

Minutes

Meeting title: Senate

Date: Wednesday 22 February 2017

Time: 2.15 pm

Location: The Senate Room, George Thomas Building, Highfield Campus

Present: The President and Vice-Chancellor – Professor Sir Christopher Snowden (*Chair of Senate*)
 Vice President (International) – Professor C Grant
 Vice President (Education) – Professor A Neill
 Vice President (Research and Enterprise) – Professor M Spearing (*took the Chair during minute 21*)
 Chief Operating Officer – Mr I Dunn

Professor J Anderson, Ms C Atkins, Ms A Baileff, Dr C Bailey, Ms C Barton, Dr S Brien, Dr L Brown, Professor J Bull, Dr M Chapman, Professor T Choudhry, Professor S Colley, Dr J Craig-Norton, Dr A Cullis, Dr A D’Amato, Dr A Darlington, Ms T Davies, Dr K Deinhardt, Mr J Dovey, Professor R Eason, Professor S Ennis, Professor C Evans, Professor J Falkingham, Professor M Gobbi, Dr L Grange, Mr E Grater*, Dr S Hayward, Professor J Holloway, Professor C Howls, Professor K Jones, Professor S Khakoo, Dr B Lwaleed, Professor T Leighton, Professor D McGhee, Professor R Mills, Professor K Morrison, Professor M Niranjani, Dr D Nicole, Mr D Oakley, Ms L Onaran, Dr O Parchment, Mr M Parry, Dr V Perisic, Dr J Pilgrim, Dr E Plum, Dr F Poletti, Professor C Pope, Dr J Price, Dr R Rauxloh, Professor P Reed, Dr C Rivas, Professor T Roose, Dr R Sanchez-Garcia, Ms J Savidge, Professor M Scott, Dr Y Sekhon, Professor D Simpson, Professor J Vickers, Dr L Wahlgren-Smith, Professor R Wood, Dr W Wood

* Members of Senate not present for the discussion of items on the restricted agenda.

By invitation Dr G Rider, Dr R Rivaz and Mr P Hollins – University Council Members
 Ms D Galpin – Research and Innovation Services

In attendance Mr L Abraham, Clerk to the University Council and Senate

Welcome

The Vice-Chancellor welcomed everyone to the meeting, in particular Vice President (International) Professor Colin Grant who was attending his first Senate since taking up his appointment and also to Dr Rider, Dr Rivaz and Mr Hollins, members of the University Council who were observing Senate.

16 Minutes

RESOLVED that the minutes of the last meeting of Senate, held on 23 November 2016, be confirmed as a correct record and signed.

17 Actions and Matters Arising

Senate was pleased to note that the Annual Report on the Operation of the University Quality Monitoring and Enhancement Framework had been approved by Council and submitted to HEFCE, that the Senate Nominating Committee had been constituted and would bring forward recommendations to the June

Senate and that gender profiling work of the academic community was ongoing and would be included within the annual diversity and equality report for 2017.

18 **President & Vice-Chancellor's Report**

Senate received an update report from the President & Vice Chancellor.

The President & Vice Chancellor highlighted the following:

- The Higher Education and Research Bill;
- Government confirmation of loans for EU students starting in 2017;
- The next REF – Stern Review;
- Points relevant from the Autumn Statement; and
- Outcome of the VC all staff and student meetings.

RESOLVED that the report be noted.

19 **President of the Students' Union's report**

Senate received an update report from the Students' Union.

Senate noted the key issues that were highlighted in the report; "proper break" survey, up coming elections, welfare and well-being, NSS and Academic Representation Review.

RESOLVED that the report be noted.

20 **Senate Question Time**

Prior to the meeting, the President & Vice Chancellor had received two questions which were given verbal responses as follows:

- (i) *Q: Does the university know how many staff that are EU citizens the University 'lost' since June 2016? After the Brexit vote you wrote a helpful email reassuring staff that they were welcomed and valued. What is the University's HR policy now in respect of BREXIT – how will we actively support our colleagues in through this process?*

A: There has been a slight increase in FTE numbers and also those who are on fixed terms contracts. HR set up a helpdesk for all staff offering advice including advice on those wishing to apply for UK residency.

- (ii) *Q: The Southampton Student Survey was queried and whether it had been approved by the University Ethics Committee that advises on all surveys. The timing of such surveys was also questioned.*

A: This issue of using the Ethics Committee does require review. Appropriate timings of survey release needs to also be factored in with surveys being appropriate to student programmes, both in terms of their content and timing.

21 **Senate Proposed New Terms of Reference**

Senate received a report by the Clerk to the University Council and Senate which presented to Senate for comment and approval a proposed new set of terms of reference which made up part of the new Charter, Statutes and Ordinances.

The Vice President (Education) outlined that a Senate Review Working Group made up of members of Senate had discussed new proposals and compared Senate Terms of Reference from peer institutions. The aim of the review was to remove much of the specific detail that had evolved into the terms of reference over a number of years, in order to broaden out the scope of Senate and focus it in more strategic academic areas. The opportunity was also taken to revisit the rules for and composition of membership. The Review Group had considered Senate's requirements and challenges of operation and detail when compared to fellow University Senates. Presented for comment was a terms of reference that was both more concise and less restrictive.

Members of Senate discussed the proposals within the report and highlighted the following:

- Whether the use of the term “academic affairs” covered the Senate remit sufficiently;
- The need for wider consultation with faculties and faculty management;
- The reduction of representatives of Professional Services would remove their voice from Senate. It was suggested that Professional Services representatives appreciated and welcomed their role on Senate;
- The removal of the levels from faculty representatives may result in an uneven and narrow spread of membership, however it was also argued that ensuring equal representation with vibrant elections was a responsibility of each faculty;
- Gender and university community equality represented within the membership as a whole should be protected.

Members of Senate showed strong support for the retention of level requirements within the membership elections. The Vice President (Education) undertook to amend the proposals with the Review Working Group in light of the comments and also asked for any further comments to be emailed to the Clerk for consideration. **ACTION: Clerk to the University Council and Senate**

RESOLVED that the report be noted.

22 **The Code of Conduct for Researchers and the Conflicts of Interest Policy**

Senate received a report from Research and Innovation Services which set out a revised Conflicts of Interest Policy and a draft Code of Conduct for Researchers for consideration and approval.

Members of Senate highlighted the importance of training and raising awareness of these policies and suggested that guidance should be included with all staff inductions. It was further suggested that straight forward web accessibility of the policy and associated documents and guidance should be investigated. **ACTION: Head of IP, Contracts and Policy - RIS**

RESOLVED that the revised Conflicts of Interest Policy and the draft Code of Conduct for Researchers be endorsed for finalising and adoption.

23 **Doctoral College Board**

Senate considered a report by the Director of the Doctoral College, which provided an update on the work of the Doctoral College.

Further information regarding special considerations, raised at the last meeting, was clarified.

RESOLVED that the report be noted.

24 **Student Discipline – Annual Report**

Senate considered a report by the Vice President (Research and Enterprise) which provided information regarding breaches of the University Discipline regulations that occurred in the Academic Year 2015-16. It was noted that breaches of academic discipline, such as plagiarism were dealt with, and reported on, under the University Academic Integrity Regulations. The University Discipline regulations required that the Secretary of the Committee of Discipline submit a summary, anonymised report on student discipline annually to Senate.

Senate noted that due to discipline policy being amended, the number of serious cases was seen to have increased. It was highlighted that additional support and guidance was required to assist those staff members who were involved in cases. **ACTION: Assistant Director – Student Services**

RESOLVED that the report be noted.

25 **Chair’s Actions**

RESOLVED that the Chair’s Actions regarding the Senate Nominating Committee be noted.

26 **Date of next meeting**

The next meeting of Senate was confirmed for Wednesday 21 June 2017.

Senate then moved to the restricted items on the agenda and the Student representatives left the meeting.

27 Annual Report from the Senate Appeals Committee

RESOLVED that the report be noted.

28 Termination of Enrolment – Non Payment of Tuition Fees

RESOLVED that the termination of candidates, as set out in the report be approved.

29 Recommendation for Academic Promotion

RESOLVED that the report be approved.

30 Recommendations for the Conferment of the Title of Emeritus Professor

RESOLVED that the report be approved.

The meeting concluded at 3.44pm