

# Senate Meeting

## Minutes

**date:** 14 March 2012  
**time:** 1.30 p.m.  
**location:** G5.05, High Wycombe Campus

### 12.01 **Apologies for absence**

Apologies for absence were received and noted.

### 12.02 **Minutes of the last meeting – 7 December 2011**

The minutes were **accepted** as a true record and signed.

Notes from the joint QEC and Senate meetings of 30 November 2011 and 1 February 2012 had been circulated for information.

### 12.03 **Matters arising**

#### **a) Review of action sheet from 7 December 2011 (*Document SEN 12.01*)**

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

Senate was informed that Action 11.51 involving data collection for the Key Information Set (KIS) was ongoing. It was reported that out of 1200 modules, information for the KIS had been collected on 41 modules. It was agreed that communication about the importance of providing this data should be sent by Deans and Heads of Schools to Departmental Managers, course and module leaders.

**ACTION: HoS/Deans DMM/S&H**

### 12.04 **Chair's business**

#### **a) Chair's actions (*Document SEN 12.02*)**

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

Approval of change of award title from BA (Hons) Business and Entrepreneurship to BA (Hons) Business Enterprise

Approval of change of award title from MBA to Executive MBA and International MBA

Approval of change of award title from MSc Applied Audio Technology to MSc Sound Design

Approval of award title: MA Advertising (Full-Time)

Approval of Graduate Certificate Independent and Supplementary Nurse Prescribing – Taught Route (Part-Time)

Approval of award title Postgraduate Certificate Independent and Supplementary Nurse Prescribing – Taught Route (Part-Time)

Approval of award title Graduate Certificate Independent and Supplementary Nurse Prescribing – Blended Learning Route (Part-Time)

Approval of award title Postgraduate Certificate Independent and Supplementary Nurse Prescribing - Blended Learning Route (part-time)

Approval of award title BA (Hons) Security Consultancy (Part time)

The above awards had been approved by the Chairs of the QEC Validation Sub-groups following confirmation that conditions set had been met. Senate recommended that these be endorsed.

Approval of amendments to regulations for Pre Registration Nursing (2006 Curriculum)

Approval of minor amendments to formal document Mitigating Circumstances (2012)

Approval of minor amendments to Pre-Qualifying Nursing Regulations (2011 curriculum, BSc and PGDip Nursing)

Approval of the proposal to remove the standard Guided Learning Weeks from the University calendar from 2012-13 and for Schools to plan their academic year as proposed by the joint QEC/Senate meetings of 30 November 2011 and 1 February 2012.

Senate recommended that these be endorsed.

**b) Vice Chancellor's report to Senate (*Document SEN 12.03*)**

The Deputy Vice Chancellor commended the Vice Chancellor's report to the meeting.

**12.05 UK Quality Code for Higher Education – Consultation (*Document SEN12.04*)**

**Chapter B5: Student Engagement**

The Director of Academic Quality & Clerk to the Council introduced the Consultation document, and explained that the Quality Assurance Agency (QAA) was replacing the Academic Infrastructure with the new Quality Code for Higher Education. The consultation period on Chapter B5: Student Engagement was open until 18 April 2012, and discussion of the document was recommended.

The main points arising from the discussion were as follows:

- The perception was that the focus of student engagement was with full time undergraduate, when it should apply to all types of students
- Greater engagement should be sought with part time/distance learning/short course/postgraduate taught/research students whose response rate to the NSS is currently the lowest.
- The Student Union Representative informed Senate that a draft Student Engagement Strategy was being drafted and that a consultation day was to be organised, open to all academics, partners and students.
- It was agreed that the Director of Academic Quality & Clerk to the Council and the Director of Student Experience would liaise with the Student Union over the draft Strategy. It was also agreed that the Student Union Representative would circulate the draft Strategy document to Senate members in order for them to comment.

***ACTION: Director of Academic Quality & Clerk to the Council/Director of Student Experience/ Student Union Representative***

- The Academic Dean, DMM, drew attention to indicator 7 in Chapter B5, which stated 'Higher education providers, in partnership with their student body, monitor and review the effectiveness of student engagement in their quality systems' and recommended this be taken to QEC for further discussion.

***ACTION: Academic Dean, DMM***

- It was reported that a draft policy on responding to feedback from students was in preparation, and this would be circulated to Senate in its draft form.

***ACTION: Dean of Students, Programmes & Quality, S&H***

12.06

**Report and feedback on the phased implementation of e-submission, marking and feedback (*Document SEN12.05*)**

Senate had received an in-depth report based on responses from staff and students in focus groups and an on-line survey. In summary the responses were positive where e-submission had been piloted, although some refinements were still required to be made. It was also reported that in the responses from students as to their preference, 63% responded that they preferred e-submission.

Senate discussed the phased implementation of the electronic submission of coursework assignments by all students, considering all advantages and disadvantages of the introduction of such a system and focusing on the four main points raised in the report as follows:

**Health and safety:** Senate was informed that some markers found online marking difficult and were not able to read scripts on a computer screen easily due to monitors not supporting the portrait format of paper. The acquisition of two computer screens helped to ameliorate this to some degree, but this facility was not available to all. It was also accepted that more support was necessary to familiarise staff with online marking. It was suggested that the issues raised were ones of transition as staff became more used to the new way of working, and that revised assessment design could also provide a solution.

**Operating systems:** There was some confusion over what operating system was suitable for e-submission to work effectively and without major difficulties. It was proposed that IT should communicate details to staff and ensure that all new and existing computers had the correct browser installed. It was also agreed that a dedicated email account would be set up for assisting academics and students with submissions of work and that systematic guidance for students in submitting their work electronically would be provided. Concern had been expressed over potential penalising of students who had submitted incorrectly due to unfamiliarity with the process.

***ACTION: IT/Manager Open-4-Learning/Student Union Representative***

**Student anonymity:** Given some of the issues encountered at the internal moderation stage with students' work identified only by paper number, it was argued that the debate over anonymous marking should be reopened. However, the Student Union Representative was of the opinion that the regulation on anonymity should stand and that markers and moderators should not know the names of students. It was agreed that e-submission could cope with the requirement for anonymity, and that anonymous marking as a policy would require a wider debate.

**Internal and external moderation:** Some difficulties had been identified with the introduction of the revised internal and external moderation process for work submitted electronically, and the feedback would be used to streamline the process.

**Recommendation:** It was recommended to Senate that the University should require e-submission, marking and feedback to be the standard form of assessment submission from September 2012. It was accepted that this would be challenging, partly in technical terms but also in terms of having training and support for staff, but that the benefits would eventually outweigh the challenges.

Senate accepted the recommendation and agreed that the University's intention would be full implementation of e-submission, marking and feedback from September 2012, while recognising that there were still difficulties to be addressed. A revised implementation policy would be drafted and brought to Senate in June

2012.

**Action: AQD**

**12.07 Annual Review & Evaluation- AR&E (Document SEN12.05a)**

The progress report for Annual Review & Evaluation was discussed. QEC had agreed that module reports should be considered at appropriate examination boards, thus starting the process earlier with the intention of actions being taken in advance of the next academic year. The overall intention was to simplify the process, reduce duplication and reduce the levels of reporting. A joint QEC/Senate meeting would be held on 10 May 2012 to discuss revisions to the AR&E process.

**ACTION: Academic Dean, DMM**

**12.08 Policies and regulations for approval**

a) **Course Closure Policy (Document SEN12.06)**

It was reported that this document had been discussed at Senate on previous occasions. It had been referred to UCU who had proposed some alternative timings, and Senate's attention was drawn to these in Paragraph 9.1. After further discussion a revised timeline was agreed, and subject to this amendment, Senate approved the Policy for publication.

**ACTION: AQD**

b) **Revisions to Regulations: Common Academic Framework (Document SEN12.07)**

It was reported that the revisions had been discussed and agreed at QEC. The revised document was **endorsed** by Senate.

c) **Revisions to Regulations: Postgraduate Taught Awards (Document SEN12.08)**

It was reported that the revisions had been discussed and agreed at QEC. The revised document was **endorsed** by Senate.

**12.09 External Examiner Nominations (Document SEN12.09)**

Chair's action had been taken since the last meeting of Senate to approve new appointments and extensions to term of office and/or remit as follows:

**Laurence Orsini** New appointment  
BA (Hons) Spatial Design

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

**Jim Prime**  
Termination of appointment  
University of the West of Scotland  
BA (Hons) Audio & Music Production

Senate **endorsed** the termination of appointment

**Alison Wakefield**  
New appointment  
University of Portsmouth  
BA (Hons) Security Consultancy

Senate **endorsed** the appointment for a period of four years from 1 April 2012 until 31 March 2016

**Clive Turner**  
City College Norwich  
Extension to term  
BA (Hons) Professional Studies

Senate **endorsed** the extension until 30 September 2012

**Chris Cook**

University of Northampton

New appointment

DMS, MSc International Business, MSc International Accounting and Finance

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

**Russell Mason**

University of Surrey

New appointment

BA (Hons) Audio & Music Production

Senate **endorsed** the new appointment for a period of three years and seven months from 1 January 2012 until 31 August 2015

**Ian Arnott**

University of Northampton

New appointment

BA (Hons) Football Business & Finance; BA (Hons) Business & Marketing; BA (Hons) Business & Media

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

**Dorothy Fox**

Bournemouth University

New appointment

BA (Hons) Crowd Safety Management

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

**Hazel Messenger**

London Metropolitan University

New appointment

FD Business Management; FD Project Management

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

**Bryan Jones**

University of Central Lancashire

Extension to remit

Sports Management awards

Senate **endorsed** the extension until 30 September 2012

**Tim Savage**

University of Wales Institute

Extension to remit

Sports Management awards

Senate **endorsed** the extension until 30 September 2012

**Ian Jones**

Bournemouth University

New appointment

Certificate in Golf Club Management

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

- 12.10 External Examiner Coverage (*Document SEN12.10*)**  
 External examiners who had retired and been replaced as of September 2011 were reported to Senate and noted. Attention was drawn to the list of external examiners due to retire in September 2012.
- 12.11 Validation: recommendation of awards for approval (*Document SEN12.11*)**  
 Senate was informed of three new programmes of study which had been recommended for approval by the QEC Validation Sub Groups as follows:
- MB1BMT1 PGDip Business Management FT
  - BN2NUS1 BSc (Hons) Nursing Studies FT
  - DV1DES1 DipHE International Design FT
- Senate endorsed the Panels' recommendations to approve the awards.
- 12.12 Quality & Enhancement Committee 29 February 2012 (*Document SEN12.12*)**  
 The Executive Summary was noted by Senate.
- 12.13 Student Experience Committee 15 February 2012 (*Document SEN12.13*)**  
 The Executive Summary was noted by Senate.
- 12.14 Research Degrees Committee 23 February 2012 (*Document SEN12.14*)**  
 The Executive Summary was noted by Senate.
- 12.15 Equality & Diversity Committee 21 February 2012 (*Document SEN12.15*)**  
 The Executive Summary was noted by Senate.
- 12.16 Learning Services Board (LSB) 21 February 2012 (*Document SEN12.16*)**  
 The Director of Student Experience informed Senate of the discussion surrounding the lack of clarity as to the remit of the Learning Services Board. Concerns had been raised that it had lost three of the five forums that had originally reported to it, including the Learning Development Unit and the Flexible Distributed Learning Unit, although Library Services and the Careers Service still reported to the LSB. It was agreed that a proposed revised remit of the LSB should be presented to the next Senate.  
***ACTION: Director of Student Experience***
- 12.17 Reports from Faculties:**
- Design, Media & Management (*Document SEN12.17*)**  
 The Executive Summary was noted by Senate.
- 12.18 Society & Health (*Document SEN12.18*)**  
 The Executive Summary was noted by Senate.
- 12.19 RESERVED BUSINESS: Honorary Awards (*Document SEN12.19*)**  
 This paper was presented to and **endorsed** by Senate.
- 12.20 Date of next meeting**  
 Wednesday 6 June 2012

Signed

.....  
 Chair

Date

.....