



MINUTES OF THE MEETING OF SENATE

**WEDNESDAY 2 MARCH 2016
2PM IN THE OLD STAFF ROOM**

Present:

Rev Canon Professor Peter Neil	Vice Chancellor (Chair)
Professor Jayne Mitchell	Deputy Vice Chancellor
Mr Steve Deville	Director of Resources
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 Andrew Jackson	Head of School of Humanities
Mr Andrew Tofts	Regulatory Compliance and Teacher Development Support Manager
Mr Graham Meeson	Academic Staff University Council Member elected by teaching staff
Dr Kate Adams	Head of Research
Professor Chris Atkin	Professor of Higher Education

School of Humanities

Dr Craig Spence 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

Student members

Miss Becca Smith Students' Union President
Mr Gareth Hughes Students' Union Vice President Academic Affairs
Mr Adam Selby Students' Union Officer (UG)

Officer:

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

1. Apologies

1.1 Apologies were received from the following members:

Dr Nick Gee, Head of School of Teacher Development
Ms Viv Kerridge, School of Humanities, Academic member of staff not an HoD
Mrs Sacha Mason, School of Social Science, Academic member of staff not an HoD
Dr Olivia Sagan, School of Social Science, Academic member of staff not an HoD
Mr Lewis Smith, Students' Union Officer (PG)

2. Minutes of the previous meeting held 16 December 2015

- 2.1 The minutes of the previous meeting held on 16 December 2015 were agreed as a true and accurate record.

3. Matters arising

3.1 Policies and Procedures: Fitness to Study Procedure (refers Item 7.1)

The Minuting Secretary confirmed that the above policy had been uploaded to the relevant area of the University website following confirmation of roles and responsibilities

3.2 Policies and Procedures: Student Complaints Procedure (refers Item 7.2)

The Minuting Secretary confirmed that the above policy had been uploaded to the relevant area of the University website following confirmation of roles and responsibilities

3.3 Policies and Procedures: Student Disciplinary Procedure (refers Item 7.3)

The Minuting Secretary confirmed that the above policy had been uploaded to the relevant area of the University website following confirmation of roles and responsibilities

3.4 Policies and Procedures: Admissions Complaints Procedure (refers Item 7.4)

The Minuting Secretary confirmed that the above policy had been uploaded to the relevant area of the University website.

3.5 Policies and Procedures: Freedom of Speech Policy (refers Item 7.5)

The Minuting Secretary confirmed that the above policy had been uploaded to the relevant area of the University website

3.6 Policies and Procedures: Procedure for the Safeguarding of Under-18s (refers Item 7.6)

The Minuting Secretary confirmed that the above policy had been uploaded to the relevant area of the University website

3.7 Policies and Procedures: Student Debt Policy (refers Item 7.7)

The Minuting Secretary confirmed that the above policy had been uploaded to the relevant area of the University website

3.8 Response by IT Services to specific recommendations made in the PER Final Report (refers to Item 8)

See minute 10.

3.9 Honorary Graduates (refers item 9)

See minute 11.

3.10 University Institutional Returns (refers Item 16)

See minute 13

4. Minutes Academic Enhancement Committee held on 17 February 2016

Members received and noted the unconfirmed minutes of Academic Enhancement Committee held on 17 February 2016, noting the following:

- Members of Senate noted that the Postgraduate Student report was unable to be presented due to the absence of the Student Representative.
- Members of Senate noted the Institutional response to the BIS Green Paper Consultation had been shared within the Cathedrals Group in early January and submitted to BIS on 14 January 2016. It was also noted that the Technical Consultation will be published in Spring 2016.
- Members of Senate noted AEC had approved a paper on Erasmus+ Policy Statement which has now been appended as an annex to the International Strategy and published on the University website.

5. Higher Education Review

The Chair thanked all the staff for their hard work and contribution to the QAA Higher Education Review. It was noted that the review went very smoothly and that it had a positive effect on staff, students and stakeholders who had engaged enthusiastically in the event.

The Chair informed members that they had received positive feedback from the Review Team during their visit in January. The draft report will be received by the University on 3 March 2016; it will be checked for factual accuracy and an action plan will then be drawn-up to address the report's findings.

The final report will be published on 14 April 2016 and will be reported to the next meeting of Senate on 1 June 2016.

Next meeting

6. Ofsted – Final Report and Action Plan

6.1 Professor Atkin gave members of Senate on behalf of the Head of School of Teacher Development an overview of the Ofsted action plan which is aligned to the School's own action plan.

6.2 Professor Atkin explained that the action plan was a live document and would be adjusted in real-time. The Regulatory Compliance and Teacher Development Support Manager was liaising with the FE partners regarding the re-inspection of the FE provision. The re-inspection could occur anytime from 11 April 2016.

6.3 The University had three planning days organised in preparation for the re-inspection to ensure that all processes and procedures were fully embedded within the FE provision. The re-inspection is expected to last four days most of which will be spent at the FE Partners; there will be two Ofsted Inspectors involved in the event.

6.4 An update of the outcome will be reported to the next meeting of Senate on 1 June 2016.

Next Meeting

6.5 Members received and noted the Ofsted Action Plan.

7. Annual report on the Academic Health of the Institution 2014-2015

7.1 The Deputy Vice-Chancellor gave members and overview of the Annual report on the Academic Health of the Institution for 2014-2015.

- 7.2** The report was an evaluative, self-critical and robust document that had been considered by the Academic Enhancement Committee on 17 February 2016 and included any amendments following the meeting.
- 7.3** The report draws on the School Annual Monitoring Reports (AMRs) and the SED but in future it will be more succinct.
- 7.4** Members noted the action plans with the AMRs will be embedded within business plans for 2016-2017 to ensure that the actions are achieved.
- 7.5** Members of Senate received and approved the Annual report on the Academic Health of the Institution 2014-2015.

8. Policies and Procedures

8.1 Open Access Publications Policy

The Executive Dean: Research & Knowledge Exchange gave members an overview of the Open Access Publication Policy on behalf of the Head of Library Services.

The policy outlines the University's position on open access publishing in relation to research output and is extremely relevant with the introduction of the University's new research repository which will be available from 1 April 2016.

Members noted the policy would align to the new HEFCE "Policy for Open Access in the Post-2014 Research Excellent Framework" that comes into effect on the 1 April 2016.

Members of Senate received and approved the Policy on Open Access Publications Policy.

The Minuting Secretary to inform the Head of Library Services that the policy can now be uploaded to the relevant area of the University website.

MU

9. Research & Knowledge Exchange Strategy

- 9.1** The Executive Dean: Research & Knowledge Exchange gave members an overview of the Research & Knowledge Exchange Strategy which was recommended for approval by Academic Enhancement Committee on 17 February 2016.
- 9.2** Members noted that the new strategy replaced the previous Research Strategy Implementation Plan and now incorporates the University's strategic goals for research and knowledge exchange up to and beyond 2019.
- 9.3** Members noted the following:
- The strategy seemed heavily weighted towards research
 - The strategy outlined the development and thinking of the University in relation creating a Research and Development Centre
 - 6 PhD Studentship posts advertised, 28 applications received; interviews to be held shortly.
- 9.4** Members of Senate received and approved the Research & Knowledge Exchange Strategy.

10. IT Services response to the Periodic Enhanced Review (PER)

The Director of Resources gave members an overview of the IT Services response to the Periodic Enhanced Review (PER) which has been approved by the Academic Enhancement Committee.

Members noted the following:

- The review was felt to be worthwhile and valuable.
- The review had assisted and contributed in the restructure of IT Services

Members noted that the action plan needs to incorporate who was responsible/ managing the action as it does not currently reflect this. The Director of Resources to ask the Head of IT to update the action plan with a lead person for each action within the plan.

The Director of Resources informed members that the IT Group will oversee the management of the action plan and IT Services Business Plan which will be reported to CLT.

Members of Senate received and noted the IT Services response to the Periodic Enhanced Review (PER).

11. Honorary Graduates and University Fellows

11.1 Members noted that nominations were received following the last Senate meeting and these were presented to Governance and Nominations Committee for approval. Unfortunately, the committee did not approve the honorary nominations as they were unclear of the University's criteria for selection. The Committee did approve the nomination of Jo Barkham for an Honorary Fellow in recognition of her work with Teacher Education and Higher Education.

11.2 The University Secretary and Registrar is currently writing the selection criteria for Honorary Graduates which will be presented to the next meeting of Governance and Nominations Committee in May 2016 for approval. In future the timeline for nominations will be:

- Call for nominations will be requested at the March meeting of Senate
- Nominations will be considered at the June meeting and then recommended to Governance and Nominations Committee in April/May. This would create a greater lead-in time for approaching and securing honorary Graduates.

11.3 Members noted that Jim Broadbent is the only honorary graduate for July 2016.

Items for Report:

12. Key Issues from University Council

No matters to report.

13. University Institutional Returns

13.1 NSS

The University Secretary and Registrar reported to members of Senate that the University currently had a 72% response rate for the National Student Survey (NSS). A further update will be brought to the next meeting of Senate in June 2016.

SD

Next meeting

13.2 HESA Return

The Data Team is currently working on the Institutional and Student Returns. The Estates returned was submitted on time.

13.3 HESES

The University Secretary and Registrar confirmed that the HESES return was submitted successfully and received a few questions from HEFCE, all of which were responded to. HEFCE has now signed off the return.

13.4 DLHE

The DLHE was completed on time with only 55 warnings which has now reduced to 25. The remaining Minerva queries are currently being managed by the Events and Alumni team.

13.5 KIS

The University Secretary and Registrar informed members that the KIS data had been submitted successfully. The Data Team was currently working with Schools to ensure that all definitive documents were held by Quality Assurance & Student Data.

Items for Note:

15. AEC approved the following programmes to the next stage of the approval process:

BG Based

15.1 FdA & BA Professional Studies

Members of Senate noted that the above programme had been approved by Academic Enhancement Committee on 17 February 2016 to the next stage of the approval process.

15.2 Lincoln College

BSc (Hons) Sports Coaching Development and Pedagogy (Level 6 only)

Members of Senate noted that the above programme had been approved by Academic Enhancement Committee on 17 February 2016 to the next stage of the approval

15.2 process.

BSc (Hons) Sports Therapy (Level 6 only)

Members of Senate noted that the above programme had been approved by Academic Enhancement Committee on 17 February 2016 to the next stage of the approval process.

16. Institutional Response to the BIS Green paper consultation

Members noted that the institutional response on the BIS Green paper was led by the Deputy Vice Chancellor and the Teaching Excellence Framework Working Group. The final draft had been shared with the Cathedrals Group in early January and submitted to BIS on 14 January 2016.

It was noted that the final response was received by Academic Enhancement Committee on 17 February 2016 and members were asked to cascade the document down to members of their teams.

Members of Senate noted that the next stage of the process would be the Technical Consultation which is expected to be released in the Spring but no specific date has been given. This documentation will outline the following areas for the TEF:

- Criteria for assessment

- Application process
- Composition of the panels
- Operational processes

Once the consultation document has been released members will be asked again for their input.

The Deputy Vice Chancellor informed members that BIS was moving ahead with amending policy statements quickly so the University needs to remain vigilant of these changes to ensure that BGU procedures and policies are updated accordingly.

17. Institutional Response to HEFCE NSS, Unistats and KIS consultation

Members of Senate noted that the institutional response to the HEFCE, NSS, Unistats and KIS Consultation document was submitted on 4 December 2015.

It was reported that proposed changes to the questions in the NSS, Unistats and KIS information would be implemented in 2017.

18. Doctorate of Education: University of Leicester

Members of Senate noted that the Doctorate of Education validated by the University of Leicester had been re-approved and the University had met all the conditions set by the Validation Panel.

19. Any other business

Members of Senate noted that the University had received an informal report from The British Psychological Society (BPS) approving accreditation for all BGU Psychology courses.

The Chair congratulated the team for all their hard work in obtaining the approved accreditation.

20. Dates of meetings in 2015-2016

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: _____ Date: _____
Rev Canon Professor Peter Neil