



MINUTES OF THE MEETING OF SENATE

**WEDNESDAY 16 DECEMBER 2015
2PM IN THE JOHN TOMLINSON ROOM**

Present:

Rev Canon Professor Peter Neil	Vice Chancellor (Chair)
Dr Ruth Sayers	Executive Dean: Learning, Teaching & International
Professor David Rae	Executive Dean: Research & Knowledge Exchange
Dr Graham Basten	Head of School of Social Sciences
Dr Nick Gee	Head of School of Teacher Development
Dr Andrew Jackson	Head of School of Humanities
Mr Graham Meeson	Academic Staff University Council Member elected by teaching staff
Professor Chris Atkin	Professor of Higher Education

School of Humanities

Ms Viv Kerridge Academic member of staff not an HoD

School of Social Sciences

Mrs Sacha Mason Academic member of staff not an HoD

School of TD

Dr Pat Beckley Academic member of staff not an HoD
Mr Shaun Thompson Academic member of staff not an HoD

Officer:

Minuting Secretary: Dr Anne Craven, Registrar and Secretary
Ms Michele Upcott, Student Administration Manager

In attendance:

Celia Hird (Item 6) Data Analyst

1. Apologies

1.1 Apologies were received from the following members:

Professor Jayne Mitchell, Deputy Vice Chancellor
Mr Steve Deville, Director of Resources
Mr Andrew Tofts, Regulatory Compliance Manager
Dr Kate Adams, Head of Doctoral Studies
Dr Craig Spence, Academic member of staff not an HoD
Dr Olivia Sagan, Academic member of staff not an HoD
Miss Rebecca Smith, Students' Union President
Mr Gareth Hughes, Students' Union Vice President Academic Affairs
Mr Lewis Smith, Students' Union Officer
Mr Adam Selby, Students' Union Officer

2. Minutes of the previous meeting held 24 September 2015

2.1 The minutes of the previous meeting held on 7 October 2015 were agreed as a true and accurate record subject to the following amendments:

- *(Present)* Should read; Pat Beckley, Senior Lecturer
- *(Minute 2)* should read; Minutes of the previous meeting held on 29 July 2015.

3. Matters arising:

3.1 Action Points

3.1.1 Minutes of the previous meeting held on 29 July 2015 (refers to Minute 2.1)

The Minuting Secretary confirmed that Minute 4.26 from the meeting held on 29 July 2015 had been amended.

3.1.2 Terms of Reference and Membership (refers to Minute 4)

The Minuting Secretary confirmed that the Terms of Reference and membership now included all members' titles.

3.1.3 Minutes of 23 September 2015, Academic Enhancement Committee: Terms of Reference and membership (refers to Minute 5.2)

The Registrar and Secretary confirmed that the Annexe to Academic Enhancement Committee's Terms of Reference and Membership had been circulated to members.

3.1.4 Minutes of 23 September 2015, Academic Enhancement Committee: Student Charter (refers to Minute 5.4)

The Executive Dean Learning, Teaching and International confirmed that the amendments had been made to the Student Charter in consultation with members of the Students' Union.

3.1.5 Minutes of 30 September 2015, Quality Assurance Sub-Committee: Minor Awards Regulations (refers to Minute 6.19)

The Registrar and Secretary confirmed that revisions had been made to the Minor Awards Regulations and Chair's action was taken to approve.

3.1.6 Minutes of 30 September 2015, Quality Assurance Sub-Committee: Student Transport, Accommodation and Subsistence Policy (refers to Minute 6.19)

The Registrar and Secretary confirmed that the paragraph relating to Driver's Consent and Insurance cover had been amended and Chair's action was taken to approve.

3.1.7 Ofsted (refers to Minute 8.4)

The Head of School confirmed that a contingency plan had been drawn up in relation to the possibility of Ofsted visiting during the week of the QAA Higher Education Review. Members noted that Ofsted had made their final visit and BGU were awaiting the final outcome.

3.1.8 Institutional Returns (refers to Minute 13.3)

The Registrar and Secretary confirmed that she had received the details pertaining to the training sessions that the Academic Co-ordinator for Psychology and other academic colleagues had attended.

3.1.9 External Examiners: Summary of External Examiner's Report (refers to minute 16.3)

The Academic Quality Manager confirmed that the External Examiner's comments had been incorporated within the report.

3.2 Other matters

3.2.1 There were no further matters raised.

4. **Ofsted**

The Head of School of Teacher Development informed members that Ofsted had made their final visit during the first week of December. The visit had been positive but the Head of School was unable to give any feedback on what the outcome might be until the final report was received by BGU in January 2015.

The Chair thanked the School of Teacher Development for all their hard work before and during Phase 1 and Phase 2 of the inspection.

5. **QAA Higher Education Review**

The Registrar and Secretary informed members that a Mock Review had taken place on 9-11 December 2015, which was conducted by four specialists. BGU had been able to learn from the event and some members of staff felt that the experience was good CPD. Feedback from the Mock Review had been very positive.

The Registrar and Secretary reported that QAA had requested further documentation which was uploaded by the appropriate deadline. Members noted that the University were awaiting notification from QAA on the lines of enquiry and the schedule of meetings for Review Week in January. Following receipt of the schedule a list of key staff will be drawn up and circulated to those involved by Friday 18 December 2015.

6. **Retention and Progression data 2014-2015**

6.1 The Data Analyst gave members an overview of the retention and progression data for 2014-2015 highlighting the following points:

- In 2014-2015 4% of students did not complete or continue or graduate. This was in line with previous years
- In 2015-2016 the University were expecting 55% to continue with their studies. 4% of students did not re-enrol which equates to around 50 students. These students are shown as withdrawn in this academic year.
- To-date there has been 133 transfers between programmes/routes which exceeds the number for 2014-2015. A large proportion were PGCE students transferring from Level 7 to Level 6 as the University took the decision to enrol all trainees on Level 7 in September.
- 20% of transfers are new undergraduate students moving between programmes within the first three weeks.
- 20% of transfers are students transferring from major/minor to joint programmes
- 9% were transfers from Level 5 to Level 4
- BGU has a 97% retention rate which is slightly down on the 2014-2015 (98%) but above the sector average.
- The largest number of withdrawals has been within the PDE due to students being written off after lapse of time/lack of engagement with BGU.

6.2 The Executive Dean Learning, Teaching and International informed members that a recent survey conducted by HEPI had reported that some institutions transfer procedures make it very difficult for a student to transfer between programmes.

6.3	The Data Analyst informed members that she could create a data table that provided live information in relation to withdrawals, intercalations and transfers.	
6.4	Members noted that retention and progression data is not considered at the first School Board due to the movement of students at this point but will be considered at subsequent meetings.	
6.5	Members of considered and approved the retention and progression data for 2014-2015.	
7.	<u>Policies and Procedures</u>	
7.1	<u>Fitness to Study Procedure</u> Members considered and approved the Fitness to Study Procedure noting that the policy had been amended to reflect nomenclature following the recent University restructure. The policy had been approved in October 2014.	
	The Minuting Secretary to ensure the revised policy is uploaded to the relevant area of the University website following final confirmation of roles and responsibilities by the Registrar and Secretary. Chair's action to be taken following confirmation of roles and responsibilities.	MU/AKC
7.2	<u>Student Complaints Procedure</u> Members considered and approved the Student Complaints Procedure noting that the policy had been amended to reflect nomenclature following the recent University restructure. The policy had been approved in October 2014.	
	The Minuting Secretary to ensure the revised policy is uploaded to the relevant area of the University website following final confirmation of roles and responsibilities by the Registrar and Secretary. Chair's action to be taken following confirmation of roles and responsibilities.	MU/AKC
7.3	<u>Student Disciplinary Procedure</u> Members considered and approved the Student Disciplinary Procedure noting that the policy had been amended to reflect nomenclature following the recent University restructure. The policy had been approved in October 2014.	
	The Minuting Secretary to ensure the revised policy is uploaded to the relevant area of the University website following final confirmation of roles and responsibilities by the Registrar and Secretary. Chair's action to be taken following confirmation of roles and responsibilities.	MU/AKC
7.4	<u>Admissions Complaints Procedure</u> Members considered and approved the Admissions Complaints Procedure 2016 noting that the policy is revised on an annual basis to reflect any changes in processes or procedures.	
	The Minuting Secretary to inform the Head of Admissions and Recruitment that the revised policy can be uploaded to the relevant area of the University Website.	MU/KR
7.5	<u>Freedom of Speech Policy</u> Members received and noted the Freedom of Speech Policy which has been approved by Senior Leadership Team (SLT). This policy has been developed to ensure that the University complies with the statutory duty to promote freedom of speech and associated requirements under the <i>Prevent</i> duty act.	

	The Minuting Secretary to ensure the policy is uploaded to the relevant area of the University website.	MU
7.6	<p><u>Procedure for the Safeguarding of Under-18s</u></p> <p>Members received and approved the revised Code of Practice for Safeguarding Children and Vulnerable Adults following commentary from students, approval by Senior Leadership Team (SLT) and Audit Committee. The Code has also received further commentary and advice from the Local Authority Designated Officer (LADO) to ensure compliance.</p> <p>The Minuting Secretary to ensure that the Code is uploaded to the relevant area of the University website.</p>	MU
7.7	<p><u>Student Debt Policy</u></p> <p>Members received and approved the Tuition Fee Register and Student Debt Policy. The policy sets out the University's tuition fees and charges framework, and details the sanctions that will be implemented for non-payment of any kind. The policy was approved by SLT.</p> <p>The Minuting Secretary to ensure that the policy is uploaded to the relevant area of the University website.</p>	MU
8.	<p>Response by IT Services to specific recommendations made in the PER Final Report</p> <p>This item was withdrawn and is to be considered at the next meeting in March 2016.</p>	Next Meeting
9.	<p><u>Honorary Graduates</u></p> <p>The Chair informed members that this item would be dealt with outside the meeting following conversations with the Deputy Vice Chancellor and University Chaplain regarding nominations for Honorary Graduates and Fellows.</p> <p>The Minuting Secretary to circulate proposed nominations to members in early January for consideration.</p>	MU
10.	<p>College of West Anglia Intuitional Approval</p> <p>Members received and approved the Institutional approval Report for the College of West Anglia. It was noted that the institutional event took place on 16 October 2015 and confirmed that panel recommended the approval of the College subject to two recommendations and conditions.</p>	
11.	<p>Key Issues from University Council</p> <p>The Academic Staff University Council Member gave members an overview of key issues from University Council held on Friday 20 November 2015, noting the following:</p> <ul style="list-style-type: none"> • Vice Chancellor's report gave an overview of the Teaching Excellence Framework (TEF), Ofsted, QAA Higher Education Review. • A member of the Students' Union gave an updated on student elections informing members that all post were now filled. The SU also thanked the University for a successful Matriculation Event. • University Council approved Audit Reports. • University Council considered and approved KPIs, Risk Register. • Received and approved minutes of University Council sub-committees. 	

- Reported that an election process for staff members to be conducted by the Governance and Compliance Office.

12. Academic Appeals 2014-2015

12.1 Members received and noted the data relating to the Academic Appeals for 2014-2015 noting that the number of appeal for the last academic year had dropped by 50%.

Members noted in future Academic Appeals data would be presented to Academic Enhancement Committee in the first instance.

13. Academic Misconduct 2014-2015

13.1 Members received and noted the data relating to the Academic Misconduct for 2014-2015 noting a slight variation from the previous academic year. The Student Administration Manager reported that there had already been two cases of misconduct following the wider roll-out of Turnitin in 2015-2016.

13.2 Members noted in future Academic Misconducts data would be presented to Academic Enhancement Committee in the first instance.

14. Admissions Complaints 2014-2015

14.1 Members received and noted the data relating to Admission Complaints for 2014-2015 noting that this was the first time statistical information had been reported.

15. Student Contention Report 2014-2015

15.1 Members received and noted the data relating to Student Contention for 2014-2015, noting a slight variation in previous years. It was noted that only one case has been reported to the OIA in the last three years which related to the academic year 2012-2013.

16. University Institutional Returns

16.1 The Registrar and Secretary gave members an overview noting the following highlights:

- HESA completed and submitted successfully
- HESSES submitted on 9 December 2015 and will be finalised shortly. The Data team are currently answering any questions or queries HEFCE have in relation to the return.
- DLHE process has now started. The DLHE group led by Claire Elliot have met once to formulate the timeline for completion of the return. Several members of professional support staff have agreed to act as evening supervisor for the Student Callers. A further update will be brought to the next meeting in March 2016.

Next meeting

17. Minutes Academic Enhancement Committee held on 2 December 2015

Members received and noted the minutes of Academic Enhancement Committee held on 2 December 2015

18. Fulfilling our Potential: Teaching Excellence, Social Mobility and Student Choice – Green Paper

18.1 Members received and noted the Green Paper, “Fulfilling our Potential: Teaching Excellence, Social Mobility and Student Choice”.

18.2 Members noted that AEC have setup a Task and Finish Group who will be working on and co-ordinating the Institutional response to the Green Paper; noting the following timescales and deadlines:

- Contributions to the Institutional response be collated by members of TEF Task & Finish Group and uploaded to response template on the TEF Task & Finish Group SharePoint site by **18 December 2015**
- Responses collated into a draft submission between **18 December 2015 and 3 January 2016**
- Discussion of draft response by the TEF Task & Finish Group on **5 January 2016**.
- Amendments to the draft response between **5–7 January 2016**
- Final Draft to be shared with the Cathedrals Group on **8 January 2016** and submitted to SLT for discussion and sign off at its meeting on **11 January 2016**
- Final amendments between **12–14 January 2016** and submitted to BIS by **15 January 2016**

19. Programme Proposals

19.1 MA Education with TESOL

Members received and noted the programme proposal for MA Education with TESOL was approved by Academic Enhancement Committee on 2 December 2015 to the next stage of the validation.

19.2 MA Education (including PDE)

Members received and noted the programme proposal for MA Education (including PDE) was approved by Academic Enhancement Committee on 2 December 2015 to the next stage of the validation.

20. Annual Monitoring of Programmes

Academic Schools

20.1 School of Humanities

Members received and noted the Annual Monitoring Report for the School of Humanities approved by Academic Enhancement Committee on 2 December 2015.

20.2 School of Social Sciences

Members received and noted the Annual Monitoring Report for the School of Social Sciences approved by Academic Enhancement Committee on 2 December 2015.

20.3 School of Teacher Development

Members received and noted the Annual Monitoring Report for the School of Teacher Development approved by Academic Enhancement Committee on 2 December 2015.

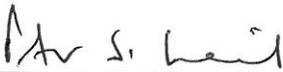
Professional Support Services

20.4 BG Futures

Members received and noted the Annual Monitoring Report for BG Futures approved by Academic Enhancement Committee on 2 December 2015.

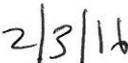
- 20.5 Library Services
Members received and noted the Annual Monitoring Report for Library Services approved by Academic Enhancement Committee on 2 December 2015.
- 20.6 Student Advice & Learning Development
Members received and noted the Annual Monitoring Report for Student Advice and Learning Development approved by Academic Enhancement Committee on 2 December 2015.
- 20.7 eLearning
Members received and noted the Annual Monitoring Report for eLearning approved by Academic Enhancement Committee on 2 December 2015.
- 20.8 Members noted that there seemed to be inconsistency in the use of data within the Annual Monitoring Reports. The Head of School of Social Sciences suggested that the University invest in a system called Tableau which would allow live data to be used in a visualisation tool that enables you to organise and present information intuitively.
- 20.9 Members noted that the Data Analyst uses Tableau as a HEIDI user which allows her to look at a range of data in a more flexible way. It was felt that this system would allow for greater analysis of more complicated data such as enrolment and recruitment.
- 21. Recruitment and Retention Strategy**
- Members received and noted the Recruitment and Retention Strategy approved by Academic Enhancement Committee.
- 22. External Examiners**
- Members received and noted the current list of external examiners.
- 23. BG Staff External Examining at other HEIs**
- Members received and noted the current list of BG Staff external examining at other HEIs.
- 24. Dates of meetings in 2015-2016**
- Wednesday 2 March 2016 at 2pm in the Seminar 3, Hardy Building
- Wednesday 1 June 2016 at 2pm in John Tomlinson Room, Skinner Building
- Wednesday 27 July 2016 at 2pm in John Tomlinson Room, Skinner Building

Signed by the Chair:



Rev Canon Professor Peter Neil

Date:



2/3/16