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Senate Meeting

Minutes

date: **6 June 2012**
time: **1.30 p.m.**
location: **G5.05, High Wycombe Campus**

12.21 **Apologies for absence**
Apologies for absence were received and noted.

The Chair welcomed the incoming Students' Union Vice President (Education & Welfare) who would be observing the meeting.

12.22 **Minutes of the last meeting – 14 March 2012**
The minutes were **accepted** as a true record and signed.

Notes from the joint QEC-Senate meeting of 10 May 2012 had been circulated for information.

12.23 **Matters arising**

a) **Review of action sheet from 14 March 2012 (Document SEN 12.19)**
The status of items was as noted on the document. Further updates were given as follows:

(Minute 12.05) Senate was informed that the consultation event referred to was open to all and not just members. A timescale would be published in due course.

(Minute 12.16) A revised remit for the Learning Services Board has not been presented. At its last meeting Members noted a strong need for the Board to be amalgamated within the larger Committee structure. In particular it was noted that the Learning Resources Strategy needed to be considered in conjunction with the University's overall Learning & Teaching Strategy. The Chair noted that this Committee would be subsumed as part of the review of Committees being undertaken, including a proposal for a Learning & Teaching Committee.
Action: AQD

12.24 **Chair's Business**

a) **Chair's Actions (Document SEN 12.20)**
Chair's Actions had been taken since the last meeting as follows:

Approval of minor amendments to the Course Closure / Suspension Policy

Approval of updates to the Turnitin Policy

Senate endorsed both Chair's Actions.

b) **Vice-Chancellor's Report to Senate (Document SEN 12.21)**
The report had been circulated to members and the Vice-Chancellor updated members verbally.

Attention was drawn in particular to the following parts of the report:
- Continuation of 'tariff' and 'core and margin' policy
- HEFCE consultation on allocation of grants to Institutions from 2013 onwards
- Student number control (SNC)
- Student applications for 2012 entry

It was noted that in respect to the SNC, the University has been able to consolidate its numbers due to additional numbers successfully bid for. The University is actively marketing its programmes as it anticipates recruitment through the 2012 clearing exercise.

It was noted that numbers referred to do not include nursing programmes which are part of a separate contract and reported separately.

12.25 **Consultation**

a) **A risk-based approach to Quality Assurance (Document SEN 12.22)**
The Director of Academic Quality gave a presentation to Senate on the implications of the approach being considered by the QAA and noted the opportunity for the University to submit a formal response to the consultation paper.

Senate discussed the document and welcomed the suggestion to integrate Professional Statutory Regulatory Body (PSRB) reports in the process, although it was felt this would have little impact on the timescale for reviews due to the annual reporting requirement of many PSRBs. Broadly, the move to a longer review cycle was welcomed as this allowed for resilience and innovation to build up. The integration of FE Colleges was also welcomed.

Senate considered the suggestion that 'triggers' would be used to instigate a review and queried the number of triggers required. It was noted that reviews would be based on three years of data so it was unlikely that a single year's data would be sufficient to trigger a review in itself, although this could be reinforced by other aspects or the overall context.

One area for greater clarity identified was the potential to move from Route B to Route A. It is not directly specified under what circumstances an HEI would move between the two routes should a review be unsuccessful. It was noted that in such an instance, however, the HEI would automatically be subject to greater scrutiny in any case.

Assuming the body of the document is accepted by the sector, Senate noted that the process would require some changes operationally. In particular, the University would need to become more involved on the operational side in respect of its partner colleges undertaking review, and would need to re-examine its own processes for annual review to ensure these are aligned to the requirements of the review. Senate encouraged further work to be undertaken in these areas.

b) **Student Engagement: response to consultation document (Document SEN 12.23)**
A presentation was made to Senate by the Vice-Chancellor, Director of Academic Quality and Students' Union Vice-President (Education and Welfare) for a proposed model for Student Engagement for both the University and the Students' Union. It was noted that the proposal went beyond the formal requirements expected.

Senate broadly welcomed the proposal but noted that more consultation needed to be undertaken with a greater variety of students, recognising the University's non-conventional student profile with a large number of part-time and work-based students in particular. It was felt that the model would need to be varied to reflect the differing needs of these groups; the Students' Union would then be able to use the model to plan and enhance its own provision for students.

As a way forward a pilot was identified in pre-registration nursing. The pilot would look at the following areas:

- Benefit to students (individual and as a whole)
- Benefit to staff
- Notion of student communities
- Concept of personal growth (to incorporate links with the Higher Education Achievement Report (HEAR)

Action: Chair

12.26   **Report and feedback on the phased implementation of e-submission, marking and feedback**

a)   **Update report and feedback (Document SEN12.24)**
Senate received the paper and noted the recommendations identified from each Faculty. It was noted that in taking forward e-submission as a project no clear overall lead had been identified.

Senate noted that a number of issues had been identified that were not uncovered in the initial pilot project, while a number of issues remained unresolved such as loss of data and health and safety issues. It was unclear where these issues had been reported.

The Chair noted that there were significant practical issues that needed to be resolved outside the meeting. However, it was emphasised that the University remains committed to its aim to have 100% of appropriate coursework submitted online by September 2012. Urgent actions would be taken on issues identified to be discussed at the next meeting of SMT to be fed back to Faculties and the Students' Union.

Action: Chair

12.27   **Quality and Standards Action Plan**

a)   **Update report from QEC (Document SEN 12.25)**
The updated plan was received.

The document would be updated with minor amendments to the status column for the validation and revalidations section.

Action: AQD

12.28   **Policies and Regulations for Approval**
Senate noted that in many instances documentation had already been scrutinised by QEC and endorsed for recommendation by Senate.

a)   **University Academic Framework and Assessment Regulations (Document SEN 12.26)**
The main changes being implemented had been extensively discussed by QEC and amendments made in the documentation accordingly. The document also refers to other policies, such as Mitigating Circumstances, that have recently been amended.

DMM representatives queried the level of optional modules at Level 5 as this might impact on some programmes in development in the School of Applied Management & Law. Senate noted that this aspect of the programme has not been amended. It was agreed that the Academic Dean DMM would discuss this with the relevant Head of School outside the meeting – to include the possible use of Pathways on affected programmes.
Action: DMM Academic Dean

Senate **approved** the regulatory document with effect from September 2012.

b) Programme Review & Enhancement (PRE) (Document SEN 12.27)

Senate noted that PRE and SURE (see (c) below) replaced the University's current Annual Review & Evaluation process document. The new processes were based on the principles agreed during the joint meeting of QEC-Senate on 10 May 2012. It was noted that the document has been discussed and endorsed by QEC.

Senate noted the need for particular attention to be placed on the identification of exceptions by Faculty for reporting. Guidelines have been provided within the document in respect of statistical exceptions to trigger a report. Processes have also been incorporated for identifying good practice which will be reported at School/Faculty Review Days.

The impact of the new process on student representatives was also discussed. Senate noted that direct feedback from student representatives was only one aspect of student feedback to be considered at module level and such feedback should be derived through existing mechanisms such as programme committees. Student feedback from other sources such as the interpretation of NSS scores should also be used.

Senate **approved** the process document for phased implementation with immediate effect and for full implementation in 2012-2013.

c) Strategic University Review & Evaluation (SURE) (Document SEN 12.28)

This document complements the Programme Review & Enhancement process (see (b) above) as a replacement for the University's current Annual Review & Evaluation process document. The document had been discussed by QEC and endorsed although questions remained as to the extent of Directorate reporting required by the University and identification of the University department responsible for completing the Student Achievement Report.

Senate **approved** the process document subject to the questions being considered.

Senate discussed Directorate reporting but considered that reports should focus on the student journey/student experience which would dictate the nature and level of reporting required. It was **agreed** to pilot the process within the Student Experience Directorate for the 2011-2012 exercise, while AQD would consolidate its existing reports into a Directorate report. Full implementation would follow for the 2012-2013 reporting exercise.
Action: Directors of Student Experience / Academic Quality

In respect of completion of the Student Achievement Report Senate **agreed** that responsibility would remain with Business Systems.

d) e-Submission, Marking and Feedback Policy (Document SEN 12.29)

It was noted that this document was not discussed at QEC, although the Chair noted the ongoing discussions in respect of e-submission (see Minute 12.26 above). The Policy is based on the current Phased Implementation Policy.

Senate discussed issues related to health and safety, permissible file formats, involvement of external examiners, training and use of Turnitin as an identifier for possible plagiarism.

A distinction was drawn between e-submission and e-marking/feedback. Senate **agreed** to focus on e-submission in the first instance recognising the University's aim for 100% submission of appropriate coursework by September 2012.

A distinction was also drawn between the policy document and supporting guidance notes which would be drawn up in due course. Senate **agreed** that the latter would include details of acceptable file formats and guidance for both staff and students recognising that these would be susceptible to regular updating without changing the underlying policy.

In respect of External Examiners, Senate noted that the University is in a transitory period. Current external examiners would be notified that the University is introducing e-

submission and *urged* to participate. Newly appointed external examiners would be *required* to moderate electronically where an assessment has been electronically marked (as per 15.8 of the new External Examiner's Handbook; see (e) below).

During the discussion concern remained over the ability for the University fully to engage with e-marking and feedback within the timescale especially due to both health and safety and resource implications. Wording of section 1 of the document was accepted as an aspiration/position statement; however, several parts of sections 2 and 3 would need revision. Senate **agreed** to defer further discussion on this item until amendments had been made to the sections identified following discussion at SMT.

Once revisions had been made in accordance with the intentions agreed during the meeting, the document would be recirculated to members.
Action: AQD

e) **External Examiners' Handbook (Document SEN 12.30)**
It was noted that the document had been discussed and endorsed at QEC. The handbook has been prepared in consultation with and mapped against the requirements of the UK Quality Code for Higher Education chapter on External Examining.

Senate **approved** the Handbook and associated forms for immediate implementation.

12.29 **External Examiner Nominations (Document SEN 12.31)**
Chair's Action had been taken since the previous meeting of Senate to approve new appointments, extensions and/or terminations to office and/or remit as follows:

Jon Weinbren
New appointment
FdA Animation and Visual Effects

Senate **endorsed** the appointment for a period of four years from 1 October 2011 to 30 September 2015.

John Miller
New appointment
MA Art and Design Practice (Design Practice route) / MA Furniture Design & Technology (one year only) / MA Printmaking (one year only)

Senate **endorsed** the appointment for a period of four years from 1 January 2012 to 31 December 2015.

Jocelyn Fiske
New appointment
BA (Hons) Advertising: Creative

Senate **endorsed** the appointment for a period of four years from 1 October 2011 to 30 September 2015.

John Gammon
Extension to remit
BSc (Hons) Health Care Practice / Recognising the Deteriorating Patient (Short Course) / BSc (Hons) Professional Nursing Studies

Senate **endorsed** the extension to remit until 30 September 2013.

Steve Jones
Extension to Term
Psychology awards

Senate **endorsed** the extension to term until 30 September 2013.

Monica Dowling
New appointment
BSc (Hons) / MSc Social Work

Senate **endorsed** the appointment for a period of four years from 1 January 2012 to 31 December 2015.

Bronwyn Betts
Extension to Term
MA Human Resources Management

Senate **endorsed** the extension to term to 30 September 2013.

Faisal Abdu'allah
New appointment
MA Art and Design (Art route) / MA Furniture Design & Technology (one year only) / MA Printmaking (one year only)

Senate **endorsed** the appointment for a period of four years from 1 January 2012 to 31 December 2015.

Richard Wyatt
Extension to Term
FdA Air Transport Management with Airline Pilot Training / BA (Hons) Air Transport with Commercial Pilot Training

Senate **endorsed** the extension to term until 30 September 2013.

Steve Shelley
Extension to Term
UG Business programmes

Senate **endorsed** the extension to term until 30 September 2013.

Sarah Whitfield
New appointment
FdA / BA (Hons) Musical Theatre

Senate **endorsed** the appointment for a period of four years from 1 October 2012 to 30 September 2016.

John Owen
New appointment
Product Design programme

Senate **endorsed** the appointment for a period of four years from 1 October 2012 to 30 September 2016.

George Rodostenous
New appointment
BA (Hons) Performing Arts

Senate **endorsed** the appointment for a period of four years from 1 September 2012 to 31 August 2016.

Kirstie Best
Extension to Term
UG Law programmes

Senate **endorsed** the extension to term until 30 September 2013.

Amy Croft
Extension to Term
UG Law programmes

Senate **endorsed** the extension to term until 30 September 2013.

The Director of Academic Quality noted that there were some nominees from the same institution being presented; however, AQD has investigated these instances and confirmed that nominees have been drawn from different subject areas.

12.30   **External Examiner Coverage (Document SEN 12.32)**
The report was received.

Senate noted that there were some areas where replacements were still needed which should be filled as soon as possible.

12.31   **Validation: Recommendation of awards for approval (Document SEN 12.33)**
Senate **endorsed** the recommendation of Validation Sub-groups as follows:

BA (Hons) Events & Festival Management (PT, FDL)
Decision: Approve with Conditions

Master's of Business Administration (American Intercontinental University London)
Decision: Approve with Conditions

MSc Applied Positive Psychology (PT)
PGDip Applied Positive Psychology (PT)
PGCert Applied Positive Psychology (PT)
Decision: Approve with Conditions

BA (Hons) Business Management (PT, FDL)
Decision: Approve with Conditions

BA (Hons) Furniture: Design and Make (FT, PT – OCVC)
Decision: Approve

FdA Furniture: Conservation, Restoration and Decorative Arts (FT, PT)
Decision: Approve with Conditions

Mentorship in Professional Practice Level 6 (PT)
Mentorship in Professional Practice Level 7 (PT)
Postgraduate Certificate in Education (Nurse Teacher) (PT)
Practice Teacher Award (PT)
MA Education (PT)
All Awards to be accredited by the Nursing and Midwifery Council (NMC)
Decision: Approve with Conditions

Master of Communications Management (PT, FDL e-learning)
Decision: Approve with Conditions

BA (Hons) Furniture (FT)
Decision: Approve

BEng (Hons) Mechanical Engineering Design (FT, PT)
Decision: Approve

MSc Specialist Community Public Health Nursing (PT)
MSc Specialist Community Public Health Nursing (PGDip Nursing Entry) (PT)
PGDip Specialist Community Public Health Nursing (PT)
BSc (Hons) Specialist Community Public Health Nursing (FT, PT)
MSc Community Health Care Nursing (District Nursing) (PT)
MSc Community Health Care Nursing (Community Children's Nursing) (PT)
MSc Community Health Care Nursing (PGDip Nursing Entry, Community Children's Nursing) (PT)
MSc Community Health Care Nursing (PGDip Nursing Entry, District Nursing) (PT)
PGDip Community Health Care Nursing (Community Children's Nursing) (PT)
PGDip Community Health Care Nursing (District Nursing) (PT)
BSc (Hons) Community Health Care Nursing (Community Children's Nursing) (FT, PT)
BSc (Hons) Community Health Care Nursing (District Nursing) (FT, PT)
Preparation for Nurse Prescribing (V100) (PT)
All Awards to be accredited by the Nursing and Midwifery Council (NMC)
Decision: Approve with Conditions

FdA Policing (FT)
Decision: Approve

The Director of Academic Quality noted that this is a larger list than normal as AQD has moved to approving validations directly by Senate rather than by Chair's Actions wherever possible.

Senate noted that a number of the programmes were approved with Conditions. It was noted that teams are currently working on meeting the requirements for Conditions which will be considered by the relevant Chairs of Sub-groups in due course. It was confirmed that no students would be admitted to a programme where Conditions have not formally been signed off.

12.32	**Extension of Validation of FD Business Management and FD Project Management (Document SEN 12.34/1)**

Senate **approved** the request to extend the validated period for both programmes by one year so that programmes could be revalidated alongside other UG programmes in 2012-2013.

12.33	**Extension of Validation of Graduate Diploma Psychology (Document SEN 12.34/2)**

Senate **approved** the request to extend the validated period for this programme by three years to align the programme to current UG programmes in Psychology.

It was noted that the course shares modules with UG psychology programmes and will be revalidated alongside these programmes in due course.

12.34	**Quality & Enhancement Committee 23 May 2012 (Document SEN 12.35)**

The Executive Summary was noted by Senate.

12.35	**Student Experience Committee 15 May 2012 (Document SEN 12.36)**

The Executive Summary was noted by Senate.

12.36	**Research Degrees Committee 16 May 2012 (Document SEN 12.37)**

The Executive Summary was noted by Senate.

12.37	**Equality and Diversity Committee 16 May 2012 (Document SEN 12.38)**

The Executive Summary was noted by Senate.

12.38	**Learning Services Board 22 May 2012 (Document SEN 12.39)**

The Executive Summary was noted by Senate.

12.39	**Research Ethics and Governance Committee 28 May 2012 (Document SEN 12.40)**

No Summary had been received.

12.40   **Reports from Faculties: Design, Media & Management (Document SEN 12.41)**
The Executive Summary was noted by Senate.

12.41   **Reports from Faculties: Society & Health (Document SEN 12.42)**
The Executive Summary was noted by Senate.

12.42   **Date of next meeting**
Joint Senate-QEC: 19 November 2012
Senate: 12 December 2012

Signed   ....   **Date**   ....

       Chair