>
<td>27 February 2019</td>
<td>6 March 2019</td>
</tr>
<tr>
<td>12 June 2019 2pm (Classroom C154)</td>
<td>22 May 2019</td>
<td>29 May 2019</td>
</tr>
</tbody>
</table>

RISK

Noted: any further risks inherent in the matters dealt with by the Committee during the meeting but not discussed when the item is taken.

EMERGENCY BUSINESS

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

DATE OF NEXT MEETING

Wednesday, 20 March 2019 2pm (Classroom 1A161)

Items for the Agenda should be notified to the Clerk by Wednesday, 27 February 2019. Supporting papers should be provided to the Clerk by Wednesday, 6 March 2019. (Telephone: 3235; e-mail: m.golder@herts.ac.uk).

Chair:........................................

Date:........................................

20/3/19