

Senate Meeting

Minutes

date: 8 December 2010
time: 1.30 p.m.
location: Boardroom, High Wycombe Campus

10.37 Apologies for absence

Apologies for absence were received and noted.

10.38 Minutes of the last meeting – 9 June 2010

Due to other commitments the meeting was not quorate. However, the meeting continued with those present making recommendations to be forwarded to all Senate members for comment by a deadline of 15 December 2010, with Chair's Action to be taken.

ACTION: Secretary

Recommended that the Minutes be approved.

10.39 Matters arising

a) Review of action sheet from 9 June 2010 (*Document SEN10.38*)

It was suggested and supported that the evaluation of the Learning Partnership Agreement should be added to the next Senate agenda, and consideration should be given to making this a permanent item on Senate agendas.

ACTION: Secretary

All other items listed on the action sheet had been completed or were included on the agenda for the meeting.

There were no other matters arising.

b) Common Academic Framework (*Document SEN10.39*)

A number of amendments to the Common Academic Framework had been approved by Senate in June, and were now incorporated in the *Common Academic Framework: Regulations for full-time, undergraduate awards*. The paper presented to Senate proposed further amendments to the regulations, which would enable Faculties to design more flexible courses as appropriate to the market. The amendments were welcomed and it was recommended that they should be approved. Chair's Action to be taken.

ACTION: Secretary

c) **Nomination of two Senate members to University Council** (*Verbal report*)

Five members of Senate had expressed interest in becoming representatives on the University Council, necessitating a ballot. Details had been circulated on 7 December 2010 and voting remains open until noon on 15 December 2010.

ACTION: Senate members

10.40

Chair's business

a) **Chair's actions** (*Document SEN10.40*)

21 Chair's actions had been taken since the last meeting, as follows:

Approval of MSc Healthcare Practice in (ITU Care; Cardiothoracic Care; Acute Respiratory Care; A&E Care; Work Based Learning; Mental Health)

Approval of FD(A) Furniture: Design & Make

Approval of PG Certificate in Learning and Teaching in Higher Education

Approval of FDa Business Management for the Security Industries.

Approval of BA (Hons) Dance Performance

Approval of LLM in Information and Communications Technology Law

Approval of MSc Air Transport Management (Full-Time)

Approval of MSc Air Transport Management (Part-Time)

Approval of Master of Business Administration (Full-Time)

Approval of Master of Business Administration (Part-Time)

Approval of Master of Business Administration (FDL)

Approval of Professional Doctorate in Nursing/Education/Social Work/Allied Health

Approval of FD(Sc) Assistant Practitioner (Full-Time)

Approval of MSc Psychotherapeutic Approaches in Mental Health

Approval of FD(A) in Costume for Stage & Screen

Approval of FD(A) Sports Club Management (Part-Time)

Approval of MA Marketing Communications (Full-Time)

Approval of MA Business Administration (Part-Time)

The above award titles were approved by the chairs of the QEC Validation Sub-groups following sign-off of conditions which had been met. Senate recommended that these be endorsed.

Approval of title change from BA (Hons) Accounting & Finance – to BSc (Hons) Accounting & Finance

Senate recommended this amendment be endorsed.

Approval of BA (Hons) Practice Development – interim award to be made in the title of BA Professional Studies

Senate recommended this amendment be endorsed.

Approval of MA Advertising; MA Furniture Design & Technology; MA Furniture Conservation & Restoration; MA Art & Design: Illustration; MA Art & Design: Printmaking:

The above awards were given an extension to their validation following sign-off by DMM FQEC. Senate recommended this amendment be endorsed.

b) Vice Chancellor's report to Senate (Document SEN10.41)

A debate took place regarding university funding, particularly concerning the fees students would be prepared to pay for courses. It was noted that courses such as business are less costly to deliver than others, such as craft courses, but would potentially lead graduates to earn higher salaries: therefore the rate at which students would be able to pay back the loans would vary even if the course costs were the same.

Concern was expressed over the potential rise in students' expectations of the wider student experience, not just at course level.

10.41 Institutional Audit (March 2010): Final Report and University Action Plan (Document SEN10.42)

The final Institutional Audit report from QAA incorporating the University's response was noted.

A plan addressing the QAA's advisable and desirable recommendations for action had been drawn up and considered at the Quality & Enhancement Committee on 17 November 2010, and this was presented to Senate. It was noted that the 'timescale for delivery' column in the Action Plan had not been completed and that more specific responsibility should be identified and assigned in order for each action to be progressed. It was recommended that AQD should take responsibility for completing the timescales in liaison with relevant sub-groups.

ACTION: Secretary

10.42 New Institutional Review Methodology: summary of the main changes (Document SEN10.43)

Attention was drawn to the following points:

- Reviews will have two components: a core section leading to judgements and a thematic element which will not lead to a judgement
- Judgements to be made on threshold standards of awards, on the quality of students' learning opportunities, on the enhancement of students' learning opportunities, and (from 2012-13) on the quality of public information.
- Recommendations will not be graded but review teams will make clear the approximate timescale in which a recommendation should be addressed
- There will be no briefing visit prior to the review
- A self-evaluation document will be required
- The role of the institutional contact will be enhanced

10.43 "Securing a Sustainable Future for Higher Education" – the Browne Report and the comprehensive spending review (Document SEN10.44)

The report was not considered as it was deemed to be no longer current.

10.44 Enhancement of the Student Experience Action Plan: Progress Update (Verbal report)

It was noted that an update of the action plan will be circulated for each term, and that having key sponsors in SMT has led to closer monitoring over each action.

10.45

External Examiner Nominations (*Document SEN10.45*)

Chair's action had been taken since the meeting of Senate in June 2010 to approve new appointments and extensions to term of office and/or remit.

Anders Johansson
University College
London
New appointment

FD Crowd & Safety Management

Senate endorsed the appointment for a period of four years from September 2010 to September 2014.

Edel Quinn
LABAN
New Appointment

BA (Hons) Professional Dance Development

Senate endorsed the appointment; however the offer was declined due to other commitments.

Claire-Louise West
Royal Academy of Dance
New Appointment

FD Dance Teaching

Senate endorsed the appointment for a period of four years from October 2010 to September 2014

Brendan Greaney
Coventry University
Extension to term

BSc (Hons) Health Care Practice, BSc (Hons) Critical Care, Short Clinical Courses

Senate endorsed the appointment for a period of a further year from October 2010 to September 2011

Rose Stark
London South Bank University
New appointment

General Practice Nurse Foundation Programme

Senate endorsed the appointment for a period of four years from August 2010 to September 2014

Linda Kenward
Open University
New appointment

MA Education

Senate endorsed the appointment for a period of one year from October 2010 to September 2011

Kirsty Armstrong
Kingston University and St. Georges Hospital University London
New appointment

MSc and PG Dip Advanced Practice, BSc (Hons) Healthcare Practice, BSc (Hons)

Nurse Practitioner, Independent and Supplementary Nurse Prescribing

Senate endorsed the appointment for a period of one year from October 2010 to September 2011

Shirley Potts
Liverpool Hope University
New appointment

Short Course: Working with Bereaved Children and Young People

Senate endorsed this appointment for a period of four years and three months from June 2010 to September 2014

Melanie Jasper
University of Wales, Swansea
New appointment

DProf in Nursing, Allied Health, Social Work and Education

Senate endorsed this appointment for a period of four years from October 2010 to September 2014

Louise Winfield
University of Plymouth
New appointment

BSc (Hons) Advanced Nurse Practitioner, MSc Advanced Practice (Nurse Practitioner (Respiratory)), MSc Healthcare Practice, MSc Nursing (International Students)

Senate endorsed this appointment for a period of four years from October 2010 to September 2014

Ann Cubbin
Birmingham City University
New appointment

PG Dip Community Health Care Nursing, BSc (Hons) Community Health Care Nursing (District Nursing)

Senate endorsed this appointment for a period of four years from October 2010 to September 2014

Siraj Shaikh
Coventry University
New appointment

All modules specified in the following courses: Postgraduate: Applied Computing, Telecommunications & Network Management and E Business, Undergraduate: Computing, Network Security & Management, Games Development, Digital Animation and HNC Computing

John Gammon
University of Wales, Swansea
Extension to term

BSc (Hons) Professional Nursing Studies

Senate endorsed this appointment for a period of three years from October 2010 to September 2013

David Lynes
Edgehill University
Extension to remit

BSc (Hons) Health Care Practice and Short CPD Courses

Senate endorsed this extension to remit for one year from October 2010 to September 2011

Laila Paulen-Becejac
Thames Valley University
New appointment

FD Working with Children & Young People and BA (Hons) Practice Development
(Working with Children & Young People)

Senate endorsed this appointment for a period of four years from October 2010 to September 2014

Aris Syntetos
University of Salford
Extension of remit

MSc International Business and MBA

Senate endorsed this extension to remit for a period of three years from October 2010 to September 2013

Alan Carroll
Manchester Metropolitan University
Extension to remit

MSc International Business, MBA and DMS

Senate endorsed this extension to remit for a period of October 2010 to September 2013

Roger Saunders
University of Worcester
New appointment

UG Marketing Modules – L6

Senate endorsed this appointment for a period of four years from October 2010 to September 2014

Eugene Doyen
Queen Mary College, University of London
New appointment

BA (Hons) Film & TC Production

Senate endorsed this appointment for a period of four years from October 2010 to September 2014

Fiona Roberts
Kingston Maurward College, Dorchester
New appointment

FD Animal Behaviour & Welfare

Senate endorsed this appointment for a period of four years from October 2010 to September 2014

Madeleine Howe
University of Gloucester
New appointment

BSc (Hons) Social Work

Senate endorsed this appointment for a period of four years from October 2010 to September 2014

Lucy Land
Birmingham City University
New appointment

Health Care Practice, Nursing (International)

Senate endorsed this appointment for a period of four years from October 2010 to September 2014

Sandra Baulcomb
University of Hull
New appointment

BSc (Hons) Professional Nursing Studies (International)

Senate endorsed this appointment for a period of four years from October 2010 to September 2014

David Swan
University of Chichester
New appointment

BA (Hons) Creative Arts (OCA)

Senate endorsed this appointment for a period of four years from October 2010 to September 2014

David Wheeler
Royal Collection
Extension to term

MA Furniture Conservation & Restoration

Senate endorsed this extension to term for a period of two months from October 2010 to December 2010

Teresa Rooney-Kaymakci
Kingston University
New appointment

Return to Practice (Adult Nursing and Learning Disabilities) Overseas Nurses Programme (Adult and Mental Health)

Senate endorsed this appointment for a period of four years from October 2010 to September 2014

Julian Seal
University of Brighton
New appointment

Assistant Practitioner Foundation Degree

Senate endorsed this appointment for a period of four years from October 2010 to September 2014

Paul Jackson
University of Manchester
New appointment

All undergraduate Business awards

Senate approved this appointment for a period of four years from October 2010 to September 2014

Brian Jefferies
Freelance Consultant
Extension to term

MA Human Resource Management

Senate endorsed this extension to term for a period of one year from October 2010 to September 2011

10.46 External Examiner Coverage 2010-11 (*Document SEN10.46*)

The Faculty of Design, Media & Management advised that it was still seeking a replacement for one position.

ACTION: Faculty of Design, Media & Management

Attention was drawn to the numbers of external examiners due to retire in September 2011, and Faculties were encouraged to explore potential replacements as required.

ACTION: Faculties

10.47 Validation: Recommendation of Awards for Approval (*Document SEN10.47*)

A number of courses were presented for approval.

- i) FDa Business Management for the Security Industries
New validation

One condition applied which had been fulfilled. Senate **approved** the validation.

- ii) Overseas Nurse Programme
Re-validation

Two conditions applied which had been fulfilled. Senate **approved** the validation.

- iii) FDa Costume for Stage and Screen

New validation
One condition applied which had been fulfilled. Senate **approved** the validation.

- iv) LLM Information & Communications Technology Law
New validation

Three conditions applied which had been fulfilled. Senate **approved** the validation.

- v) BA (Hons) Dance Performance
New validation

One condition applied which had been fulfilled. Senate **approved** the validation.

- vi) MSc Psychotherapeutic Approaches in Mental Health
New validation

Three conditions applied which had been fulfilled. Senate **approved** the validation.

- vii) Professional Doctorate (Allied Health), (Education), (Nursing), (Social Work)
New Validation
Four conditions applied which had been fulfilled. Senate **approved** the validation. It was noted that this award has been approved through the University's internal processes but is still waiting for final approval from the awarding institution, Coventry University.

- viii) MA Business Administration
Re-validation
Senate **approved** the validation.

- viii) MSc Air Transport Management
New validation
Three conditions applied which had been fulfilled. Senate **approved** the validation.

- x) FDa Sports Club Management
New validation
Two conditions applied which had been fulfilled. Senate **approved** the validation.

It was noted that MSc Social Work had outstanding conditions to be met and would therefore be reported to the next Senate.

10.48 Quality & Enhancement Committee (17 November 2010) (tabled)

It was noted that the responsibility for the Bucks Career File has been moved from one area to another and now will be considered at the new Employability Group rather than the Learning and Teaching Group.

10.49 Student Experience Committee (4 November 2010) (Document SEN10.48)

The Executive Summary of the meeting was **accepted** by Senate.

10.50 Research Degrees Committee (11 November 2010) (Document SEN10.49)

The Executive Summary of the meeting was **accepted** by Senate.

10.51 Equality & Diversity Committee (22 October 2010) (Document SEN10.50)

The Executive Summary of the meeting was **accepted** by Senate.

10.52 Learning Services Board (19 November 2010) (tabled)

A debate was held regarding the subject of flexible and distributed learning (FDL) which is has been identified by SMT as central to the security and prosperity of the institution's future.

It was suggested that employees should take up training on FDL before programmes are validated to ensure they are able to deliver the FDL aspects of their courses, without relying heavily on the FDL department. It was also suggested that templates should be created to ensure that new programmes are FDL compliant. It was noted that the FDL Centre had submitted a bid to the investment fund and that thought would be given to the most beneficial way of investing.

Action: AQD

10.53 Reports from Faculties

- a) Design, Media & Management

No report was provided.

- b) **Society & Health** (*Document SEN10.51*)

The Executive Summary of the meeting was **accepted** by Senate.

10.54 Date of Next Meeting

The date of the next meeting was confirmed as 16 March 2010 in the Boardroom, High Wycombe at 1.30pm.

Signed

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Chair

Date

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