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SENATE

MINUTES OF THE MEETING HELD ON WEDNESDAY 23 JULY 2018  
AT 11AM IN HARDY SEMINAR ROOM 1

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<b>Members</b>	Rev Canon Professor Peter Neil Stephen Deville Professor Scott Fleming  Dr Robert Boast Rachel Harvey Umar Zamman Craig Ferguson Josh Blanchard Dr Sacha Mason Dr Andrew Jackson Dr Nick Gee Professor Chris Atkin  Aimee Quickfall Graham Meeson Viv Kerridge Dr Graham Basten Jennifer Hamilton	Vice-Chancellor (Chair) Chief Operating Officer Executive Dean: Research, Knowledge Exchange and External Engagement Executive Dean: Learning, Teaching and Student Engagement Director of Strategy and Planning Director of People and Organisational Development Students' Union President 2018/19 Students' Union Vice President, Education 2018/19 Academic Staff Member of University Council Head of Research Head of School: Teacher Development Professor of Higher Education; School of Teacher Development Member of Academic Staff; School of Teacher Development Acting Head of School: Humanities Member of Academic Staff; School of Humanities Head of School: Social Sciences Member of Academic Staff; School of Social Sciences
<b>Officer</b>	Stephanie Gilluly	Interim Registrar
<b>Minutes</b>	Leanne Chancellor	Executive Assistant to University Council and Deputy Vice Chancellor's Office

The Chair thanked members for their attendance and welcomed the new Students' Union President 2018/19 and the Academic Staff Member of University Council to their first meeting of Senate.

The Chair reminded members again, the importance of attendance at Senate, since it is the highest University executive committee, which reports directly to University Council.

**1. Apologies**

**1.1** Apologies were RECEIVED from the following members:

- Kelly Fisher, Head of Quality and Regulatory Compliance;
- Dr Craig Spence; Member of Academic Staff, School of Humanities;
- Dr Emma Pearson; Member of Academic Staff, School of Social Sciences;
- Shaun Thompson, Members of Academic Staff; School of Teacher Development;

- Shane Dangar, Students' Union Undergraduate Representative;
- Sian Hope-Johnson, Students' Union Postgraduate Representative.

## 2. Minutes of Previous Meetings

### 2.1 20 June 2018

The minutes of the Senate meeting held on 20 June 2018 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

## 3. Matters Arising

### 3.1 Action Table

Senate RECEIVED a tabled updated action table and NOTED that:

#### 3.1.1 Code of Practice for the Safeguarding of Children and at-risk Adults (minute 8.1 refers)

- The Interim Registrar confirmed that the amendments raised at the last Senate meeting had been made to the document and the Code of Practice will be presented to University Council's Subcommittee, Audit Committee, when it is due for renewal in Autumn 2018.

#### 3.1.2 Proposed Collaborative Partnership with Regent Group London (minute 10.1 refers)

- The Interim Registrar noted that the date for the Institutional Approval Panel for Regent Group London was scheduled for 15 August 2018.

#### 3.1.3 Other Policy Updates – HEPI Consultation (value for money/value of Higher Education) (minute 11.2 refers)

- The Executive Dean: Learning, Teaching and Student Engagement noted that work on this was ongoing, bringing various strands together from University reporting ,i.e. Tribal, Academic Health of the Institution Report, AMRs, TEF and working with Planning, Finance and Marketing.

#### 3.1.4 Senate NOTED that all other actions either were covered under substantive agenda items or had been actioned and closed.

### 3.2 Any Other Matters

#### 3.2.1 Relationship Between University Council and Senate

The Chair reported that members of University Council were involved in a workshop to discuss the relationship between Council and Senate at its meeting on 3 July 2018.

The Chair noted that he would like Senate to also discuss the relationship at its next meeting in October 2018.

Chair/SG

## 4. Finalised Academic Health of the Institution Report (2016/17)

### 4.1 Senate RECEIVED and NOTED the finalised Academic Health of the Institution Report (2016/17) following the Deputy Vice Chancellor's resignation in February 2018.

The Executive Dean: Learning, Teaching and Student Engagement reported that he had presented the Academic Health of the Institution Report to AEC on 11 July 2018 and noted that he had asked AEC members to check the Enhancement Action Plan 2017/18 for any

actions related to themselves, which will be addressed with progress made, at the AEC meeting in September 2018.

The Executive Dean: Learning, Teaching and Student Engagement noted that the Academic Health of the Institution Report would take on a new shorter format next academic year.

Senate NOTED that the Academic Health of the Institution Report (2017/18) would be written by the Executive Dean: Learning, Teaching and Student Engagement and would be presented to Senate and University Council at its joint meeting on 22 November 2018.

RB

## **5. Academic Enhancement Committee Approved Policies, Regulations and Codes of Practice**

Senate RECEIVED, ENDORSED and APPROVED the following policies, presented by the Interim Registrar:

- 5.1 Code of Practice for Academic Misconduct;
- 5.2 Tier 4 Policy;
- 5.3 Student Attendance Policy;
- 5.4 Minor Award Regulations;
- 5.5 Regulations for Undergraduate Awards;
- 5.6 Regulations for Taught Masters;
- 5.7 Code of Practice for the Assessment of Students.

## **6. Further Policies, Regulations and Codes of Practice**

### **6.1 Code of Practice for the Admission of Students 2018**

Senate RECEIVED and NOTED the amendment to the Code of Practice for the Admission of Students 2018, which was presented by the Director of Marketing, Recruitment and Communications.

The Director of Marketing, Recruitment and Communications noted that discussions had taken place with the Department of People and Organisational Development and the amendment to the CoP was to clarify the process for establishing Fitness to Practice. The amendment to Section 2.12 of the CoP was to be amended from:

*"Health assessments may be required for some programmes and this is undertaken confidentially by the University's independent Occupational Health Adviser"*

To:

*"Health assessments may be required for some programmes and this is undertaken confidentially by the University's Department of People and Organisational Development. Applicants may be requested to obtain additional medical information from a GP if required. The University may request further clarification through an independent Occupational Health Assessment (for which a charge would be payable by the applicant)."*

The Students' Union President and Vice President asked how this amendment was being communicated to students.

The Director of Marketing, Recruitment and Communications noted that the website had been updated to reflect the independent Occupational Health Assessment charge and the Admissions Team would handle all enquiries.

Senate was content to APPROVE the amendment to the Code of Practice for the Admission of Students 2018.



## **7. Records of Decisions Approved by the Academic Enhancement Committee**

Senate RECEIVED and NOTED the following Records of Decisions approved by AEC at its meeting on 11 July 2018:

- 7.1 Curriculum Modification to BSc (Hons) Sports Therapy and BSc (Hons) Sports Coaching, Development and Pedagogy (Lincoln College).

## **8. Proposed Collaborative Partnership with Dutton Fisher Associates Ltd, Ilkley**

- 8.1 Senate RECEIVED, NOTED and DISCUSSED the application of a collaborative partnership between Dutton Fisher Associates, Ilkley and BGU.

The Interim Registrar reported that initially it is proposed that this collaborative partnership would be for the delivery of a BA (Hons) in Business and Management (aligned to the Chartered manager apprenticeship standard), which would link to the School of Humanities.

The Interim Registrar noted that this proposed collaborative partnership arrangement had been discussed at VCEG, and the Acting Head of School: Humanities noted that it had been raised at School Board and it was agreed to take this partnership forward dependant on due diligence and institutional validation.

Senate was content to APPROVE for the Interim Registrar to approach Dutton Fisher Associates Ltd, to establish a date for an Institutional Approval Panel.

SG

## **9. Other Policy Updates**

- 9.1 The Interim Registrar updated members with the following policy updates from VCEG:
- The OfS Register has now been launched;
  - Admissions; UCAS have published their analysis of full-time Undergraduate applications made by end of June 2018 (2018 cycle). EU (2%) and international (6%) student applications have increased;
  - Plagiarism; OfS will legislate if required to address plagiarism in HE, but would prefer the issue to be tackled by sector bodies such as the QAA;
  - Brexit Whitepaper has been published;
  - Research Integrity; a large proportion of Universities are non-compliant with the 2012 Concordat to Support Research Integrity, as they are not producing an annual report on research integrity;
  - UUK are reviewing how personal data is being used for research.

## **10. Minutes of Meetings of Subcommittees of Senate**

Senate RECEIVED and NOTED the following minutes:

### **10.1 Academic Enhancement Committee held on 11 July 2018**

- The Executive Dean; Learning, Teaching and Student Engagement highlighted the following:
  - BGU's AMR process and noted that the current timeline will remain the same as previous years, unless the institution hears otherwise from the OfS;

#### 10.2 Stakeholder Engagement Committee

The Stakeholder Engagement Committee was held on 17 July 2018 and the minutes will be presented to Senate at its next meeting in October 2018.

#### 10.3 People and Inclusion Committee

There has not been a People and Inclusion Committee meeting since the last Senate meeting.

### 11. **Key Items from University Council**

#### 11.1 The Academic Staff Member of University Council noted the following key items from the recent University Council meeting and Training Day on 3 and 4 July 2018:

- Council had a presentation from the Head of Centre of Enhancement in Learning and Teaching and the Head of Student Support on BGU's Well-being Institutional Enhancement Report;
- Council reviewed and discussed the relationship between Council and Senate, and effective academic governance;
- Council approved the Risk Policy presented by the Director of Strategy & Planning;
- Council received an update on student recruitment;
- Council endorsed the budget for 2018/19;
- Council endorsed the new Honorary Awards Committee;
- Council endorsed the Honorary Fellowship for Dr Tony Hill;
- July's University Council meeting was the last meeting for members; Dr Kevin Brown and Dr Tony Hill;
- University Council's Training Day on 4th July was focussed on:
  - Revised Articles & Instruments and GDPR
  - Risk Appetite
  - BGU Strategy in the context of competitiveness, risk, culture and values
  - People and Organisational Development Strategy
  - Inclusive Leadership

The Chair noted that should staff want to share any views or voice anything to University Council they should go through the University Council Representatives, who were Dr Sacha Mason, Academic Staff Representative and Alan Stacey, Non-Academic Staff Representative.

The Academic Staff Member of University Council noted that she was currently discussing better ways of communicating with staff members with the Non-Academic Staff Member of University Council.

### 12. **Any Other Business**

#### 12.1 Honorary Award Nominations

The Chair noted that staff members were now welcome to put forward their nominees for Honorary Awards for 2018/19.

The Chair noted that completed nomination forms should be submitted via email to the Governance Office at [governance@bishopp.ac.uk](mailto:governance@bishopp.ac.uk).

12.2 Graduation 2018

The Chair noted the forthcoming Graduation ceremonies on 24 and 25 July 2018.

12.3 BGU Staff Celebration

The Chair noted and welcomed staff members to attend the Staff Celebration on 26 July 2018.


**13. Dates of Future Meeting(s)**

13.1 Senate NOTED the first meeting date for next academic year:

- Wednesday 17 October 2018 at 2pm.

The Chair closed the meeting by giving thanks to Dr Emma Pearson, Member of Academic Staff, School of Social Sciences, and wished her all the very best in her new job role.

Signed by the Chair:

  
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Revd Canon Professor Peter Neil

17.10.18  
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Date