**BISHOP
GROSSETESTE
UNIVERSITY**

MINUTES OF THE MEETING OF SENATE

WEDNESDAY 29 JULY 2015
2PM IN THE JOHN TOMLINSON TEACHING ROOM

Present:

Rev Canon Professor Peter Neil	Vice Chancellor (Chair)
Dr Graham Basten	Head of School of Social Sciences
Dr Pat Beckley	Academic Coordinator for Primary PGCE (3-7)
Jamie Caress	Students' Union Vice President Voice
Dr Anne Craven	Registrar and Secretary
Dr Andrew Jackson	Head of School of Humanities
Sacha Mason	Academic Coordinator for Applied Studies
Professor Jayne Mitchell	Deputy Vice Chancellor
Olivia Sagan	Academic Coordinator for Psychology

In attendance:

Aaron Smith	Minuting Secretary
Yvonne Des-Forges	Academic Quality Manager

1. **Apologies**	Action

Apologies were received from the following members:

Professor Chris Atkin	Head of Centre of Education Development and Research
Steve Deville	Director of Resources
Nick Gee	Head of School of Teacher Development
Viv Kerridge	Academic Coordinator for Drama
Graham Meeson	Associate Head of School of Social Sciences
Chris Robertson	Students' Union President
Dr Ruth Sayers	Executive Dean: Learning, Teaching and International
Professor John Sharp	Head of Doctoral Studies
Luke South	Level 5 English Literature - SU Engagement Officer
Craig Spence	Academic Coordinator for History
Shaun Thompson	Senior Lecturer (Primary) (TD)
Andrew Tofts	Regulatory Compliance Manager

2.   Minutes of the previous meeting held 10 December 2015

2.1   The start date of the Executive Dean: Research and Knowledge Exchange would be amended to October 2015 under minute 3.1.

ACTION: Minuting Secretary to amend Executive Dean: Research and Knowledge Exchange's start date to October 2015 under minute 3.1.   AS

2.2   A typing error for the title of Item 6 in the minutes would be corrected to 'QAA Higher Education Review'.

ACTION: Minuting Secretary to correct the title of Item 6 in the previous meeting minutes.   AS

2.3   The final sentence of minute 7.3 would be reworded so that it reads 'supported the development'.

ACTION: Minuting Secretary to reword the final sentence of minute 7.3 so it reads 'supported the development'.   AS

2.4   The title of the Head of Centre of Education Development and Research would be corrected in the previous meeting minutes.

ACTION: Minuting Secretary to correct the title of the Head of Centre of Education Development and Research within the previous meeting minutes.   AS

3.   Matters arising

Action points

3.1   The Minuting Secretary would follow up with the Executive Dean: Learning, Teaching & International in relation to the action on them to get the Chair's Action sign-off completed for the Learning, Teaching and Assessment Strategy. A copy of the completed Chair's Action form would be retained on SharePoint.

ACTION: Minuting Secretary to follow up with the Executive Dean: Learning, Teaching & International about confirming Chair's Action sign-off is completed for the Learning, Teaching and Assessment Strategy and a copy of the sign form is retained on SharePoint.   AS

Matters Arising

3.2   Senate noted in relation to previous meeting minute 3.1 that the recommendations of the project looking at the University's whole committee structure which includes the relationship between the Portfolio Implementation Team and the Recruitment and Retention Oversight Group would be going to the Senior Leadership Team for approval. Relevant aspects of the new structure would also be approved by AEC, Senate and Council.

3.3   Senate noted that considerable progress had been made in relation to the

recruitment of PGCE Primary students for 2015 entry and that a further ten applicants would be interviewed in the following week (previous meeting minute 7.1).

3.4   Senate noted that Ofsted had congratulated Teacher Development colleagues on their Self Evaluation document for its honesty and transparency, and that the outcome was as positive as the team had thought it could be at that first stage.

3.5   It was confirmed that minute 13.6 about the re-accreditation of BGU's PAT Framework was correct, and that this would be completed by August 2016.

4.   Minutes of the 8 July 2015 Academic Enhancement Committee

4.1   Senate noted that the minutes of the 8 July 2015 Academic Enhancement Committee were unconfirmed.

4.2   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the Code of Practice for Flexible and Distributed Learning.

4.3   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the Code of Practice for the Admission of Students.

4.4   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the Policy in Respect of the Admission and Welfare of Students who are under the Age of 18 at entry.

4.5   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the Code of Practice for DBS checks for Applicants and Students.

4.6   Senate noted the recommendation made within the Academic Enhancement Committee minutes, noted that Chair's Action had been completed and formally approved the Regulations for Post Graduate and Professional Graduate Certificate in Education Programmes.

4.7   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the Regulations for Masters Awards.

4.8   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the Regulations for honours degrees and foundation degrees.

4.9   Senate noted that a discussion took place at the Academic Enhancement Committee in relation to revising the Intellectual Property policy, but that this would not affect the Code of Conduct for Doctoral Research. Senate noted the recommendation made within the Academic Enhancement Committee minutes, and formally approved the Code of Conduct for Doctoral Research.

4.10   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the Regulations for Doctoral Research.

4.11   Senate noted the recommendation made within the Academic Enhancement Committee minutes, noted that Chair's Action had been completed and formally approved the Code of Practice for the Assessment of Students.

4.12   The Head of School of Social Sciences indicated that he had previously highlighted at AEC that documentation that refers to students should be written using gender neutral language, particularly regulations (the suggestion was that instead of the pronouns 'he or she', the pronoun 'they' would be used). Senate recommended for future revisions of University documentation that gender neutral language ('they') is used when appropriate.

4.13   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the validation of the MA in English Literature.

4.14   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the validation of the PGCE programmes.

4.15   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the validation of the MA Social and Cultural History.

4.16   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the validation of the MA Theology and Religious Studies.

4.17   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the re-approval of the MA in Community Archaeology.

4.18   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the re-approval of the MA in Heritage Education.

4.19   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the validation of the BA (Hons) Sociology single and joint honours.

4.20   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the validation of the FdA Health and Social Care Supervision.

4.21   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the validation of the FdA Children and Young People Social Care Practitioner.

4.22   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the validation of the BA (Hons) Health and Social Care.

4.23   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the validation of the MA Health and Social Care Leadership.

4.24   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the validation of the BA (Hons) Business (Team Entrepreneurship) including its Action Plans.

4.25   Senate noted the recommendation made within the Academic Enhancement Committee minutes and formally approved the validation of the BA (Hons) Psychology and Counselling.

4.26   Senate noted that the validation panel had rejected the proposal for BA (Hons) Counselling and that the Counselling team have been invited to re-submit the proposal if appropriate.

4.27   Senate noted the number of validation events completed and recorded their thanks to the programme teams and the Quality Assurance and Student Data department.

4.28   Senate noted that the 'subject to validation' disclaimer would be subsequently removed from the materials advertising all programmes which had been formally approved.

5.   QAA Higher Education Review 2016 – First Draft of Self Evaluation Document (SED)

5.1   Senate received the version of the SED as received by the Academic Enhancement Committee on 8 July 2015.

5.2   The Registrar and Secretary reported that the SED was accessible via the QAA HER 2016 area on SharePoint. Colleagues were invited to upload comments to this SharePoint area, or to e-mail them to the Regulatory Compliance Manager, the Head of Quality Enhancement and Student Experience (Claire Thomson), and the Registrar and Secretary. Two separate sets of consultants were looking at BGU's SED and would supply comments to the authoring team ahead of the 13 August 2015, when they would begin to address these comments and revise the SED.

5.3   The Registrar and Secretary added that an exercise had been undertaken to go through the entire document and list each item of evidence. This had identified 677 items which would need uploading alongside the SED for 26 October 2015.

5.4   The Heads of School would be invited by the Registrar and Secretary to work directly with the team on the elements of the SED which are School-specific, to

ensure that the information that is included is correct.

ACTION: Registrar and Secretary to invite Heads of School to work with the authoring team on elements which are school specific.   AKC

5.5   The Deputy Vice Chancellor reported that she would feed comments into the team which would include minor restructuring and suggestions for make certain areas of the SED more evaluative.

ACTION: Deputy Vice Chancellor to feed comments into the SED authoring team which would include minor restructuring and suggestions for make certain areas of the SED more evaluative.   JM

5.6   Senate noted that Quality Assurance and Student Data Administrator Amy Allen would be looking to collate the evidence from the initial list.

5.7   The Registrar and Secretary reiterated that the draft SED was not for external dissemination.

5.8   Senate noted that the SED could be sent to the Academic Enhancement Committee on 23 September 2015 and would be received by Senate again on 7 October 2015.

6.   QAA Higher Education Review 2016 – First Draft of Student Written Submission (SWS)

6.1   Senate noted that the Student Representative, Luke South, had completed a significant amount of work.

6.2   Senate recognised that the Student Written Submission was in its first draft. Senate commented that although they understood what points the Student Written Submission was trying to convey, these would need to be made very clear in the document so that those reading the document or the QAA Review team would be able to understand.

6.3   The Students' Union Vice President Voice indicated that the Student Representative and incoming Students' Union Vice President Academic Affairs would be looking to reword sections and undertake a general grammar check, as well as working on obtaining the evidence which would need to be included. Paragraph 6.11 was cited as an example of where a rework on the structure of the sentence may be advised to be undertaken.

6.4   The Students' Union Vice President Voice suggested that evidence collation would be the best way that the membership of Senate could best support the writing of the Student Written Submission. He added that providing constructive, critical comments about the content of the document and where paragraphs and statements were not currently clear would also be helpful. The Registrar and Secretary advised him that the students were very welcome to make use of the evidence collated by the University, should it help them in completing the Student Written Submission, and member of the Quality

Assurance and Student Data team would be very happy to help them in accessing the documents.

6.5   The Students' Union Vice President Voice was happy for BGU colleagues to advise how sections and individual paragraphs could be best structured and moved into more relevant sections. The Deputy Vice Chancellor suggested that the Student Engagement Facilitator, Joe Levell, could be available to help.

6.6   It was questioned whether the Student Representative, Luke South, had taken up the offer of support from the QAA Student Advisor. The Students' Union Vice President Voice commented that the Student Representative had the details of the QAA Student Advisor but wasn't sure if he had contacted them.

6.7   The Registrar and Secretary reported that constructive comments on the Student Written Submission could be uploaded to the QAA HER 2016 SharePoint area. It was reiterated that the submission is owned by the students and not the University.

6.8   The Students' Union Vice President Voice reported that it had been planned for the Student Written Submission to go to the Students' Union Executive team and Student Council, though for the latter this may be after the submission deadline. As an alternative, he suggested that the submission could be e-mailed to all Student Council representatives or made available on the student portal for students to comment on more generally.

6.9   Senate expressed that they were very pleased to receive the Student Written Submission and thanked the Student Representative for sharing the document with the Committee.

7.   **Student Retention, Progression and Outcomes Report 2013/14**

7.1   The Registrar and Secretary introduced the Student Retention, Progression and Outcomes Report 2013/14, which had been written by the Data Analyst. It was noted that the Report had also been received by the Senior Leadership Team and the Recruitment and Retention Oversight Group. Senate noted that the report would be uploaded to SharePoint by the Data Analyst so that it could be used within Annual Monitoring Reports. NSS data would soon be available for colleagues to complete AMRs. The Registrar and Secretary commented that she would also like the Data Analyst to create a DLHE report.

7.2   The Data Analyst was commended by Senate for the quality and speed of responses to data reporting queries.

7.3   The degree classification graphic (figure 7) was discussed in relation to whether there would be any concern about the good degree percentages, given that it would be a KPI moving forward. The Deputy Vice Chancellor indicated that this would depend on where BGU wants to be in relation to good degrees, there is often a tension between maintaining standards and rigour and seeking to increase the proportion of good degrees awarded. It was anticipated that grade inflation would be monitored as part of the Teaching Excellence Framework. It

was also noted that the University KPI in question was construed so as not to encourage degree inflation, as too high percentage of good degrees would lead to worsened KPI-related results.

7.4   It was discussed how BGU should look at utilising the current data available beyond their current use; to inform student recruitment, student advice and learning development practice, improve league table positions and influencing planning moving forward amongst other potential uses. The Registrar and Secretary would ask the Planning and Performance Manager and the Data Analyst to lead on a project to scope what data are currently captured and how they are used presently both internally and externally.

ACTION: The Registrar and Secretary would ask the Planning and Performance Manager and the Data Analyst to lead on a project to scope what data is currently captured and how it is used presently both internally and externally.   AKC

8.   **Recruitment and Retention Strategy**

8.1   Senate agreed to withdraw the Recruitment and Retention Strategy from the agenda, recognising that it should be presented to the next Academic Enhancement Committee on 23 September 2015.

8.2   Senate wished to suggest that the Recruitment and Retention Strategy be revised, making greater reference to the institution's five year strategy and its recruitment ambitions, embedding the international strategy aims, detailing how engagement with academic colleagues in the student recruitment process would continue to increase, whilst not necessarily describing the full operational workings of the Student Recruitment and Admissions team.

9.   **Academic Health Report 2013/14**

9.1   The Deputy Vice Chancellor tabled the Academic Health Report 2013/14. She explained that the action plan covered both the 2014/15 and 2015/16 academic years as was agreed at the Academic Enhancement Committee. Senate commended the Deputy Vice Chancellor for her work on the Academic Health Report 2013/14.

9.2   Senate discussed the timing of the creation of the Academic Health Report, which is usually written after the External Examiner reports, AMRs and School reports have all been completed and approved through the committee structure. It was noted that the data required for these reports were now provided earlier in the annual monitoring writing cycle within the Statistics Handbook. It was suggested that the Academic Health Report be written in parallel with AMRs and school reports on annual monitoring. The Head of School of Social Sciences suggested that an additional Academic Enhancement Committee meeting could be held similar to other institutions which would focus solely on final drafting points for and the approving of the Academic Health Report.

9.3   The Deputy Vice Chancellor asked that the Heads of School and Heads of

professional service departments check the action plans to ensure that they are consistent with their own reports' actions plans which they had created for 2014/15.

ACTION: All members to check their AMR action plans, with special responsibility for this for the Heads of School, QASD and Regulatory Compliance Manager.	**All/GB/ NG/AJ/ QASD/ AT**

9.4   The Deputy Vice Chancellor indicated that she was happy to receive comments and suggestions about the Academic Health Report in advance of presenting a final version for approval at the 7 October 2015 meeting of Senate.

9.5   The Students' Union Vice President Voice suggested that the Students' Union and the Bar should be considered separately under paragraph 2.11, as the Students' Union has no ownership of the Bar.
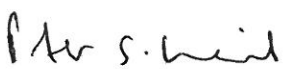
10.   Future Items for Discussion

10.1   The Minuting Secretary would add an item to the next meeting agenda on the NSS results. It was noted that the final version of the Self Evaluation Document and further documentation would be received for approval ahead of the submission of the SED on 26 October 2015.

ACTION: Minuting Secretary to add an Item to the next meeting agenda on NSS results, and on the QAA HER SED.	**AS**

11.   Date of next meeting

Wednesday 7 October 2015, 2pm – 5pm in John Tomlinson Teaching Room.

Signed ....   Date ....11/10/15.............................