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**SENATE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 17 OCTOBER 2018  
AT 2PM IN CSH 15**

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<b>Members</b>	Rev Canon Professor Peter Neil Stephen Deville Professor Scott Fleming  Dr Robert Boast Kelly Fisher Umar Zamman Craig Ferguson Dr Sacha Mason Dr Andrew Jackson Dr Nick Gee Aimee Quickfall Graham Meeson Viv Kerridge Dr Craig Spence Dr Graham Basten	<b>Vice-Chancellor (Chair)</b> Chief Operating Officer Executive Dean: Research, Knowledge Exchange and External Engagement Executive Dean: Learning, Teaching and Student Engagement Head of Quality and Regulatory Compliance Director of People and Organisational Development Students' Union President 2018/19 Academic Staff Member of University Council Head of Research Head of School: Teacher Development Member of Academic Staff; School of Teacher Development Acting Head of School: Humanities Member of Academic Staff; School of Humanities Member of Academic Staff, School of Humanities Head of School: 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 at the first Senate meeting of the academic year 2018/19.

**1. Apologies**

1.1 Apologies were RECEIVED from the following members:

- Rachel Harvey, Director of Strategy and Planning;
- Professor Chris Atkin, Professor of Higher Education; School of Teacher Development;
- Josh Blanchard, Students' Union Vice President, Education 2018/19;
- Jennifer Hamilton, Member of Academic Staff; School of Social Sciences

**2. Membership and Terms of Reference for 2018-19**

2.1 Senate RECEIVED and NOTED the membership and Terms of Reference for 2018/19.

2.2 The Chair NOTED the following vacancies to the Senate membership and asked the Students' Union and the Head of School: Social Sciences to let the Officer know once they have been nominated/elected:

- Undergraduate Student Representative;
- Postgraduate Student Representative;
- Member of Academic Staff; School of Social Sciences.

2.3 Senate was CONTENT to AGREE the membership and Terms of Reference for Senate for 2018/19.

### 3. Minutes of Previous Meetings

#### 3.1 23 July 2018

The minutes of the Senate meeting held on 23 July 2018 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

### 4. Matters Arising

#### 4.1 Action Table

Senate RECEIVED a tabled updated action table and NOTED that:

##### 4.1.1 Proposed Collaborative Partnership with Dutton Fisher Associates Ltd, Ilkley (minute 8.1 refers)

- The Head of Quality and Regulatory Compliance noted that she had met with Dutton Fisher Associates Ltd on 4 October 2018, to discuss a mutual convenient date for the Institutional Approval Panel; however, following discussions this was yet to be confirmed.

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

#### 4.2 Any Other Matters

4.2.1 To Note BGU's Response to the REF2021 Consultation on Draft Guidance and Criteria  
Senate RECEIVED and NOTED BGU's response to the REF2021 consultation on draft guidance and criteria.

The Head of Research noted that the consultation was submitted ahead of the deadline of 15 October 2018.

### 5. Membership for the Honorary Awards Committee

5.1 The Chair NOTED the following volunteers to represent students and Senate (Academic Staff) on the Honorary Awards Committee membership:

- Student Representative –Craig Ferguson, Students Union President;
- Senate (Academic Staff) – Aimee Quickfall, Member of Academic Staff; School of TD.

The Chair NOTED that as the Honorary Award deadline was 30 October 2018, the first Honorary Award Committee would be scheduled for mid-November 2018.

### 6. OfS Registration Update

6.1 The Interim Registrar reported that as of 18 September 2018, BGU were registered with the OfS.

6.2 The Interim Registrar noted that the OfS were issuing more guidance for 3 December 2018 and information on the Annual Assurance Return.

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## **7. Relationship Between University Council and Senate**

7.1 Senate RECEIVED and NOTED the report on Effective Academic Governance at BGU, which was presented by the Interim Registrar.

7.2 The Interim Registrar reported that Effective Governance had been discussed and approved at University Council on 26 September 2018.

The Interim Registrar noted that at the University Council meeting it was agreed for an Academic Advisory Group to be established and meet three times a year (Nov/Dec, Feb/Mar and May/June), which would review indicative topics such as; the Academic Health of the Institution Report, academic portfolio and quality assurance developments. The Academic Advisory Group would meet as an advisory capacity with the intent of developing the knowledge of Council in respect of the academic mission of BGU.

The Interim Registrar noted that three members of Council have been identified to form membership on this Group, along with student and staff representatives.

7.3 The Interim Registrar noted that the Heads of Schools had been approached to provide University Council with updates and core priorities for their School at University Council meetings. It was also an opportunity for the Schools Programme Leaders and Student Course Representatives to be invited to join University Council for lunch.

7.4 The Chair invited the academic staff members on Senate for their views and comments on the Academic Advisory Group and the Heads of School updates to University Council.

The following comments were raised by members:

- Members agreed that it would be good for University Council members to have an update from the Heads of School and to have a chance to meet the staff members in those Schools;
- Members agreed it created trust and demonstrated BGU's robust processes;
- It was important to maintain the distinction of the advisory role and the governance function of University Council.

## **8. Update on Readers and Professors**

8.1 Senate RECEIVED and NOTED the paper on the pathways to the conferment of titles of Readers and Professors presented by the Executive Dean: Research, Knowledge Exchange and External Engagement.

8.2 The Executive Dean: Research, Knowledge Exchange and External Engagement thanked the staff that had contributed and supported the paper, and the external critical friends from Post-92 sector Universities.

8.3 The Executive Dean: Research, Knowledge Exchange and External Engagement noted that the paper had been discussed and endorsed at VCEG on 10 September 2018.

8.4 Senate DISCUSSED the pathways to the conferment of titles of Readers and Professors and RAISED the following comments:

- Members agreed that the criteria for Readers and Professors were robust and challenging;
- Members noted that it was good to see that there were other strands than just research;
- From the People and Organisational Development area, it was good to see talent being recognised with a robust process used.

8.5 The Executive Dean: Research, Knowledge Exchange and External Engagement noted that the next process would be to test it with applications for Visiting and Honorary Awards.

8.6 Senate was CONTENT to APPROVE the conferment of titles of Readers and Professors for BGU.

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

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

- Code of Practice for the Validation of Programmes.

**10. Further Policies, Regulations and Codes of Practice**

**10.1 Code of Practice for Admissions 2019**

10.1.1 Senate RECEIVED and NOTED the Code of Practice for Admissions 2019, which was presented by the Admissions Manager.

10.1.2 The Admissions Manager noted the updated amendments in the Code of Practice.

10.1.3 The Head of School: Teacher Development queried “point 3.9” regarding the Professional Skills Tests in Literacy and Numeracy which are required to be obtained before entry to an initial teacher education programme.

Senate DISCUSSED whether there was a bigger debate about the Professional Skills Tests and whether students could enrol with a caveat of a time-limited period for them to complete the tests.

Senate also NOTED whether “point 3.18” would cover this.

10.1.4 Senate was CONTENT to APPROVE the Code of Practice for Admissions 2019 with the caveat that 3.9 and 3.18 together were reviewed.

SG/Chair

**10.2 Code of Practice for DBS Checks for Applicants and Students for 2019 Entry**

10.2.1 Senate RECEIVED and NOTED the Code of Practice for DBS Checks for Applicants and Students for 2019 Entry, which was presented by the Admissions Manager.

10.2.2 The Admissions Manager noted the key revisions within the Code of Practice relating to the courses listed within Annexe A, the inclusion of where responsibility for a waiver from Ofsted lies and additional details on international DBS checks.

10.2.3 Senate DISCUSSED the Code of Practice and RAISED the following issues/comments:

- The BA TESOL programme needed to be included in Annexe A;
- The four potential MSc’s needed to be included in Annex A;
- It was noted that every time a Record of Decision is presented to Senate, the DBS Check Policy would need to be referred to.

10.2.4 Senate was CONTENT to APPROVE the Code of Practice for DBS Checks for Applicants and Students for 2019 Entry.

### 10.3 Academic Staff Sabbatical Research Scheme

10.3.1 Senate RECEIVED and NOTED the Academic Staff Sabbatical Research Scheme, which was presented by the Executive Dean: Research, Knowledge Exchange and External Engagement.

10.3.2 The Executive Dean: Research, Knowledge Exchange and External Engagement noted that the paper had been discussed and endorsed at VCEG on 24 September 2018.

10.3.3 The Executive Dean: Research, Knowledge Exchange and External Engagement noted that the paper was concerned with the current Research Sabbatical Leave Scheme and specifically addresses the current arrangements for awarding periods of 15 weeks of 'study leave' for members of BGU staff to pursue research projects.

The Executive Dean: Research, Knowledge Exchange and External Engagement noted that Early Career Researchers (ECRs) were not currently supported in any ways that were not also available to other academic staff. He noted that it was timely to review this, given the increasing attention being given to the challenges faced by ECRs across the sector, and for inexperienced researchers keen to engage with research and knowledge exchange in ways that are coherent with REF2021.

10.3.4 The Executive Dean: Research, Knowledge Exchange and External Engagement noted that he had received feedback from the Professor of Higher Education, School of Teacher Development, in his absence:

1. Study leave and current levels of support for staff members pursuing doctoral award;
2. Particular circumstances in the School of Teacher Development;
3. Challenges faced by mid-career researchers.

The Executive Dean: Research, Knowledge Exchange and External Engagement noted that he would be arranging to meet with the Professor of Higher Education, School of Teacher Development when he returns.

Secretary's Note:

*The Executive Dean: Research, Knowledge Exchange and External Engagement met with the Professor of Higher Education, School of Teacher Development on 26 October 2018.*

10.3.5 Senate DISCUSSED the Research Sabbatical Leave Scheme and RAISED the following issues/comments:

- There was concern that some staff members with PhDs would never have the opportunity for a sabbatical;
- Members noted that the paper did not state that sabbaticals were based on resources available;
- Members were supportive of the inclusion of ECRs;
- Members noted that in terms of research, it would benefit staff if their teaching expectation was reduced;
- Members noted that research had improved in Schools, and noted that when staff had completed their doctorate they had contributed back into the research of the School.
- Members suggested it might be beneficial to have a senior researcher working with a junior researcher to help with their first publications etc.

- 10.3.6 The Chair asked the Director of People and Organisational Development what had been agreed in staff contractual arrangements and asked him to check and review staff contracts, custom and practice – what was implied and what was expected.
- 10.3.7 Senate was CONTENT to APPROVE the recommendations of the Research Sabbatical Leave Scheme proposal, with an agreement to review the scheme in a year's time.

## **11. Records of Decisions for Regents College, London**

- 11.1 Senate RECEIVED and NOTED the Record of Decision and the signed off Institutional Approval for Regents College, London.

The Interim Registrar noted that all the conditions had been met.

## **12. Other Policy Updates**

- 12.1 The Interim Registrar updated members with the following policy updates from VCEG:
- OfS are issuing calls for various Challenge Competitions, which target funding to address priority issues which effect students.
    - The Executive Dean: Learning, Teaching and Student Engagement noted that he would be exploring the “Achieving a step change in mental health outcomes for all students” with the Head of Student Support, the Head of Centre of Enhancement of Learning and Teaching, other health organisations and institutions.
      - Deadline for bid is 9 November 2018.
    - The Executive Dean: Research, Knowledge Exchange and External Engagement noted that he would be exploring the “Industrial strategy and skills: support for local students and graduates” with the Head of Careers, Employability and Enterprise and the University of Lincoln.
      - Deadline for bid is 14 December 2018.

### Secretary's Note:

*The Executive Dean: Research, Knowledge Exchange and External Engagement and the Head of Careers, Employability and Enterprise met with representative from the University of Lincoln on 18 October 2018 regarding the Challenge Competition.*

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

### **13.1 Academic Enhancement Committee held on 19 September 2018**

- 13.1.1 Senate RECEIVED and NOTED the minutes from the Academic Enhancement Committee held on 19 September 2018

- 13.1.2 The Executive Dean: Learning, Teaching and Student Engagement highlighted the following from the minutes:

- BGUSSS and NSS
  - Following discussions with Heads of Schools, Heads of Professional Service areas and Students' Union, interventions are being put in place;
  - Discussion sessions are taking place regarding future questions to be included in the next BGUSSS;
  - Discussions will be taking place with students concerning their comments being “neither”, as this producing a negative score – so please tell us one way or the other.
  - The Chair noted that he had also met with staff regarding the NSS scores.

- Graduate Outcomes
  - As noted in the minutes.
- External Examiner Reports
  - As a number of External Examiners had commented on the equal weighting of Level 5 and Level 6 average grades for its undergraduate honours degree classification, the Executive Dean: Learning, Teaching and Student Engagement was putting together a proposal with the Interim Registrar and the Acting Head of School: Humanities to establish a Working Group to review undergraduate degree algorithm classifications.
- Learning and Teaching Committee (from meeting 17 October 2018)
  - The Executive Dean: Learning, Teaching and Student Engagement noted that the Professional Services AMRs had been reviewed at the Learning and Teaching Committee on 17 October 2018.

RB/GM/SG

13.2 Stakeholder Engagement Committee held on 17 July 2018

13.2.1 Senate RECEIVED and NOTED the minutes from the Stakeholder Engagement Committee held on 17 July 2018

13.3 People and Inclusion Committee

The Director of People and Organisational Development noted that the People and Inclusion Committee was held on 16 October 2018 and the minutes will be presented to Senate at its next meeting in December 2018.

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The Director of People and Organisational Development highlighted the following from the People and Inclusion Committee:

- A further discussion was held regarding the Terms of Reference and what operational level the committee should be working at;
- A discussion was held around the BAME projects, which would be reviewed and reported back to VCEG.

**14. Key Items from University Council**

14.1 The Academic Staff Member of University Council noted the following key items from the recent University Council meeting on 26 September 2018:

- Council had a presentation and tour at LORIC from Professor Chris Bridle;
  - The SU President's Report to Council noted that the Students' Union Vice President was looking into 'hot-desking' at LORIC once a month, to make the Students' Union more accessible to the Doctoral students.
- Council had their Prevent refresher training with PC Riz Chothia, Lincs Police;
- Council appointed a new Vice-Chair; Professor David Head;
- Council received an update on student recruitment;
- Council appointed to Link Council Members to:
  - Student Engagement – AVM Gavin Mackay
  - Apprenticeships – Mrs Jackie Croft
- Council endorsed the establishment of an Academic Advisory Group, which will be chaired by Professor David Head

**15. Any Other Business**

**15.1 Access and Participation Plan Consultation**

The Executive Dean: Learning, Teaching and Student Engagement noted that BGU's response to the Access and Participation Plan consultation was submitted on 12 October 2018.

The Executive Dean: Learning, Teaching and Student Engagement reported that institutions should receive feedback on the OfS consultation in December 2018.

The Executive Dean: Learning, Teaching and Student Engagement noted that the revised guidelines would be published in February 2019.

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

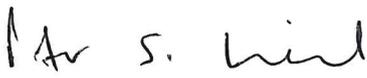
16.1 Senate NOTED the first meeting date for next academic year:

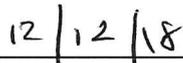
- Thursday 22 November 2018 at 3pm – Joint Council and Senate Meeting
- Wednesday 12 December 2018 at 2pm.

Future Agenda Item:

- Feedback from the Co-Chair of the Academic Advisory Group

Signed by the Chair:

  
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Revd Canon Professor Peter Neil

  
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Date