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SENATE

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 DECEMBER 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 Rachel Harvey Craig Ferguson Josh Blanchard Ryan Eccles Dr Sacha Mason Dr Nick Gee Professor Chris Atkin Graham Meeson Viv Kerridge Dr Craig Spence Dr Graham Basten Jennifer Hamilton Dr Julia Lindley-Baker	<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 Strategy and Planning Students' Union President 2018/19 Students' Union Vice President, Education 2018/19 Undergraduate Student Representative Academic Staff Member of University Council Head of School: Teacher Development Professor of Higher Education; 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 Member of Academic Staff; School of 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 at the second Senate meeting of the academic year 2018/19.

**1. Apologies**

1.1 Apologies were RECEIVED from the following members:

- Umar Zamman, Director of People and Organisational Development;
- Dr Andrew Jackson, Head of Research;
- Arran Hart, Postgraduate Student Representative;
- Aimee Quickfall, Member of Academic Staff; School of Teacher Development;

The Chair welcomed the following new members to their first meeting of Senate:

- Dr Julia Lindley-Baker, Member of Academic Staff; School of Social Sciences;
- Ryan Eccles, Undergraduate Student Representative;
- Arran Hart, Postgraduate Student Representative.

## **2. Minutes of Previous Meetings**

### **2.1 17 October 2018**

The minutes of the Senate meeting held on 17 October 2018 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

### **2.2 22 November 2018 – Joint Senate and University Council Meeting**

The minutes of the Joint Senate and University Council meeting held on 22 November 2018 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

The Chair provided feedback from University Council members regarding the joint meeting and noted the following:

- University Council members felt that the presentation on the Academic Health of the Institution Report was informative and clear;
- University Council members felt that, apart from a few members of Senate, there was no real participation with Senate.

## **3. Matters Arising**

### **3.1 Action Table**

Senate RECEIVED an updated action table from the meeting on 17 October 2018 and NOTED that:

#### **3.1.1 External Examiner Reports – Degree Algorithm (minute 13.1.2 refers)**

The Executive Dean: Learning, Teaching and Student Engagement reported that a number of External Examiners had commented on the BGU Undergraduate (UG) Degree Classification Algorithm restricting 'exit velocity' and as part of the Academic Health of the Institution Report; Enhancement Action Plan, this was being reviewed during 2018-19.

Therefore, a Working Group had been established to look at:

- Establishing how the BGU algorithm fits within the sector and whether it is an outlier;
- Working with the Planning Department to establish how UG student performance varies at L5 and L6 by subject and learner-groups and whether 'exit velocity' exists. Then modelling, based upon anonymous historical data, the effect of the common algorithm weightings used across the sector (40:60; 30:70, 20:80) and 'upper-boundary upgrade zones' (1%, 2%, 3%);
- To recommend algorithm change or not and how it might be rolled-out; any necessary adjustments to learning, teaching and assessment strategies to account for changes in student behaviour; and necessary communications to students, externals and OfS.

3.1.2 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 Academic Advisory Group**

The Executive Dean: Learning, Teaching and Student Engagement informed Senate that the Academic Advisory Group met for the first time on 10 December 2018.

#### **3.2.2 Appointment of the Deputy Vice-Chancellor**

The Chair congratulated Professor Scott Fleming on his new appointment to Deputy Vice-Chancellor, which he will start in January 2019.

#### 4. Update on the Research Excellence Framework (REF)

4.1 Senate RECEIVED and NOTED the second Interim Report of the REF Implementation Plan (November 2018).

4.2 The Executive Dean: Research, Knowledge Exchange and External Engagement provided members with an update on REF2021 and the Research Implementation Plan and noted:

- The current Research and Knowledge Exchange (RKE) audit would provide baseline data to evaluate the current position in preparation for REF2021;
- Members of staff were asked to rate their own outputs and an external quality review would inform planning;
- Impact Case Studies were being developed through University-wide workshops;
- The 'rules of engagement' would be finalised when Guidance on Submissions and Panel Criteria and Working Methods are published in Spring 2019;
- Staff selection:
  - 'Category A Eligible' staff are defined as being academic staff with a contract of employment of 0.2 full-time equivalent or greater whose primary employment function is to undertake either 'research only' or 'teaching and research'.
  - 'Category A submitted' describes Category A Eligible staff with significant responsibility for research on the census date. The definition of 'significant responsibility for research' is to be defined at an institutional level in consultation with stakeholders. HEFCE have suggested that institutions may wish to consider criteria such as proportion of time spent on research and PhD supervision.
- Research outputs:
  - A minimum of one and a maximum of five outputs may be returned for each 1.0 FTE Category A submitted staff, with the average number of outputs submitted being 2.5.
  - Portability: Outputs may be submitted by both the institution employing the staff member on the census date and the institution where the staff member was employed when the output was demonstrably generated.
  - Open Access: After 1 April 2018, outputs will only be eligible for REF submission if they are available via an open access portal such as BGRO no later than three months after acceptance for publication.
- Impact:
  - Each Unit of Assessment (UoA) submission would require one case study, plus one further case study depending on the number of FTEs being returned. In total, a submission of up to 20 FTEs would require two, a submission of up to 35 would require three, a submission of up to 50 would require four, etc.
- Codes of Practice:
  - Institutions are required to develop Codes of Practice in consultation with HEFCE and the REF Equality and Diversity Advisory Panel. Wide consultation within the University was also a requirement.

4.3 Senate DISCUSSED the REF and raised the following comments/questions:

- What happens if there is someone in the institution who has completed their PhD/EdD before the census date?

- The Executive Dean: Research, Knowledge Exchange and External Engagement noted that the institution was still awaiting to receive the publication on the guidance of submission, which should be published in Spring 2019. Matters of detail would be included in this guidance.
- Members enquired about the scope of the audit and how widely it was circulated.
  - The Executive Dean: Research, Knowledge Exchange and External Engagement noted that the audit had been circulated to all academic staff in the three Schools and relevant Professional Support Services.

4.4

The Executive Dean: Research, Knowledge Exchange and External Engagement noted that now the volume audit had been completed, an internal quality audit would commence which will be informed by external reviewers.

## 5. Update on the TEF Year Two Subject Level Pilot

5.1 The Executive Dean: Learning, Teaching and Student Engagement informed members that BGU had been invited to participate in the TEF Year Two Subject Level Pilot, and were one of 50 institutions participating.

It was noted that 12 subjects had been identified for this pilot – BGU had eight subjects to submit from these:

1. Sport & Exercise Sciences;
2. Psychology;
3. Health & Social Care;
4. English Studies;
5. History & Archaeology;
6. Philosophy & Religious Studies;
7. Performing Arts;
8. Education & Teaching.

The Executive Dean: Learning, Teaching and Student Engagement noted that a five-page submission was required for each subject, which addressed the subject level criteria and engages with subject metrics. He also noted that a 15-page provider submission was also required, with a two-page provider summary statement to accompany the subject level submissions.

It was reported that the OfS were asking for an early submission of the provider level - submission and one subject level submission; Education and Teaching, to be submitted by 4 February 2019 (due to BGU being involved in the first pilot), with the rest being submitted by 25 February 2019.

This pilot had more emphasis on student engagement and involvement, with the student voice being used as a metric on the NSS.

Members were informed that briefing sessions for the Programme Leaders writing subject submissions had already been completed and the Heads of School: Social Sciences and Teacher Development would be co-ordinating the Education and Teaching area.

The tight timescales were noted and acknowledged, but confirmed that Programme Leaders were committed to completing the written submission by the deadlines.

The Executive Dean: Learning, Teaching and Student Engagement noted that challenges for the institution:

- Metrics around joint degrees;
- JACS codes and whether they are in the right place;
- Scales of the institution and our small programme cohorts;
- DELHI scores – looking at highly skilled employment data;
- Tightness of the pilot timeline.

The Executive Dean: Learning, Teaching and Student Engagement reported that the 'real exercise' would go live in 2020/21, which will then become a two year rolling process, but there is no decision yet as to the duration of a subject rating and how soon an institution could resubmit for a revised rating.

## 6. Update on the QAA's New Quality Code

6.1 The Interim Registrar presented the new QAA Quality Code, which was published early this year.

It was noted that all providers in England registered by the OfS would use the new Code.

Core aspects of the Code from the website were highlighted: [www.qaa.ac.uk/quality-code](http://www.qaa.ac.uk/quality-code)

- **Expectations** – express the outcomes providers should achieve in setting and maintaining the standards of their awards, and for managing the quality of their provision. They are mandatory requirements for all UK providers.
- **Core practices** – represent effective ways of working that underpin the delivery of the 'Expectations' and result in positive outcomes for students. They are mandatory requirements for all UK providers.
- **Common practices** – focus on enhancement. In England, providers may wish to work towards these, but are not required to do so as they are not regulatory requirements and will not be assessed as part of the OfS's regulatory framework.
- **Advice and guidance** – made up of sector-developed themes, designed to support providers in developing and maintaining effective quality assurance practices. This is not mandatory for providers, but illustrative of a range of possible approaches

The Interim Registrar noted that the Quality Office would be mapping BGU's relevant Codes of Practice to the new Code and would be working with committees to undertake a self-evaluation of compliance.

KF/QA Team

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

7.1 Senate RECEIVED, ENDORSED and APPROVED the following policies and reports, presented by the Interim Registrar and the Head of Quality and Regulatory Compliance:

- Code of Practice for Changes to Validated Programmes;
- Code of Practice for Collaborative Practice;
- Student Contention Report.

## 8. Approval to Progress to Institutional Approval Events

### 8.1 Dutton Fisher Associates Ltd

- 8.1.1 Senate RECEIVED and NOTED the application for collaborative partnership and risk assessment for Dutton Fisher Associates Ltd, which was presented by the Interim Registrar.
- 8.1.2 The Interim Registrar noted that initially this collaborative partnership would be for the delivery of a BA (Hons) in Business and Management (aligned to the Chartered Manager apprenticeship standard). The indicative timeline for this programme was for programme delivery from September 2019.
- 8.1.3 Members were informed that an initial risk assessment had been undertaken, which indicates the venture to be considered to be a medium risk at this stage (amber). This primarily relates to the low level of experience within Dutton Fisher of delivery at HE level, however, the Directors have demonstrated knowledge and understanding of the requirements of delivery at Level 6.
- 8.1.4 Senate DISCUSSED the application and was CONTENT to APPROVE for the collaborative arrangements with Dutton Fisher to progress to an Institutional Approval Event.

KF/SG

### 8.2 Newham College, London

- 8.2.1 Senate RECEIVED and NOTED the application for collaborative partnership and risk assessment for Newham College, which was presented by the Interim Registrar.
- 8.2.2 The Interim Registrar noted that initially this collaborative partnership would be for the delivery of nine/ten Undergraduate programmes across the School of Social Sciences and the School of Humanities. Newham College would like to deliver the programmes from September 2019.
- 8.2.3 Members were informed that an initial risk assessment had been undertaken, which indicates the venture to be considered to be a medium/low risk at this stage (amber/green), due to Newham College being a more established institution and a strong portfolio with current delivery in a range of sectors. However, it was noted by members that this may change with information being received leading up to a validation event.
- 8.2.4 Senate DISCUSSED the application and was CONTENT to APPROVE for the collaborative arrangements with Newham College to progress to an Institutional Approval Event.

KF/SG

## 9. Records of Decisions

### 9.1 MSc Primary and Community Care

- 9.1.1 Senate RECEIVED and NOTED the Record of Decision for the MSc Primary and Community Care programme under the School of Social Sciences.

The Interim Registrar noted that all the conditions had been met and had noted at QAC and AEC at their meetings in November 2018.

## 9.2 Postgraduate Certificate in General Practice Nursing

9.2.1 Senate RECEIVED and NOTED the *tabled* Record of Decision for the Postgraduate Certificate in General Practice Nursing programme under the School of Social Sciences.

The Interim Registrar noted that the Chair of the Validation Event was happy to sign off the Record of Decision subject to final comments from the External Examiner.

9.2.2 Senate DISCUSSED this and were CONTENT to APPROVE the Record of Decision to be signed off via Chair's Action on the recommendation of the Chair of AEC.

9.2.3 The Head of School: Social Sciences highlighted to members that this was an important landmark for BGU, as three years ago BGU did not have any Health provision. The School of Social Sciences was created in 2015, with a remit to grow and diversify the portfolio into health. The School have a Foundation Degree, an Undergraduate Degree, four Masters Level Degrees and external PhD students.

The Head of School: Social Sciences noted that these programmes bring in an income of over £800k and are employer led, with the latest PGCert offer being an example of a diverse income stream.

9.2.4 The Head of School: Social Sciences thanked the Interim Registrar and the Head of Quality and Regulatory Compliance for their work on the PGCert in General Practice Nursing and for the speed with which the validation was completed.

9.2.5 The Chair noted the progress made and gave thanks to the Head of School: Social Sciences, Programme Leader for Health & Social Care and the team for their endeavours.

## 9.3 Certificate in Teaching English to Speakers of other Languages (TESOL) – Awarded by the External Provider, Trinity

9.3.1 The Head of School: Teacher Development queried why the Record of Decision for TESOL (Trinity) had not been tabled for Senate's attention. He informed Senate that the programme had been approved with no recommendations or conditions and referred for Senate's approval. This was to be taken outside of the meeting.

9.3.2 Senate was CONTENT for the TESOL (Trinity) programme to be APPROVED via Chair's Action.

SG/KF/  
Chair

## 10. **Other Policy Updates**

10.1 The Interim Registrar updated members with the following policy updates from VCEG:

- UK Quality Code had been released;
- UCAS End of Cycle Report Vol.1;
- DfE Participation Statistics;
- Accelerated Degrees;
- Confederation of British Industry (CBI) and UUK;
- UUK, 'Lost Learners';
- 2019/20 Maintenance and PG loan uplift;
- OfS Data Strategy
  - The Interim Registrar confirmed the risk register was currently being reviewed in line with the new data strategy.

The Chair also noted the following policy update:

- UCAS Report on Unconditional Offers.

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

### **11.1 Academic Enhancement Committee held on 28 November 2018**

11.1.1 Senate RECEIVED and NOTED the minutes from the Academic Enhancement Committee held on 28 November 2018

### **11.2 Stakeholder Engagement Committee held on 4 October 2018**

11.2.1 Senate RECEIVED and NOTED the minutes from the Stakeholder Engagement Committee held on 4 October 2018

### **11.3 People and Inclusion Committee held on 16 October 2018**

11.3.1 Senate RECEIVED and NOTED the minutes from the People and Inclusion Committee held on 16 October 2018

11.3.2 Members of the committee who were in attendance at this meeting highlighted the following from the People and Inclusion Committee:

- There were still concerns about the remit and purpose of the committee;
- There was a need to review the scheduling of the Committee, so that its business can inform core papers required by the University ahead of institutional deadlines throughout the year;
- A Working Group will be established to look at the Access and Participation Plan, when a new set of guidelines is received in February 2019.

UZ/SG

RB/PD

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

12.1 The Academic Staff Member of University Council noted the following key items from the recent University Council meeting on 22 November 2018:

- Council welcomed a new Student Representative to the membership – Bethanney Robinson;
- Council received a presentation on Apprenticeships at BGU from the Partnership Development Manager;
- Council received a presentation on Research Excellence Framework (REF) and the Knowledge Exchange Framework (KEF) from the Executive Dean: Research, Knowledge Exchange and External Engagement and the Head of Research;
- Council received a School presentation from the Acting Head of School: Humanities;
- Council received an update on student recruitment and the 2019 recruitment cycle;
- Council received the Prevent Annual Report, Prevent Policy and Risk Assessment from the Head of Student Support,
- Council approved the new Instrument and Articles for University Council.

12.2 The Chair noted that should staff want to share any views or voice anything to University Council they should go through the Academic Staff Member of University Council.

