



SENATE

MINUTES OF THE MEETING HELD ON 18 OCTOBER 2017
AT 2PM IN HARDY SEMINAR ROOM 1

| | | |
|----------------|---------------------------------|---|
| Members | Revd Canon Professor Peter Neil | Vice-Chancellor (Chair) |
| | Professor Jayne Mitchell | Deputy Vice-Chancellor |
| | Steve Deville | Chief Operating Officer |
| | 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 |
| | Professor Chris Atkin | Head of Educational Development and Research |
| | Graham Meeson | Academic staff member of University Council |
| | Viv Kerridge | School of Humanities – Academic Staff |
| | Craig Spence | School of Humanities – Academic Staff |
| | Dr Emma Pearson | School of Social Sciences – Academic Staff |
| | Aimee Quickfall | School of Teacher Development – Academic Staff |
| | Shaun Thompson | School of Teacher Development – Academic Staff |
| | Kieran Parish | Students’ Union President |
| | Sian Hope-Jones | Students’ Union Postgraduate Representative |
| Invited | Jonathan Batty (item 16) | Director of Marketing, Recruitment & Communications |
| | Celia Hird (items 6 and 7) | Data Analyst |
| Officer | Stephanie Gilluly | Interim Registrar |
| Minutes | Sue Reed | Governance Officer |

The Chair welcomed the Student’s Union Postgraduate Representative and the Governance Officer to their first meeting of Senate.

1. Apologies

1.1 Apologies were **RECEIVED** from the following members:

- Elizabeth Hopkins, School of Social Sciences – Academic Staff
- Kelly Fisher, Head of Quality and Regulatory Compliance
- Rachel Harvey, Head of Planning and Data
- Josh Blanchard, Students’ Union Vice President
- Shane Dangar, Students’ Union Undergraduate Representative

2. Minutes of the last meeting

- 2.1 The minutes of the last meeting of Senate held on 27 July 2017 were **AGREED** as a true and accurate record, **subject to point 6.6 being amended to read:**

*'The pilot would initially be for five subject **groups** only:*

- *Nursing; Physics and Astronomy; Creative Arts and Design; History and Archaeology; Law*

*For BGU the only subject **group** to which this would be relevant was History and Archaeology.'*

3. Matters arising

3.1 Action table

3.1.1 UK College of Business and Computing (minute 4.2 refers)

Senate **NOTED** that the UK College of Business and Computing had confirmed its withdrawal from the institutional approval event.

- 3.1.2 Senate **NOTED** that all other actions were either covered under substantive agenda items or had been actioned and closed.

3.2 Any other matters

- 3.2.1 No other matters were raised.

4. Membership and terms of reference 2017–18

4.1 Membership

- 4.1.1 Senate **NOTED** that the membership had been updated from 2016–17 to include:

- the Head of Planning and Data – as a member (agreed at 27 July 2017 Senate meeting)
- the names of the SU Undergraduate and Postgraduate Representatives (announced following the SU election results on 13 October 2017)

4.2 Terms of reference

- 4.2.1 The Interim Registrar reported that the terms of reference had not been amended since their approval in 2016–17. A new template was being introduced across the University and Senate's terms of reference would be transferred to it. The new template included a section on how committees would judge their effectiveness at the end of each academic year. The Interim Registrar suggested that Senate, in judging its effectiveness, might wish to ask itself whether:

- the relevant regulatory and policy changes required for the academic integrity of the institution had been enacted
- Senate had taken cognisance of external factors affecting the University (e.g. regulatory changes and partnership provision) and ensured BGU had responded appropriately
- Senate had applied due consideration to internal reviews and portfolio development either through consideration of specific reports or through consideration of the minutes of feeder committees/groups

4.2.2 In the ensuing discussion, the following points were made:

- with reference to point (i) of the terms of reference, it would be helpful for the delineation of roles between Senate and the Academic Enhancement Committee (AEC) to be set out clearly in terms of which powers Senate retained and which it had delegated
- the Chair stated that, as he was confident the AEC had afforded due consideration to its papers – many of which were also received by Senate, he did not think it necessary for Senate to open AEC's decisions for further discussion
- the Interim Registrar stated that, along with its approval role, Senate had a wider role that encompassed responses to external factors, and this would be included in the terms of reference

4.2.3 Senate **AGREED** that the terms of reference be:

- transferred to the new template and include the 'judging effectiveness' criteria set out at 4.2.1 above
- amended accordingly to: ensure clarity in the delineation between its powers and the powers of AEC and any other University committees; and reflect its wider role
- submitted to Senate for approval at its 13 December 2017 meeting

JM / SG

5. Minutes of the Academic Enhancement Committee, 27 July 2017

5.1 Senate **RECEIVED** and **NOTED** the minutes of the Academic Enhancement Committee meeting held on 20 September 2017.

6. National Student Survey (NSS) 2017 and BGU Student Satisfaction Survey (BGUSS) 2017 – results report

6.1 Senate **RECEIVED** and **NOTED** a presentation from Celia Hird, Data Analyst, summarising the results of the 2017 NSS and BGUSS surveys.

6.2 In the ensuing discussion, the following points were made:

- the University had acted upon the feedback received in the two surveys but could perhaps have promoted its actions more widely and vigorously
- the Student Council had not yet met this academic year but the two surveys would be discussed at the next meeting and feedback reported
- a considerable number of negative comments about 'course organisation/ management' related to minor operational issues. It was therefore essential to ensure academic staff separated these types of issues from those of a more serious nature
- to mitigate a potential change of perception of the importance of the NSS results following its reduced rating in the forthcoming TEF, the DVC reported that five key questions, which contributed to the overall satisfaction score, were being embedded into the Annual Monitoring Reports (AMRs):
 1. (Q.15) The course is well organised and running smoothly
 2. (Q.13) I have received sufficient advice and guidance in relation to my course
 3. (Q.14) Good advice was available when I needed to make study choice on my course
 4. (Q. 11) I have received helpful comments on my work;
 5. (Q.9) Marking and assessment has been fair.

The University would however need to consider carefully where it focused its collective effort and resources. An institutional action plan was therefore being developed, which would be overseen and monitored by the AEC

- swift and effective University interventions were vital to mitigate negative learning and teaching feedback – not with a view to influencing league tables or TEF scores but to ensure a positive student experience and learning outcomes
- it was important that students understood the questions they were being asked in the surveys as some wording could be ambiguous
- the SU had introduced a new feedback form for the BGUSS 2018 which would allow a better exploration of issues
- the response rate to both surveys had been excellent and it would be important to maintain this level in future years
- the Centre for Enhancement in Learning and Teaching (CELT) and the SU would run a Survey Week during w/c 29 January 2018

7. Destinations of Leavers from Higher Education (DLHE) 2015–16 survey results

7.1 Senate **RECEIVED** and **NOTED** a presentation, summarising the results of the 2015–16 DLHE survey, from Celia Hird.

7.2 In the ensuing discussion, the following points were made:

- the results had been published by the Higher Education Statistics Agency (HESA) in July 2017 and BGU had maintained its position as one of the highest rated universities for employability. These positive results were heavily influenced by large number of BGU graduates going into teaching – and this trend would likely continue
- the data were used in the AMRs which would be overseen and monitored by the AEC

8. Teaching Excellence Framework (TEF) Subject-Level Pilots

8.1 Senate **RECEIVED** and **NOTED** an update on progress of the TEF Subject-Level Pilots, presented by the Deputy Vice Chancellor who reported that:

- BGU had submitted an expression of interest to participate in the Y3 Subject-Level TEF. The closing date had been 25 September 2017 and the University was waiting to hear whether it had been selected. If so, it would be presented with a Schedule of Works in October 2017. HEFCE had received 83 applications – mostly from higher education institutions – five of which were small and specialist
- HEFCE's recruitment for approximately 100 assessors and panel members had closed on 6 October 2017 and it had received 595 applications. A number of BGU staff had submitted expressions of interest, and the results were awaited
- a series of webinars and briefing events for institutions taking part in the exercise would be run by HEFCE in November 2017. Data submission would take place in January 2018. The BGU teams involved had been asked to start embedding NSS criteria into the AMRs. An academic portal module had been set up to enable a review of the ways in which the University could assess teaching intensity. The TEF Steering Group was taking this forward

In the ensuing discussion, the following points were made:

- there would likely be a perceived difference between the value of a 'Y2 Gold' and a 'Y3 Gold' – with the latter having been judged on different metrics. This issue would be difficult to mitigate

- resources for the exercise in terms of staff time would be challenging for the University but it was nevertheless essential to embed the right types of activities across the University regardless of the external driver of the TEF
- no BGU students had applied to join the panels

9. Contention Report 2015–16

9.1 Senate **RECEIVED** and **NOTED** the Contention Report 2015–16, presented by the Interim Registrar who reported that:

- it was important for minor operational complaints to be separated from those of a more serious nature
- the number of complaints fluctuated each year – there having been a decrease in 2015–16
- the University’s complaints process was under review by the Interim Registrar and the Head of Quality and Regulatory Compliance – the latter having sent apologies for the current Senate meeting due to attending an Office of the Independent Adjudicator (OIA) complaints management event

In the ensuing discussion, the following points were made:

- the number of complaints was lower than the anecdotes might indicate. This was due in part to the number referring to those complaints that had reached the formal stage
- a number of staff across the University had been trained in contention and conflict resolution but this had been some time ago and only two remained in BGU’s employment. A training programme would be put in place
- a draft of the 2016–17 Contention Report had been submitted to the AEC at its last meeting – comparative OIA data had not yet been published
- it would be helpful for the 2016–17 data to be compared with a wider group of comparative institutions

SG

SG

10. External Examiners Report 2016–17

10.1 Senate **RECEIVED** and **NOTED** the External Examiners Report 2016–17, presented by the Interim Registrar.

In the ensuing discussion, the following points were made:

- the narrative of some external examiners' reports was basic but the reports met requirements. The external examiners who visited BGU were closely engaged and committed
- a common factor in the reports with a basic narrative was that the external examiners were reaching the end of their term. It was nevertheless important to acknowledge that all reports had allowed the University to state unequivocally that it was discharging its responsibility for standards and quality which had not been compromised. Whilst there was room for improvement in some of the reports there was not a systemic problem
- the University's External Examiners Code of Practice had been reviewed and benchmarked
- an External Examiners Oversight Group was being set up by the University with a view to implementing good practice from across the sector, and would include a working group to focus on moderation
- additional guidance for external examiners would be made available
- Universities UK was monitoring how the QAA revised code would develop and would focus on how standards were being maintained across the sector

11. University institutional returns

- 11.1 Senate **RECEIVED** and **NOTED** the following University institutional return as at 13 October 2017, presented by the Interim Registrar who commented that all was on track.

Student record 2016–17

| | | |
|---------------------|------------------------------|---------------------|
| 15 Sep 17 | Return Date | Completed 15 Sep 17 |
| 22 Sep 17 | Commit Date | Completed 21 Sep 17 |
| 22 Sep to 31 Oct 17 | Data quality checking period | In progress |
| 31 Oct 17 | Last submission | On target |
| 3 Nov 17 | Sign-off | |

ITT record 2017–18

| | | |
|-------------------|--|--------------------|
| 2 Oct 17 | Test commit date - Deadline for first submission of data to NCTL | Completed 2 Oct 17 |
| 1 Oct – 27 Oct 17 | NCTL data quality checking period | In progress |
| 20 Oct 17 | Commit date - Finalised data submission required | On target |

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|-----------|-----------------------------|--|
| 27 Oct 17 | Sign off required on HEIDMS | |
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Aggregate Offshore record 2017–18

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|--------------------|------------------------------|---------------------|
| 30 Sep 17 | Return date | Completed 19 Sep 17 |
| 13 Oct 17 | Commit date | Completed 19 Sep 17 |
| 13 Oct to 7 Nov 17 | Data quality checking period | In progress |
| 7 Nov 17 | Last submission | On target |
| 10 Nov 17 | Sign-off | |

12. Higher education sector policy updates

- 12.1 Senate **RECEIVED** and **NOTED** a presentation from the Interim Registrar on the UK Standing Committee for Quality Assessment (UKSCQA) consultation, launched on 11 October 2017, on the review of the UK Quality Code for Higher Education.

The Interim Registrar reported that the consultation would be discussed by Quality Assurance Committee (QAC) at its next meeting on 1 November 2017 before being submitted to the Vice Chancellor's Executive on 13 November 2017 and to AEC at its next meeting on 29 November 2017. It would then be submitted to UKSCQA by the closing date of 13 December 2017.

The Vice Chancellor, as Chair of Senate, would be asked to sign off the University's consultation response.

13. Key issues from University Council

- 13.1 Senate **RECEIVED** and **NOTED** an update on 26 September 2017 meeting of University Council from the Academic Staff Member of Council who reported that:

- his term of office would end in April 2018. He had advised the Chair of Council and an election would be held
- Council had focused on the University's move from being an unincorporated charity to a limited company

14. Honorary Graduates Subgroup update

- 14.1 Senate **RECEIVED** and **NOTED** an update from the Chair of the Honorary Graduates Subgroup, Graham Meeson, who reported that – himself excepted – no members of the group remained in BGU employment.

Self-nominations from members of Senate were sought – to be directed to the Governance Officer.

Senate / SR

15. University Policy Schedule

15.1 Senate **RECEIVED** and **NOTED** the updated University Policy Schedule presented by the Interim Registrar who reported that the schedule would inform the work of the Governance Office and the University in terms of which policies were due for review. Senate was asked to direct any comments to the Head of Quality and Regulatory Compliance.

16. Amendments to codes of practice and policies

16.1 Senate **RECEIVED** and **APPROVED** the following updated academic codes of practice, presented by the Interim Registrar who reported that the proposed amendments had been approved by the AEC on 20 September 2017:

- (i) Assessment of Students
- (ii) Validation of Programmes
- (iii) University Awards and Credit Framework

16.2 Senate **RECEIVED** and **APPROVED** the following updated operational code of practice, presented by the Director of Marketing, Recruitment and Communications, **subject to the amendments being approved by the QAC at its next meeting on 1 November 2017:**

- (i) Admission of Students (2018)
- (iii) Admissions Complaints Procedure

16.3 **Senate REQUESTED that:**

- a) **Annexe A to (ii) DBS Checks for Applicants and Students (2018) be amended to ensure placements on programmes that required DBS checks to be undertaken were listed**
- b) **Chair's action be taken to grant approval for the code, subject to the amendments being approved by the QAC at its next meeting on 1 November 2017**

JB

17. Records of decisions approved by AEC

- 17.1
- (i) Senate **RECEIVED** and **APPROVED** Lincoln College Institutional
 - (ii) Senate **RECEIVED** and **NOTED** the North Lincolnshire Council SCITT Record of Articulation
 - (iii) Senate **RECEIVED** and **NOTED PROGRESS** on the North Lincolnshire Council SCITT Institutional Approval and **NOTED** that Part B would be submitted for approval at the next meeting of Senate on 13 December 2017

18. Minutes of meetings of subcommittees of Senate

18.1 Stakeholder Engagement Committee – 20 June 2017

Members **RECEIVED** and **NOTED** the minutes of the meeting of the Stakeholder Engagement Committee held on 20 June 2017.

18.2 Diversity and Equality Committee – 10 May 2017

Members **RECEIVED** and **NOTED** the minutes of the meeting of the Diversity and Equality Committee held on 10 May 2017.

18.2.1 Members noted that the new Head of Human Resources and Organisational Development, Umar Zamman, would Chair the committee.

19. Any other business

19.1 No other business was raised.

20. Dates future meeting(s) and agreement of forward agenda

20.1 Senate **NOTED** the following meeting dates:

- Wednesday 22 November 2017 at 3pm in CSH11 – **joint meeting with University Council**
- Wednesday 13 December 2017 at 2pm in Hardy Seminar Room 1
- Wednesday 28 February 2018 at 2pm in Hardy Seminar Room 1
- Wednesday 20 June 2018 at 2pm in Hardy Seminar Room 1
- Friday 27 July 2018 at 2pm in Hardy Seminar Room 1

20.2 Senate **NOTED** the following future agenda items:

| | | |
|--|--------------|---|
| Academic Health of the Institution Report | 22 Nov 17 | Joint meeting with University Council in CSH12 |
| BGU Partnerships moving forwards | 13 Dec 17 | Strategic |
| Data Capability Programme update | 13 Dec 17 | To include GDPR (Head of Planning/Chief Operating Officer) |
| TEF (Subject Level) | 28 Feb 18 | |
| Office for Students | 28 Feb 18 | Practical implications arising from the creation of the new Government department |
| TEF/REF | 20 Jun 18 | |
| Cross University priorities arising from the AMR process | October 2018 | |

Signed by the Chair: _____

Revd Cannon Professor Peter Neil

Date