

2. Minutes of the previous meeting held 7 October 2014

- 2.1 The Chair reported that the Registrar and Secretary was unable to attend the meeting but had suggested some amendments to the previous meeting minutes. These would be taken outside of the meeting.
- 2.2 The Head of Education Development and Research's title would be amended from 'Dr' to 'Professor' in the list of attendees.
- 2.3 The Executive Dean: Learning, Teaching and International indicated that the list of External Examiner posts being advertised provided under minute 4.1.10 and paragraph 16 were inconsistent. Drama would be added to the list under minute 4.1.10.
- 2.4 Under minute 5.1, relating to Recruitment, Retention and Programme data, the titles of the School Direct programme would be corrected.
- 2.5 Under minute 5.1; under the heading 'School Direct Primary', the percentage of BGU's allocation that was filled would be corrected to 63%.
- 2.6 Under minute 5.1, the heading 'Professional Development' would be corrected to 'Professional Development Framework'.

ACTION: The Minuting Secretary to amend the previous meeting minutes from the recommendations made under minutes 2.1 to 2.6.

AS

3. Matters arising

Action points

- 3.1 Senate noted that the actions under the minutes 2.1, 2.2, 2.3, 17.2 and 18, from the 7 October 2014 meeting had been completed.
- 3.2 Relating to the Action under minute 5.2

The Executive Dean: Learning, Teaching and International reported that work was in hand with colleagues in the School of Teacher Development and the Data Analyst in order to consider and prepare the types of data required by the different schools when completing their AMRs. The Executive Dean: Learning, Teaching & International had held discussions with the Head of Development: Quality and Student Experience (TD) and added that work was being undertaken to support colleagues with writing future AMRs.
- 3.3 Senate positively received the Director of Resources' update on the funding adjustment received in November 2014 and the additional funding held for reconciliation in March 2015, following the work on the Data Improvement Project.
- 3.4 Senate noted that the new Student Disciplinary Procedure had been approved

by the University Council on 19 November 2014.

Other matters

- 3.5 The Regulatory Compliance Manager added as an update to minute 15.2 that he had received the date from QAA for the Higher Education Review. This would take place on 18 January 2016. The Regulatory Compliance Manager reported that he had distributed a timeline to the required colleagues for the preparatory work leading up to the review and had started to look at additional activity to be undertaken. He was in contact with the Students' Union about identifying a suitable student representative who would contribute to the review. The student representative would need to be identified by April 2015.

ACTION: The Regulatory Compliance Manager to identify a suitable student representative by April 2015.

AT

4. Honorary Graduates

The Item on Honorary Graduates was classified as reserved business.

5. University Institutional Returns

- 5.1 The Director of Resources reported that the 13/14 HESA return had been submitted on time and the data team had dealt with the queries that had been created from the submission.

- 5.2 The Director of Resources reported that the HESES14 return had been submitted on the morning previous to this meeting of Senate and the data team were awaiting feedback from HEFCE.

- 5.3 The January Survey DLHE data capture forms had been sent out last month and replies were starting to be returned. The Director of Resources reported that this would require some work over the next four months with the Data team working in collaboration with the Alumni Development Officer. The Director of Resources reported that they had started to collect DLHE data one month earlier than usual.

- 5.4 The data team were looking to submit updates to BGU's KIS data but have an outstanding issue. This has been reported to HESA but requires further detail to be sent to HESA from us.

6. Annual Monitoring of Programmes

- 6.1 The Deputy Vice Chancellor reported that the Academic Enhancement Committee had approved both of the Academic School's AMRs with recommendations. Due to the time between the Academic Enhancement Committee and Senate meetings, the School of Culture, Education and Innovation had been unable to make the recommended amendments to the table included at the back of the AMR. The Executive Dean: Learning, Teaching and International would circulate the table to Senate colleagues once

amended.

ACTION: Executive Dean: Learning, Teaching & International to circulate the School of Culture, Education and Innovation Annual Monitoring Report to Senate colleagues once it has been amended.

RS

- 6.2 The Interim Head of School of Teacher Development highlighted suitable teaching spaces, institutional systems, IT equipment and access, and communication with partner schools as some of the issues detailed within the School of Teacher Development's AMR. She confirmed that students had contributed to the AMRs through the School Board and Committee phases.
- 6.3 The Interim Head of School of Teacher Development confirmed that work was in hand to support an FE collaborative partner in the writing of their AMR and would follow up with the school in terms of the support required. It was noted that BGU is held accountable.
- 6.4 The Interim Head of School of Teacher Development and the Head of Development: Quality and Student Experience confirmed that action was being undertaken to ensure that the School of Teacher Development's AMRs would move away from being overly descriptive. More support would be available to assist colleagues with data analysis and evaluation. This had been built into planning throughout the year by the Data Analyst alongside three key points of data collation.
- 6.5 The Executive Dean: Learning, Teaching and International highlighted that the process for writing the School of Culture, Education and Innovation's AMR had been more satisfactory this cycle. Colleagues had started writing AMRs from the end of the first semester, with a robust process in place to review the writing of the AMRs and to ensure that actions from previous years were completed.
- 6.6 Senate received and noted the School of Teacher Development and the School of Culture, Education and Innovation's AMRs in the knowledge that the School of Culture, Education and Innovation's AMR would be amended with the recommendations made by AEC.
- 6.7 The Minuting Secretary would examine the dates scheduled for future Academic Enhancement Committee and Senate meetings in order to provide more sufficient time for actions to be completed between the two.

ACTION: Minuting Secretary to check that there is suitable time between the AEC and Senate meetings for the remainder of the academic year.

AS

- 6.8 The Regulatory Compliance Manager highlighted a page numbering issue within the papers, which was suspected to have been caused by an IT formatting issue.

ACTION: The Minuting Secretary to ensure that the paper numberings are checked in preparation for the next meeting.

AS

7. Academic Enhancement Committee Report

Minutes of 3 December 2014

- 7.1 The Regulatory Compliance Manager reported that the Academic Enhancement Committee had discussed the Professional Accreditation of Teaching Framework and a revised paper would go back to the Academic Enhancement Committee on 18 February 2015.
- 7.2 Senate noted that they were content at the creation of a formal Research Committee as a subcommittee to the Academic Enhancement Committee. The Head of Education Development and Research indicated that the creation of the subcommittee would rectify issues with current research reporting.
- 7.3 A revised set of Academic Enhancement Committee minutes from the 3 December 2014 meeting would be circulated to colleagues due to a print error.

ACTION: Minuting Secretary to circulate a revised set of AEC minutes.

AS

Codes of Practice

- 7.4 The Regulatory Compliance Manager presented the redraft of the Code of Practice for Collaborative Provision, inviting Senate to approve these prior to publication. It was noted that the Registrar and Secretary had some suggested amendments and these would be taken outside of the meeting.

ACTION: The Regulatory Compliance Manager to liaise with the Registrar and Secretary about amending the Codes of Practice for Collaborative Provision.

AT/AC

- 7.5 It was suggested that within the list in Appendix 1, 'Documents Required for Institutional Approval', the items that could potentially be included under 'Other Related Strategies' could not be clearly identified. It was suggested that a general resourcing and infrastructure strategy/policy would be required.
- 7.6 It was clarified that the Joint Board of Studies would be the ideal place to review and report on collaborative provision. These could feed into the Academic Health Report.
- 7.7 When evaluating collaborative provision, the Regulatory Compliance Manager clarified that SCITT partners, which are partners in a different capacity, could work to the timescales set out via the Memorandum of Co-operation.
- 7.8 Senate approved the Code of Practice for Collaborative Provision for publication.

8. Key Issues from University Council

- 8.1 The Head of Department for Education Studies provided a verbal update on the key issues discussed at the previous University Council meeting. He reported

that an update had been provided on BG Enterprise and that the Annual Monitoring Statement had been approved. Council expressed that they would want regular updates provided on Ofsted planning and any action already taken or to be undertaken.

9. Academic Appeals

- 9.1 Senate noted the paper detailing the number of Academic Appeals following the main examination board season in 2013-14.
- 9.2 It was reported that other than procedural issues, the other common areas of grounds for appeal were with extenuating circumstances. The Regulatory Compliance Manager suggested that this might be because the mentality of students might have shifted, as all students enrolled were now paying the tuition fee set under the £9,000 cap and might now perceive themselves more as a 'customer', with greater expectations. The Students' Union President confirmed that this was likely. The higher number of student appeals at level 6 suggested that students believed their Extenuating Circumstances might impact their degree classification and regardless of the timing, would still wish for these to be considered.
- 9.3 The Regulatory Compliance Manager indicated that he had updated potential areas of ambiguity within the Extenuating Circumstances Codes of Practice.
- 9.4 The Deputy Vice Chancellor indicated that there was now better guidance on Extenuating Circumstances available for staff.

10. Academic Misconduct

- 10.1 Senate noted the paper detailing the number of Academic Misconduct cases during the academic year 2013-14.
- 10.2 The Regulatory Compliance Manager suggested that the figures presented on Academic Misconduct would be interesting in future years following the introduction of the 'Turnitin' system.
- 10.3 The Deputy Vice Chancellor expressed concern that the overall number of cases of Academic Misconduct increased at each level of study, whereas she expected it would decrease due to accidental plagiarism which might occur more frequently at level 4. The Executive Dean: Learning, Teaching & International indicated however that accidental cases were not recorded.
- 10.4 Following the previous point, the Regulatory Compliance Manager and Executive Dean: Learning, Teaching & International were content to work to provide analysis on the data provided at future meetings.

ACTION: Regulatory Compliance Manager and Executive Dean: Learning, Teaching & International to liaise about providing commentary on data for future meetings.

AT/RS

11. External Examiners Update

- 11.1 The Regulatory Compliance Manager reported that programmes where external examiners had been identified as being required have all been recruited. An induction and document checking meeting would be put in place for them to meet with HR and the academic teams.

ACTION: The Regulatory Compliance Manager to liaise with HR and the academic teams about setting up inductions for newly appointed External Examiners.

AT

- 11.2 Once the new programmes for 2015/16 had been validated then the process for recruiting External Examiners for these could begin.

12. Staff External Examining at other HEIs

- 12.1 The Regulatory Compliance Manager reported that he was working with Schools to obtain data on BGU staff External Examining at other HEIs as a priority for the next Senate meeting. He reassured Senate that other institutions' selection panels would check for any issues when they were recruiting External Examiners, including where staff could be examining externally at more than the permitted number of institutions. He added that this check had taken place at BGU within a data cleansing exercise earlier in the year.

ACTION: The Regulatory Compliance Manager to look to obtain data for BGU staff External Examining at other HEIs for the next meeting.

AT

13. Diversity and Equality Committee Minutes of 12 November 2014

- 13.1 Senate noted the minutes of the last Diversity and Equality Committee meeting which took place on 12 November 2014.

14. SCEI School Board Minutes of 22 October 2014

- 14.1 Senate noted the minutes of the last SCEI School Board meeting which took place on 22 October 2014.

15. TD School Board Minutes of 22 October 2014

- 15.1 Senate noted the minutes of the last TD School Board meeting which took place on 22 October 2014.

16. Future Items for Discussion

- 16.1 The Head of Education Development and Research indicated that the REF outcome would need to be discussed at the next meeting of the Senate.

ACTION: The Minuting Secretary to add this to the next meeting agenda.

AS

16.2 The Chair recorded his thanks to the Clerk, Compliance and Governance Manager, the Executive Assistant to the Deputy Vice Chancellor and the Student Administration Manager for their work officering and minuting Senate in the interim period up until the Registrar and Secretary's appointment. The Registrar and Secretary would now act as Officer to Senate and the Executive Assistant to the Registrar and Secretary would now act as Minuting Officer.

17. Dates of meetings for the next academic year

Wednesday 4 March 2015, 2pm – 5pm, John Tomlinson Suite

Wednesday 3 June 2015, 2pm – 5pm, John Tomlinson Suite

Wednesday 29 July 2015, 2pm – 5pm, TBC

Signed  Date 23/9/15