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Confirmed by Committee with / without amendments	Date

Joint Senate- Council

Open Minutes

Date of meeting: **Monday, 18 November 2019**

Duration of meeting: **4.00 PM to 5.30PM**

Location: **The Room, High Wycombe Campus**

Attendance

Name	Senate/Council
Louisa Berry	Senate
Jo Boardman	Council
Alexandra Bode-Tunji	Director, Human Resources
Nick Braisby	Vice-Chancellor
Karen Buckwell-Nutt	Senate
Andy Cole	Council
Anna Crabtree	Council
Lee Curtis	Senate
Sainey Faye	Senate
Dearbhla Gallagher	Senate
Annet Gamell	Council
Margaret Greenfields	Senate
John Hathaway	Senate/Council
Michael Hipkins	Council
Florin Ioras	Senate/Council
Julie Irwin	Senate
Irene Kirkman	Senate
Sri-Kartini Leet	Senate
Ken McCrea	Council
Julie McLeod	Senate
Kevin Maher	Senate
Tim Marshall	Council
Rod Mercer	Director, Finance
Paul Morgan	Senate
Anthony Murphy	Council
Rob Penhaligon	Senate
Brooke Pilbeam	SU Vice-President

Cheryl Pitt	Council
Susan Rosser	Council
Bob Shennan	Council
Ellie Smith	Senate/ Secretary Council
John Smith	Council
Supriya Sobti	Council
Megan Staples	Council
Daisy Toscano	Senate
Lauren Vincent	Senate
Tao Warburton	SU President

University Officers

Name	Faculty / Directorate
Miriam Moir	Senate
Marcus Wood	Council

Apologies

Name	Faculty / Directorate
Helen Ayo-Ajayi	Senate
Anna Crabtree	Council
Maggie James	Council
Richard Jones	Senate
Russel Stone	Senate
Phil Wood	Senate

Welcome

19.01 The Chair of Council welcomed members to the annual joint meeting of Senate and Council.

Minutes of the last meeting

19.02 The Minutes of the last joint Senate/Council meeting held on 19 November 2018 had been circulated.

Context for meeting

19.03 Through a presentation, the Academic Registrar set the context for the meeting as outlined in the Annual Monitoring Policy, and noted the following:

- Annual Monitoring discussions had taken place at two stages: first, at Programme stage, School Annual Monitoring Meetings (SAMMs) consider an evidence base of data, discuss outcomes, and identify areas of good practice and actions to be taken for improvement. It was noted that three SAMMs had been held for each of the seven Schools throughout the year focusing broadly on Recruitment and Marketing, Student Experience and Student Performance.

- Second, at the Institutional Stage, Education Committee considers the SAMM Reports and Quality Reports, University Partnerships Board considers the Partner Reports and Research & Enterprise Committee considers the Research Degrees Report.

19.04 The purpose of the joint Senate/Council meeting was to consider the overview reports presented in advance, to make observations, to discuss in groups themes arising from them, and for members to question or raise comments on academic quality and standards.

Education Committee: Annual Monitoring 2018-19

19.05 It was noted by the Chair of Education Committee that a thorough examination of all the SAMM reports and action plans had been undertaken by members of the Committee. The University Quality Reports had also been scrutinised and discussed. All the Reports were confirmed to have action plans aiming to address issues which had arisen during the year.

School Annual Monitoring Meetings: Issues and Actions

19.06 Heads of Schools (or their representatives) were invited to present the themes from their School SAMM Reports which had been identified by Education Committee. These were as follows:

- i) School of Art, Design and Performance
 - Issue of technical support due to a restructure which had impacted on students, but which was now in place for 2019-20
 - Good practice - creating a sense of community for students
 - Good applicant conversion activity – applicant workshops have been put in place
- ii) School of Aviation and Security
 - Widening participation – tackling BAME attainment gap – possible summer school in 2020
 - External engagement and industry focus – “adopt a college” approach to be explored
 - Assessment and feedback – improvements to be made through training and development for staff
- iii) School of Business, Law and Computing
 - Large number of applicants but conversion activity needs improving
 - Need to implement industry boards to maintain links with potential employers
 - Recognition of the number of partners and consequent workload in the School, and the consequent challenges of assuring quality
- iv) School of Health Care and Social Work
 - Attainment level for part time students- they achieve, but do not stretch to the higher awards
 - External liaison work
 - Level 4 and Level 5 progression rates – down slightly on previous year

- v) School of Human and Social Sciences
 - Research-informed curricula – has become a standard feature of module delivery
 - Beneficial focus on clearing activity – hands-on approach has worked well
 - Retention panels and student performance – proactively identifies students at risk and puts support in place

- vi) School of Media and Creative Industries
 - Alumni event to be held in London to enable networking and boost graduate employment opportunities
 - Voice feedback function to be used for appropriate assessments
 - Markers to avoid giving marks ending in 9 so students are less likely to be in borderline positions

- vii) School of Nursing and Allied Health
 - Good practice – responding to market needs through the apprenticeship agenda – increased numbers, but with increased complexity of delivery
 - Low participation in module evaluation – an issue across University, but particularly where the timing does not fit with delivery of modules
 - Issues with availability of learning resources - perception of students taught off-campus to be addressed

Annual Monitoring 2018-19 Outcomes

19.07 It was noted that the following papers had been made available in advance of the meeting:

- a) University Quality Annual Summary Reports 2018-19
 - Student Achievement
 - External Examiners
 - Application of Standards
 - Academic Partnerships
 - Research Degrees

- b) Compliance with “The Concordat to Support Research Integrity” Annual assurance statement to Research England

19.08 To place the papers in context, themes identified by Education Committee, University Partnerships Board and Research & Enterprise Committee were highlighted in a presentation, noting areas for improvement and areas of good practice.

19.09 Following the introductions all members were invited to hold discussions in groups and to formulate questions arising from the papers received.

19.10 The following discussion points were raised:

- Issue of resourcing, particularly where business models were changing, to accommodate multiple intakes
- Advantages to students of audio feedback
- Complexity of competing priorities for part-time students
- Common themes arising between Schools and opportunities for shared approaches to issues
- Support for students to inspire them to achieve good honours

Agreement of Assurance Statements

19.11 Following consideration of the evidence provided, the discussions held and the recommendations from the Education Committee, and separately from the Research and Enterprise Committee, Senate and Council agreed that academic standards had been maintained by the University, and confirmed agreement with the following:

“The governing body has received and discussed a report and accompanying action plan relating to the continuous improvement of the student academic experience and student outcomes. This included evidence from the provider’s own periodic review processes, which fully involve students and include embedded external peer or professional review”

- “The methodologies used as a basis to improve the student academic experience and student outcomes are, to the best of our knowledge, robust and appropriate.”
- “The standards of awards for which we are responsible have been appropriately set and maintained.”
- The annual assurance statement to Research England regarding compliance with “The Concordat to Support Research Integrity” which outlined the University’s commitment to upholding its principles, and noted the policies and procedures in place to support research integrity.

Date of next meeting

19.12 The date of the joint Senate/Council meeting for 2020 will be confirmed.