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Confirmed by Committee with / without amendments	Date

## Senate

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### Open Minutes

Date of meeting: **Wednesday, 14 March 2018**

Duration of meeting: **2.00pm to 4.15pm**

Location: **G5.05 High Wycombe Campus**

### Attendance

Name	Faculty / Directorate	Category of membership
Rebecca Bunting	Vice-Chancellor's Office	Ex-officio (Chair)
Miriam Moir	Academic Registry	Secretary
Nick Braisby	Vice-Chancellor's Office	Ex-officio
Sean Mackney	Vice-Chancellor's Office	Ex-officio
Ellie Smith	Academic Registry	Ex-officio
Julie Irwin	Learning & Teaching	Ex-officio
Phil Wood	Design, Media & Management	Ex-officio
Paul Morgan	Society & Health	Ex-officio
Karen Buckwell-Nutt	Society & Health	Ex-officio
Florin Ioras	Research	Ex-officio
Lyndon Buck	Design, Media & Management	Elected
John Hathaway	Design, Media & Management	Elected
Carlo Lusuardi	Design, Media & Management	Elected
Lee Curtis	Society & Health	Elected
Ciaran O'Keefe	Society & Health	Elected
Margaret Rioga	Society & Health	Elected
Ben Parmar	Students' Union	Student Member
Lauren O'Shea	Students' Union	Student Member

### Apologies

Name	Faculty / Directorate	Category of membership
Gulen Addis	Society & Health	Elected
Penny Farrelly	Society & Health	Elected
Nic Fryer	Design, Media & Management	Elected
Karen Harrison-White	Society & Health	Elected

## **Welcome / Apologies for absence**

18.01 The Chair welcomed members to the Senate meeting. It was noted that due to the recent restructure the number of Senate members had been reduced. The current membership would remain in place for the remainder of the academic year, and new membership would be put in place for 2018-19.

18.02 Apologies for absence were received. It was confirmed that the meeting was quorate.

## **Minutes of the meeting held on 13 December 2017**

18.03 The open minutes of the meeting were approved as an accurate record.

## **Status of actions from the 27 September 2017 meeting**

18.04 It was noted that there was one action arising from the last meeting. The Deputy Vice-Chancellor informed Senate that some progress had been made in the operationalisation of the cyber security resources at UCAV: IT was exploring additional functionality and a response was expected shortly.

## **Chair's Actions taken since the previous meeting**

18.05 Senate endorsed the Chair's Actions taken since the last meeting as noted on the summary sheet provided. The Chair noted that a number of Chair's Actions had been taken in relation to the final approval of new programmes in order to enable their delivery.

## **Vice Chancellor's Report to Senate (SEN18.01)**

18.06 The Vice-Chancellor referred to the paper distributed to Senate and highlighted the following:

- The outcome of the recent Faculty/Department restructure into Schools.
- The review of student funding
- The launch of the Office for Students (OfS) Regulatory Framework

18.07 Congratulations were extended to all those staff members who had been appointed to roles in the new Schools, some of whom were currently members of Senate. It was noted that there were some positions still to be filled, and that plans to recruit were underway. The Vice-Chancellor assured Senate that the seven new Schools will be different in nature and purpose to those under the Faculty structure and made it clear that they were wholly new entities, not merely a merging of former structural units.

18.08 A year-long review of student funding is underway, focusing on student choice, value for money, access for all - in particular under-represented groups - and the provision of skills required for employment and future-proofing the UK economy. Differentiation of fees could be informed by TEF outcomes, particularly under the subject-level TEF, or by length of programmes.

18.09 Senate was reminded that the OfS consultation came to an end in December, and that the new Regulatory Framework had now been published. The substantive changes to the framework had included removal of the "registered basic" category, the inclusion of a new public interest in governance condition, and an explicit reference to the revised

UK Quality Code with the expectation of student engagement in securing academic quality.

- 18.10 Senate's attention was drawn to the powers the OfS could use to ensure compliance with the regulatory framework, including the imposition of specific conditions regarding undertaking large financial commitments, improving employment outcomes or limiting student numbers. The OfS will take bold and significant action if regulatory issues are breached and has the authority to suspend registration whilst remedial action is taken, impose monetary sanctions, or require more intensive monitoring.
- 18.11 The University is currently undertaking the work required for registration.
- 18.12 Senate asked whether the University would be exploring 2-year degrees further. It was noted that a working group will consider the implications of such programmes for both students and staff, and to investigate which subject areas are most likely to attract applicants. Data from institutions which offer 2-year degrees will be used to inform a way forward in terms of subject areas and programme structures which are designed to support student success.
- 18.13 The Vice-Chancellor closed her report by congratulating Lauren O'Shea on her position of SU President Elect.

### TEF 3

- 18.14 The Deputy Vice-Chancellor gave an update on the University's TEF 3 which was submitted on 26 January 2018. It was noted that the document was consciously celebratory, with statistics confirming the quality of the Bucks offer. Of particular note were Bucks' standing in terms of class size, staff with teaching qualifications, and the diversity of the student body. There were clear indications that engagement by students with University support services and resources such as careers, the VLE, the LDU and the library, had demonstrable impacts on academic progression and achievement, and it was noted that such messages should be disseminated more widely. This would be taken forward in terms of introductory sessions at the Welcome Week and through web-based banner messages with a view to encouraging students to adopt these behaviours which contribute to academic success.

**Action:** Nick Braisby, Julie Irwin, Ciarán O'Keefe

- 18.15 It was noted that the pilot for subject-based TEF was in its second year, and that should this be rolled out it could be in place by 2019-20. There was therefore a need to plan for this in terms of preparing staff to write the submissions. The new Schools were to write Business Plans and vision statements which could provide the basis.

### Retention Initiatives

- 18.16 The Deputy Vice-Chancellor updated Senate on initiatives currently being taken to improve the retention of students, and noted the following:
- The Retention Strategy was being reviewed and refreshed.
  - Communications were being targeted at students at key times such as vacations.
  - A weekly panel is meeting to ensure all withdrawal applications have been through a thorough process of investigation and discussion with the student.
- 18.17 Senate members were asked to ensure that all staff were made aware of the importance of retaining students, both in terms of the student's own potential best future interests, and in financial terms for the University. Students who request withdrawal

should be given support and given alternatives such as transfer to a different programme or a change to a different mode of study.

## **UCAV Update**

- 18.18 The Pro Vice-Chancellor gave a presentation, updating Senate on developments at UCAV.
- 18.19 It was noted that the campus at Aylesbury provides progression routes through UCAV and into Bucks, meeting skills needs, promoting regional leadership and providing apprenticeships and business services.
- 18.20 Resources at UCAV include 13 classrooms, a breakout space, a cyber security facility, an assisted living facility, and a study centre, and there are plans to include a café. Ten programmes were running at UCAV with around 200 students. All Foundation Year programmes will be available at UCAV, and a number of apprenticeships started this year.
- 18.21 Support for businesses include short courses and business incubation services, including a digital incubator supported by LEP funding.
- 18.22 Funding has also supported a mobile simulation facility to be used for recruitment and course delivery on site for employers.
- 18.23 A bid has been submitted for the creation of a Bucks Institute of Technology centered on smart living and connected digital health, with the outcome of stage one of the bid expected in May 2018.
- 18.24 Senate raised the issue of the Oxford/Cambridge/Milton Keynes corridor, and was informed that the University was involved in the initiative which would bring major investment to the region.
- 18.25 It was noted that the new academic structure would support the BEST executive in its plans, especially in terms of partnerships and employer links. UCAV was seen as an opportunity for all Schools, with its different demographic and geographical reach.

## **Education Committee Report on the outcome of Annual Monitoring 2016-2017: Recommendations update (SEN18.02)**

- 18.26 Senate was reminded that a number of recommendations had been derived from the SAMM meetings and the quality reports under Annual Monitoring 2016-17.
- 18.27 Work has been underway to address issues within the recommendations, and Senate was given an update against each one in the paper provided. This was an interim update, and Senate noted that more work needed to be done on each of the recommendations.
- 18.28 It was noted that the student evaluation participation rates had not improved in Semester 1, and while there was a view that a return to paper-based evaluations may improve participation, there were also other options: the on-line evaluation required better communications both to students, and to staff who could then facilitate participation. The Academic Registrar will discuss plans for Semester 2 with the team involved.

**Action:** Ellie Smith

### **Approval of Academic Provision – revisions (SEN18.03)**

18.29 It was reported that the revised formal document *Approval of Academic Provision* had been discussed at Education Committee. The covering paper supplied to Education Committee and to Senate gave a full explanation for the revisions which will enable the process for course approvals to be streamlined further and for changes to mode or place/type of delivery to be enacted more speedily. Education Committee recommends approval of the changes to the process to Senate.

Senate approved the revisions to the formal documentation.

18.30 It was also noted that the paper discussed at Education Committee had proposed that courses should be given an indefinite lifespan, and not have their validation restricted to 6 years. Education Committee asked for this point to be reconsidered, with a paper to be returned to the meeting in May 2018.

### **Extension to Validation Term- MA HRM (SEN18.04)**

18.31 Senate noted the request to extend the validation term of MA Human Resource Management to September 2019, in order for its revalidation to be able to take into account any changes which could be made under the current review of the Chartered Institute of Personnel and Development standards. Senate recognised the reason for the request, but queried whether this would allow sufficient time for the revalidation to take the changes into account as they were not expected before 2019.

18.32 Following discussion Senate approved the extension of the validation period for the programme for two years, that is to September 2020.

### **External Examiner Appointments (SEN18.05)**

18.33 Senate received the update from the External Examiner Approval Panel and endorsed the decisions made in each instance. It was noted that the Panel had met recently, and that the decisions for those would be endorsed by Chair's Action.

### **Validation: recommendation of awards for approval (SEN18.06)**

18.34 Senate reviewed the outcomes of validation events held since the previous meeting.

18.35 Senate approved programmes for delivery where there were no conditions and where the conditions set had been satisfactorily completed.

18.36 Senate noted that there were a number of courses with conditions due to be met by 6 April 2018 and agreed that these would be approved by Chair's Action.

### **Report from Education Committee 21 February 2018 (Minutes)**

18.37 The Minutes from the meeting held on 21 February 2018 had been circulated. The business of the committee included:

- An update on TEF 3
- A SU Report on Programme Committees
- A proposal on in-year retrieval
- The report from the OFSTED inspection October 2017 and its action plan
- Quality Review Reports from five educational partners

## **Report from Research & Enterprise Committee 27 February 2018 (Minutes)**

18.38 The Minutes from the meeting held on 27 February 2018 had been circulated. The business of the committee included:

- A report from the new PGR student representative
- Professional Doctorate Degrees
- A presentation on the future of enterprise and innovation for the next 3 years
- Preparation for REF update- “dummy runs” about to be held
- A discussion about staff profiles on the web and how best to present research strengths.
- A note of the High Wycombe Furniture Archive and its external usage

## **Report from Academic Planning Committee 7 December 2017 and 7 February 2018 (Minutes)**

18.39 The Minutes from the meetings held on 7 December 2017 and 7 February 2018 had been circulated. The business of the committees included:

- Annual report on the Course Amendment Panel
- Consideration of a number of initial proposals and business cases

18.40 Senate was reminded that the Minutes of this meeting were confidential and business sensitive.

## **Date of next meeting**

18.41 The date of the next meeting is Wednesday 6 June 2018 at 2pm.