



MINUTES OF THE MEETING OF SENATE

**WEDNESDAY 19 OCTOBER 2016
2PM IN THE JOHN TOMLINSON ROOM**

Present:

Rev Canon Professor Peter Neil	Vice Chancellor (Chair)
Dr Ruth Sayers	Executive Dean: Learning, Teaching & International
Professor David Rae	Executive Dean: Research & Knowledge Exchange
Dr Kate Adams	Head of Research
Professor Chris Atkin	Professor of Higher Education
Dr Andrew Jackson	Head of School of Humanities
Mr Andrew Tofts	Regulatory Compliance Manager
Mr Graham Meeson	Academic Staff University Council Member elected by teaching staff

School of Social Science

Mrs Sacha Mason	Academic member of staff
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School of Humanities

Dr Craig Spence	Academic member of staff
Ms Viv Kerridge	Academic member of staff

School of TD

Dr Pat Beckley	Academic member of staff
Mr Shaun Thompson	Academic member of staff

Student members

Kieran Parrish	Students' Union President
Luke South	Students' Union Vice President (Education)

Officer:

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

1.1 Apologies were received from the following members:

Professor Jayne Mitchell, Deputy Vice Chancellor
Dr Nick Gee, Head of School of Teacher Development
Mr Steve Deville, Director of Resources
Dr Olivia Sagan, School of Social Science, Academic member of staff
Dr Graham Basten, Head of School of Social Sciences

2. Minutes of the previous meeting held 27 July 2016

2.1 The minutes of the previous meeting held on 27 July 2016 were agreed as a true and accurate record subject to the following amendment:

- Remove the final sentence of minute 3.2.1

3. Matters arising

3.1 Action Points

3.1.1 Minutes of the previous meeting held 1 June 2015 (refers minute 2.1)

The Minuting Secretary confirmed the relevant amendments had been made to the minutes and these were re-circulated to members.

3.1.2 Stakeholder Engagement Strategy (refers minute 3.1.2)

See minute 18.1

3.1.3 Criteria for Honorary Graduates (refers to minute 3.1.2)

See minute 12.

3.1.4 Records of Decisions (refers minute 13)

Lincoln College

FdSc Football Coaching and Development in the Community

The Minuting Secretary confirmed Chair's Action had been taken following the signature of Mr Gary Headland, Chief Executive Officer of Lincoln College.

3.1.5 Any other business (refers minute 15)

Changes to Governance

The Chair informed members the review of the relationship between Senate and University Council was currently not being taken forward.

3.2 Other matters

No matters raised.

4. Membership & Terms of Reference

4.1 Membership

Members approved the membership of Senate noting the following:

- Amendment to Kate Adams' title to Head of Research
- A call for new academic members of Senate following the end of term of office for Sacha Mason, Olivia Sagan and Pat Beckley has been sent to the appropriate Head of School. An updated on the membership would be reported to the next meeting of Senate in December.

MU→next
meeting

4.2 Terms of Reference

Members of Senate approved the Terms of Reference for Senate subject to the following amendments:

- Point (ii) to be amended to read “..... ***advice from the Portfolio Management Group...***”
- Point (iv) to be considered and amended by the Executive Dean: Learning Teaching and International.
- Point (xiii) to be considered and amended by the Chair following discussions with the Executive Dean: Learning, Teaching and International.

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5. **Minutes – Academic Enhancement Committee held on 27 September 2016**

5.1 Members received and noted the unconfirmed minutes of Academic Enhancement Committee held on 27 September 2016 noting the following:

- Final QAA HER Action Plans (internal/external) will be monitored and reported through AEC minutes which will be received by Senate.
- The Annual Report on Research Degrees was considered at length.
- The new NSS questions have been published and a Task and Finish group had been set up to consider these.

6. **National Student Survey (NSS) Results Report**

The Chair reported that 92% of students were satisfied overall with the quality of their course which is a 7% increase compared to the previous year.

Members noted that it will be the first 12 questions that form part of the TEF. There will be a change on questions for next year's NSS and BGU needs to ensure that staff and students are aware of the questions and.

The Executive Dean: Learning, Teaching and International informed members that a Task and Finish Group is currently considering the new questions and will develop guidance for each member of staff and students within the next few weeks.

The Task and Finish Group have met regularly and are working through the questions. The first draft of BGU's response is ready and will be reported to Learning & Teaching, followed by Academic Enhancement Committee for final approval.

BGU will work closely with the SU to help ensure students complete the survey at the appropriate time.

The Executive Dean: Learning, Teaching and International informed members that the University is currently developing a single portal area for all surveys.

The Chair informed members that BGU is facing some challenges with the current building work and additional teaching space is being secured to ensure that the student experience is not disrupted.

7. Destinations of Leavers from Higher Education (DLHE) Survey 2014-2015

The Registrar and Secretary informed members that the results of the DLHE had been disseminated across the University and noted the following:

- 98.6% - six months after graduating were in work or study
- The average salary for graduating students was £22,000
- 74% were employed in professional or managerial jobs
- 68% were studying at BGU

Members noted that these are BGU's unique selling points and aware that these statistics are an important feature of the TEF.

Members noted that DLHE is currently under review and will change from next year.

The Head of School of Humanities informed members that these statistics are considered as part of the AMR and during the programme proposal process.

Members noted that future employment will be included in the HRMC data developments of earnings.

The SU reported that they previously have not been involved in the DLHE but it may be something they wish to be involved in in future.

Members considered how we interact with our graduates and the Registrar and Secretary said that this would be supported by the new CRM system and BGU would need to ensure that contact data are maintained.

The Academic Member of Staff (PB) for School of Teacher Development reported that the School of Teacher Development had strategies in place to keep track of where graduate trainees were working in order to support them through their NQT year.

8. Invitation to participate in HEFCE National Mixed Methodology Learning Gain Project

The Executive Dean: Learning, Teaching and International informed members that the Learning Gain Project Steering Group had met several times.

The project will include all undergraduate students on a three-year programme with the exception of mature students. The students complete four assessments over a period of three years which will be administered by an external contractor. The assessment will include:

- A test of students' critical thinking and problem solving skills
- A series of survey questions focussed on understanding issues related to the students' growth, development and social capital
- A selection of questions to evaluate students' engagement with their studies

Members noted the value of students' learning about their own learning and personal development.

The Executive Dean: Learning, Teaching and International had received excellent support from the SU in relation to the project.

Members noted that the Chair of the Steering group had now been passed to the Head of Centre for Enhancement in Learning & Teaching.

9. Revised Draft BGU Action Plan in Response to: Revised Operating Module for Quality Assessment

The Regulatory Compliance Manager gave members an overview of the Revised Operating Module for Quality Assessment noting the following:

- The initial plan came from the TEF Plan.
- BGU needs to strengthen the AMR process and the times when these are submitted in order to meet the Annual Provider Review which needs to be signed off by University Council in December each year.
- BGU is not scheduled to be audited until 2021. This is will be a proportionate and risk-based approach review.

10. Programme Outcomes – CertHE and DipHE

The Regulatory Compliance Manager informed members that the paper presented at the meeting had not yet been signed off by AEC. The Registrar and Secretary confirmed that she had received some comments following the AEC meeting on 27 September and reported that they were not expected to sign off the paper.

It was noted that there were issues around some of the wording in relation to the FHEQ outcome statements. THE FHEQ refers to the wording of “qualitative and quantitative” data but it had been noted that some programmes do not necessarily partake in qualitative and quantitative data as part of the programme and felt that the wording should be changed to “data and sources”.

Chair asked that the paper be confirmed by the Chair of AEC following this, Chair’s action will be taken.

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11. University Institutional Returns

ITT Return

The Registrar and Secretary reported that the ITT Return had been submitted and would require further submissions during the academic year.

HESA Student Return

The Registrar and Secretary reported that the HESA Student Return was nearly ready for submission.

Aggregate Off-shore Return

The Registrar and Secretary reported that the Aggregate Off-Shore had been submitted and only contains a small cohort of students mainly for the MA in Education programme.

12. **Nominations for Honorary Graduates**

The Chair informed members that the revised criteria for nominations for Honorary Graduates had been approved by Governance and Nominations Committee during the last academic year. All proposals were received by the Registrar and University Secretary.

Members felt that it was not appropriate to discuss the group of nominations at this time but that a sub-group be convened to consider the process. The sub-group would consist of the following members:

- Ruth Sayers (Chair)
- Graham Meeson
- Kate Adams
- Kieran Parrish
- Michele Upcott (Officer/Minuting Secretary)

Executive Dean: Research & Knowledge Exchange to advise on process to ensure that all nominations are in-line with an honorary doctorate even though currently BGU can only offer a Doctor of the University.

Members noted that there was a wide variation in academic/work merit in the nominations presented.

Members agreed that a further call for honorary graduates will be sent along with guidelines of information and details to accompany a nomination. If members have any comments please can you forward these on to the Executive Dean: Learning, Teaching and International as soon as possible.

Senate ideally needs to be able to approve at least four nominations at the December meeting to then be recommended to Governance and Nomination Committee.

13. **National Collaborative Outreach Programme (NCOP)**

The Head of Student Advice informed members that the National Collaborative Outreach Programme (NCOP) was funded by HEFCE. It aims to double the proportion of young people from disadvantaged backgrounds in higher education by 2020, increase the number of students in HE from ethnic minorities by 20% and address the under-representation of young men from disadvantaged backgrounds in HE.

The Head of Student Advice informed members that BGU was leading consortium of Lincolnshire universities and colleges which have successfully bid for £2.2million of funding in the first two years, rolling the scheme out over the next four years.

The Head of Student Advice informed members that this programme picks up from where previous initiatives finished. It was noted that widening participation was well catered for within the Access Agreement and the NCOP is an addition. The programme is an additional means by which the government can reach their widening participation targets.

This programme will raise BGU's profile of widening participation in Lincolnshire.

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NCOP is a nationwide initiative and is the next stage on from the National Networks for Collaborative Outreach, of which the Lincolnshire Outreach Network has played a part. In Lincolnshire this targeted, activity based project will be delivered by schools, colleges and universities and will involve young people from across the county.

BGU will be working county-wide with FE and HE partners including:

- University of Lincoln
- Lincoln College
- Grimsby Institute of Further and Higher Education
- Boston College
- Grantham College
- New College Stamford
- Bishop Burton College
- Lincoln UTC
- College of West Anglia

Central to the programme will be a mentoring programme in schools and colleges. A programme of activity will be developed specifically targeting 24 identified wards by HEFCE and will be reflective of the needs of those identified areas.

BGU's first initial meeting with partners will take place on 31 October 2016. Each member of the group is working on a particular component of the Operational Plan which will be brought together during the meeting and submitted to HEFCE by 10 November 2016. The programme will commence on 1 January 2017.

It was noted that there will be set-up costs for infrastructure at the start of the initiative.

Members noted that the project is subject to an embargo in relation to local and national press activity or marketing and publicity in general. This embargo will be lifted in December 2016 when the programme will be officially announced.

14. Timetable for submission of Annual Provider Review statement to Senate and University Council sign-off

The Regulatory Compliance Manager gave members of an overview of the Annual Provider Review Statement noting the following points:

- The current Annual Monitoring timeline needs to be adjusted in order to allow the Annual Provider Review statement to be considered by Senate and approval by University Council by the beginning December.
- This year's Annual Provider Review statement will be considered by Senate at an extra-ordinary meeting which has been scheduled for 21 November at 2pm in the SU Function Room followed by final sign by University Council on 25 November.

Members noted that a further extra ordinary Senate meeting needs to be called for the middle of January 2017 to consider BGU's TEF submission.

15. Key issues from University Council

The Academic Staff University Council Member gave members an overview of key issues from University Council noting the following:

- University Council ratified student fees for 2017-2018 as £9250
- University Council received the first SU report
- University Council received, scrutinised and commented on the University Council Governance Review. There was a lengthy discussion on the recommendations and considerations of the instruments and articles of governance relating to size, composition, and contribution of committees
- University received an update on the Strategy Stock-take aligned with the work of Leadership Foundation.
- University Council received an update of KPIs
University Council received an update on Admission figures from the Admissions Manager
- University Council received a presentation from the regulatory Compliance Manager on the Revised HEFCE Model for Quality Assessment.

16. HE Sector Policy updates

HEFCE TEF Yr2 Technical Specification

Members noted that the HEFCE TEF Yr2 Technical Specification document had now been published which the TEF Working Group are now working through.

DfE "Schools that work for everyone" consultation and BGU response

The Professor of Higher Education gave members an overview of the DfE "Schools that work for everyone" consultation noting that BGU were conducting an institutional survey via google survey with the Schools and CLT which closes on 28 October 2016. The institutional response will be discussed at SLT on 28 November prior to the submission date of 12 December.

17. Records of Decisions

BGU

BSc (Hons) Sports Coaching and Physical Education

Members received and approved the Record of Decision for the programme as recommended by AEC on 21 September 2016.

18. Sub-Committee minutes of Senate

Stakeholder Engagement Committee

Members received and accepted the Stakeholder Engagement Committee minutes held on 7 June and 13 July 2016.

Diversity and Equality Committee

Members received and accepted the Diversity and Equality Committee minutes held on 13 May 2015 and 5 July 2016.

Members noted that there had been a long gap between meetings and attendance was poor leading to quoracy issues. The Chair asked the Registrar and Secretary to talk with the Chair of Diversity and Equality Committee regarding frequency of meetings and attendance.

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

- Extra-ordinary meeting - Monday 21 November 2016 at 2pm in SU Function Room
- Wednesday 14 December 2016 at 2pm in Room 13
- Wednesday 1 March 2017 at 2pm in Room 13
- Wednesday 7 June 2017 at 2pm in CSH Room 2
- Wednesday 27 July 2017 at 2pm in Room 13

Signed by the Chair: _____ Date: _____
Rev Canon Professor Peter Neil