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## MINUTES OF THE MEETING OF SENATE

WEDNESDAY 1 MARCH 2017  
2PM IN ROOM 13, SKINNER BUILDING

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### Present:

Professor Jayne Mitchell	Deputy Vice Chancellor (Chair)
Mr Steve Deville	Director of Resources
Dr Ruth Sayers	Executive Dean: Learning, Teaching & International
Professor David Rae	Executive Dean: Research & Knowledge Exchange
Dr Andrew Jackson	Head of School of Humanities
Mr Graham Meeson	Academic Staff University Council Member elected by teaching staff
Mr Andrew Tofts	Regulatory Compliance Manager
Professor Chris Atkin	Professor of Higher Education

### School of Humanities

Ms Viv Kerridge	School of Humanities, Academic member of staff
Dr Craig Spence	Academic member of staff not an HoD

### School of Social Sciences

Mrs Elizabeth Hopkins	Academic member of staff not an HoD
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### School of TD

Mr Shaun Thompson	Academic member of staff not an HoD
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### Student members

Mr Kieran Parrish	Students' Union President
Mr Harley Ellerby	SU Postgraduate Representative

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

## 1. Apologies

1.1 Apologies were received from the following members:

- Rev Cannon Professor Peter Neil, Vice Chancellor
- Dr Kate Adams, Head of Research
- Graham Basten, Head of School of Social Sciences
- Dr Nick Gee, Head of School of Teacher Development
- Miss Aimee Quickfall, Academic member of staff not an HoD
- Dr Emma Pearson, School of Social Science, Academic member of staff
- Mr Adam Shah, SU Undergraduate Representative

## 2. Minutes of the previous meeting held on:

2.1 Senate held on 14 December 2016

The minutes of the previous meeting held on 14 December 2016 were agreed as a true and accurate record subject to the following amendment:

- Minute 10: paragraph 2 should read as ***“The Executive Dean: Learning, Teaching & International gave members an overview of the implications of the new and amended***

**questions for NSS 2017. It was noted that the amended questions were considered to be an improvement.”**

- Minute 10: paragraph 3 should read as ***“The Executive Dean informed members that that CELT would be launching a “Survey Week” from 30 January 2017, which would include the NSS and BGUSS surveys. CELT will supply guidance information for staff about the revised questions and how to signpost students to the ‘BGU Say’ page. The NSS survey would take place between 30 January and April.”***

### **3. Matters arising**

#### **3.1 Action Points**

##### **3.1.1 Action Points - Senate held on 19 October 2016: Sub-Committee: Diversity and Equality Committee (Minute 3.16 Refers)**

The Registrar and University Secretary informed members that the frequency and attendance at meetings had been resolved.

##### **3.1.2 Action Points – Senate held on 21 November 2016: Honorary Graduates (Minute 3.2 refers)**

The Minuting Secretary confirmed that Senate’s recommendation had been circulated to Governance and Nominations Committee and University Council for approval. The Nominee Dr Giles Gasper was approved and had accepted the invitation.

##### **3.1.3 Honorary Graduates (Minute 5 Refers)**

The Minuting Secretary confirmed that a further request for nominations was circulated to members and responses would be considered by the sub-committee and Executive Dean: Learning, Teaching & International will report to Senate’s next meeting in June.

RAS→Next meeting

##### **3.1.4 Policies and Procedures: Code of Practice for Safeguarding Children and Vulnerable Adults (Minute 7.1 Refers)**

The Registrar and University Secretary confirmed that the Code of Practice had been amended and is available on the University Website.

##### **3.1.5 HE Sector Policy Update**

###### **Drafting BGU’s TEF Year 2 Application (Minute 10 Refers)**

The Deputy Vice Chancellor confirmed that members of AEC received BGU’s TEF Year 2 Application, which was approved by AEC, Senate and University Council and submitted by the deadline of 26 January 2017.

ALL

### **4. Minutes Academic Enhancement Committee held on 15 February 2017**

Members received and noted the unconfirmed minutes of Academic Enhancement Committee meeting held on 15 February 2017 noting the following:

- Members noted the main business of AEC on 30 November was the consideration of Annual Monitoring Reports from Schools and Professional Support Services. The reports were scrutinised in some detail and outline actions agreed. AEC confirmed on 15 February 2017 that all actions had been completed.
- Members considered and discussed the amended Research Sabbatical Leave Scheme. Amendments were considered outside the meeting and circulated to members for approval. Chair’s action was taken by AEC and Senate to approve the Scheme.
- Members noted that the minutes from QAC were not presented to AEC in February for consideration but have since been circulated and Chair’s action has been taken to amend Minute 10.3.
- The Regulatory Compliance Manager informed members that a minor amendment to module PTS312 had been approved.

## 5. Academic Health of the Institution Report & Enhancement Plan

Members received that the Academic Health of the Institution Report and Enhancement Plan which was considered and feedback received by AEC on 15 February 2017.

The Deputy Vice Chancellor confirmed that the Risk Register circulated with the report was correct as this covered the academic period 2015-2016.

The Deputy Vice Chancellor gave an overview of the report noting the following:

- The Report had taken into account all the annual monitoring reports from Schools and Professional Support Services.
- Data had been drawn from the University's Statistics Handbook.
- The report had been written in-line with the structure and text of the Teaching Excellence Framework criteria
- Evidence, and statements, confirming how the University meets Part One of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (2015).

The Deputy Vice Chancellor asked members for comments on the report:

- The Executive Dean: Learning, Teaching and International informed members that the report was very comprehensive and robust. Well organised to sit alongside the TEF submission.
- The Registrar and University Secretary informed members that the report provides assurance to University Council members.

The Deputy Vice Chancellor informed members that the report would form a key piece of evidence to sign off part 2 of the HEFCE Annual Provider Review. The report will be presented to University Council members for consideration on 23 March 2017.

Any comments regarding the report to be forwarded the Deputy Vice Chancellor by Friday 10 March 2017.

Members **APPROVED** the Academic Health of the Institution Report and Enhancement Plan.

## 6. University documents approval process paper

Members received the University documents approval process paper noting that the paper aims to ensure that scrutiny takes place at the appropriate levels within the University.

The Registrar and University Secretary gave members an overview of the paper noting the following:

- The paper aims to establish a common approach to scrutinising key University documents.
- The paper aims to outline the appropriate level of scrutiny required to approve a document.

The Registrar and University Secretary informed members that the University is currently over scrutinising documents in accordance with the terms of reference. The paper outlines which committee(s) are required to receive, review and approve a University document.

The Registrar and University Secretary informed members following approval of the paper all terms of references would be reviewed to incorporate changes. Members noted that the Governance Office hold a definitive list of all University documents i.e. regulations, policies, codes of practice, guidance notes and strategies.

The Executive Dean: Research & Knowledge Exchange raised a concern that the paper being presented did not include any non-academic related policies and noted that some documents are required to be signed off by SLT.

ALL

Members felt that the paper needed further clarification before approval. Senate asked the Governance Office to present the list of University documents with an additional column stating the final committee for ratification of the document. Paper to be represented to the meeting June 2017.

AKJ→next meeting

The Registrar and University Secretary asked for Senate's approval for nomenclature changes to ensure that each document reflect the correct title i.e. policy, procedure, guidance notes, regulations and code of practice. Members **APPROVED** nomenclature changes to documents during their review.

## 7. Honorary Graduates - 2018

The Executive Dean: Learning, Teaching and International informed members that the sub-group were following the process agreed by Senate in November 2016. The Sub-group receive nominations for Honorary Graduates, which the Student Administration Manager collates and presents to the group for consideration and recommends to Senate for University Council approval.

An update on Honorary Graduates for July 2017 will be presented to the next meeting in June by the Executive Dean: Learning, Teaching & International.

RAS→Next meeting

The Executive Dean informed members that a call for nominations for 2018 would be circulated to all staff and University Council members. All nominations need to be presented the appropriate form which can be found at the following link:

MU

<http://www.bishopg.ac.uk/bgu-honorary-award-nominations-now-open/>

## 8. Diversity and Equality Annual Report

Members received the Diversity and Equality Annual Report noting that it was approved at Diversity & Equality Committee on 2 December 2016.

The Registrar and University Secretary informed members that there were no major changes to staff and student data from the previous year's report.

Members noted that there are still issues around the timing of when diversity and equality data comes to Schools and Departments to be used in writing their annual monitoring reports. The report informs our institutional self-reflection, TEF submission and monitoring quality procedures.

The Deputy Vice Chancellor raised concerns that the data within the report is not current as it refers to DLHE statistics 2013-2014 and NSS 2014-2015; more up-to-date data is available. It was noted that the report was out of sequence and out of date in accordance with other institutional monitoring reports.

Senate requested that the Registrar and University Secretary report back to Senate in June 2017 the following:

- Confirm that the data used within the report and dates cited within the report were correct.
- The timeline for producing and disseminating an up-to-date report signed off by the Diversity & Equality Committee at end of each Academic Year.
- To inform the Diversity & Equality Committee that the report needs to be presented to AEC Committee for informing annual monitoring reports

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AKJ→D&E

Senate referred the report back to Diversity & Equality Committee for further consideration in response to the above comments. The reported required a paragraph that outlines the use of the Cathedral's Group as the benchmark.

## 9. Policies and Procedures

To receive and approve:

- 9.1 Regulations for Research Degree Programmes  
Members **RECEIVED AND APPROVED** the regulations were presented to AEC by Dr Kate Adams, Head of Research noting they had been updated to align to the regulations for Research Degree Programmes at the University Leicester.
- 9.2 Code of Conduct for Doctoral Research  
Members **RECEIVED AND APPROVED** the Code of Conduct on Doctoral Research noting that it aligns to the University of Leicester's Code as our partner institution. The Code had been considered and approved by BGU's Research Committee and AEC.
- 9.3 Research Ethics Policy  
Members **RECEIVED AND APPROVED** the Research Ethics Policy noting that it had been updated to incorporate a number of changes to meet external requirements. The Policy had been approved by AEC.
- 9.4 Staff Sabbatical Research Leave Scheme  
Members noted the Staff Sabbatical Research Leave Scheme had been considered at AEC on 15 February 2016. AEC noted that the paper would need to be circulated to Senate members prior to the 1 March 2017 meeting due to the deadline date for applications.

The **APPROVED** paper was circulated to Senate members and signed by Chair's action on 25 February 2017.

## 10. **University Institutional Returns**

- Update on DLHE  
Members noted that the contact period for DLHE was now open and due to close on 8 March. BGU were expected to exceed the response threshold for full and part-time students by the deadline.

It was noted that the DLHE national consultation was still on going with suggestions that the contact period would take place 15-18 months following completion of their award with the process being managed by an external provider.

- Update on NSS  
Members noted that NSS opened on 30 January 2017. During Survey Week there was lots of engagement by students, which has led to much higher completion rate, 76% currently at this point in the survey period. There was one subject that had not met the threshold but overall excellent engagement.
- Access Agreement 2016-2017 Monitoring Report  
Members noted that the Access Agreement 2016-2017 Monitoring Report had been submitted to OFFA and HEFCE on 18 January 2017 and received by AEC on 15 February 2017.

## 11. **Key Issues from University Council**

Academic Staff University Council Member elected by teaching staff gave members a verbal report noting the following:

- Presentation by the DVC on University Council & Senate responsibilities for academic governance.
- Financial Audit Statement was approved
- HEFCE Annual Accountability returned approved

- Prevent Statutory Duty Annual Report was approved along with associated documents that were received and discussed.
- University Council away day on 2 February, which gave members the opportunity to get to know each other and new members. The day also gave Council members the opportunity to work on the detail of the issues, which would affect the strategy stocktake and refresh.

## 12. Admissions Complaints Report

Members **RECEIVED AND CONSIDERED** the Admissions Complaints Report noting that it had been requested by AEC but has come to Senate rather late in the academic cycle.

It was noted that the small number of complaints most of which were resolved under the informal stage with 1 going to formal stage, but not upheld. The complaints provide lessons to ensure that clear communication takes place through the admissions cycle.

Members suggested that the Admissions Complaint Report should be incorporated within the University Contention Report in future years and presented to the AEC (October) and Senate (December) Committee.

## 13. Contention Report 2015-2016

Members **RECEIVED AND CONSIDERED** the Contention Report 2015-2016 noting that it used comparable data from Universities of a similar size.

Members felt that the report had lost the analysis element present in previous years' reports and was not broken down by school, or student characteristics (e.g. disability). It does not show the reason for the appeals or complaints, which again provide further analysis.

Members agreed that the report should be represented to Senate with further analysis of data.

MU→MP

It was also noted that this report should be reported to AEC and then to Senate in a timely manner as data and analysis feed in to the Annual Provider Report required by HEFCE.

## 14. Annual Provider Review Preliminary Assessment

Members **RECEIVED AND NOTED** the letter from HEFCE stating that the Annual Provider Review Group had now considered BGU's profile and had no concerns on "quality and standards matters", "financial sustainability", "good management" and "governance matters" in its preliminary assessment.

## 15. Teaching Excellence Framework Application

Members **RECEIVED AND NOTED** BGU's TEF application which was submitted on 26 January 2017 which included the following documents:

- BGU TEF Application authorisation letter
- BGU TEF Metrics Workbook
- BGU TEF Year 2 Provider written submission
- BGU TEF Contextual Maps

Members noted that HEFCE have received 299 applications for consideration. BGU will not know the outcome until May.

The Chair informed members that the TEF Task and Finish Group will take forward consideration of the proposals for the introduction of subject-level TEF and make recommendations about whether BGU should participate in trials of subject-level TEF, due to start from August 2017.

## 16 Records of Decisions

To receive and approve

- 16.1 ROD - College of West Anglia Institutional Approval  
Members **RECEIVED AND APPROVED** the ROD – Institutional Approval for the College of West Anglia.

It was noted that the partnership has been approved in October 2015 subject to conditions being fulfilled in February 2016. The reason for such a delay were as follows:

- Undertaken work to complete a new HE Building
- Ofsted Inspection

The College had been working with the School of Humanities but members felt the delay in fulfilling the conditions does give cause for concern; the partnership will need careful management.

- 16.2 ROD - BA (Hons) Geography  
Members **RECEIVED AND APPROVED** the ROD – BA (Hons) Geography.

- 16.3 ROD - BA (Hons) Drama  
Members **RECEIVED AND APPROVED** the ROD – BA (Hons) Drama.

- 16.4 ROD - BA (Hons) Applied Drama in the Community  
Members **RECEIVED AND APPROVED** the ROD – BA (Hons) Applied Drama in the Community.

## 17. Minutes of meetings of sub-committee of Senate

To receive the minutes of the meetings of Senate sub-committees:

- 17.1 Stakeholder Engagement Committee  
Members **RECEIVED** the minutes from the meeting held on 11 January 2017, noting that a revised set of terms of reference will presented to the next meeting of Senate for ratification.
- 17.2 Diversity & Equality Committee  
Members **RECEIVED** the minutes from the meeting held on 2 December 2016, noting the issue of quorarcy. The Registrar and University Secretary reported that attendance was being tracked more fully and the meeting on 22 February 2017 was quorate.

The Registrar and University Secretary was asked to confirm whether the reporting of “Lincoln County Council” in minute 8(i) on page 6 of the minutes from 2 December was correct.

Next meeting

AKJ

## 18. Annual Provider Review Preliminary Assessment

Members received Annual Monitoring Reports from each of the academic Schools and academic Professional Support Service, for information.

The following reports were **RECEIVED**:

- 18.1 AMR School of Social Sciences
- 18.2 AMR School of Humanities
- 18.3 AMR School of Teacher Development
- 18.4 AMR Library
- 18.5 AMR Student Advice and Study Skills
- 18.6 AMR CELT
- 18.7 AMR Careers, Enterprise and Employability

- 18.8 AMR EdD
- 18.9 AMR PhD
- 18.10 AMR QASA
- 18.11 AMR Recruitment and Admissions
- 18.12 AMR Placement Services
- 18.13 AMR School Administration

The Chair reported to members that the Annual Monitoring Reports had been through a rigorous process of scrutiny as outlined below:

- Signed off by Heads of School.
- Signed off by Heads of Departments (Professional Support).
- Scrutinised and signed off by the School Boards, Learning & Teaching and AEC.

The Chair informed members that the University were commended during the HER 2016 for the excellent scrutiny of the AMR process. Members noted the current process:

- Consideration and approved by School Boards
- Considered by AEC in November
- The reports informed the Academic Health of the Institution Report which is present to the February meeting of AEC
- Academic Health of the Institution Report considered at Senate in March
- University Council receive minutes of Senate meetings and the Academic Health of the Institution Report to inform the Annual Provider Review statement
- Annual provider review statement, signed-off by University Council, submitted to HEFCE
- Process complete.

Executive Dean: Research & Knowledge Exchange informed members that there was inconsistency with the three school reports in relation to Research, as highlighted below:

- School of Social Science – included a paragraph on research/scholarship
- School of Humanities – included extensive detailed coverage about research
- School of Teacher Development – included nothing about research and it was felt that this was a concern.

Members felt that there should be a Research Plan should be included as part of the AMR. The Chair noted the variability. Additional guidance for completion of the AMRs was raised at AEC in November. Members were asked to remind their teams of the guidance and refer to it in completing their reports.

The Chair asked members if they wished to receive and approve or note the AMRs.

Members **AGREED** that Senate was able to give approval of the scrutiny of the reports through the Academic Health of the Institution Report.

## 19. External Examiners Overview Report and Log of External Examiners

Members received the following reports, noting that these have been scrutinised by AEC and have contributed to the Academic Health Report:

- External Examiners Overview Report approved by AEC
- Log of External Examiners

Members noted that there was a high number of External Examiners due to come to the end of their term of office.

It was noted that the external examining reciprocal arrangements are monitored by the External Examiners Oversight Group.

**20. Any other business**

No matters raised

**21. Dates of next meeting(s) in 2016-2017**

- Wednesday 7 June 2017 at 2pm in CSH Room 2
- Wednesday 27 July 2017 at 2pm in Room 13

Signed by the Chair: \_\_\_\_\_  
Professor Jayne Mitchell

Date: \_\_\_\_\_