

# Minutes

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**Meeting title:** Senate

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**Date:** Wednesday 22 June 2016

**Time:** 2.15 pm

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**Location:** The Senate Room, George Thomas Building, Highfield campus

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**Present:** The President and Vice-Chancellor (*in the Chair*),  
Vice President (Education) - Professor A D Neill

Dr A D'Amato, Professor J W Anderson, Ms C Atkins (*Academic Registrar*), Dr L Armstrong, Professor Y Baatz, Dr D Baralle, Professor A Barney, Professor G Brambilla, Dr K Bull, Professor S Colley, Dr A Cullis, Dr A Darlington, Dr K Deinhardt, Mr I Dunn (*Chief Operating Officer*), Professor R W Eason, Dr N Evans, Dr T Ezard, Professor J Flynn, Professor J Frey, Dr N Gibbins, Dr L Grange, Dr H M Haitchi, Mr B Franklin\*, Dr A Hickman, Dr C Holmes, Professor N Hounsell, Mrs J Kelly, Professor T Leighton, Dr B Lwaleed, Dr J Madsen, Professor R Mills, Professor M Niranjana, Dr D Nicole, Mr D Oakley, Ms L Onaran, Mr M Parry, Ms N Passmore, Dr V Perisic, Mr B Price, Professor P Reed, Dr E Reid, Ms L Richard, Mr D Richardson\*, Professor S Roberts, Professor T Roose, Professor A Russell, Dr S Ryall, Ms J Savidge, Professor D Simpson, Dr E D'Souza, Ms I Stark, Dr E Swindle, Ms N Stecker-Doxat, Ms S Verma\*, Dr J Watson, Mr A Williams, Professor D Wilson, Professor T Wiseman and Professor R Wood.

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**By invitation** Dr V Korzeniowska

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**In attendance** Mr L Abraham

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

## Welcome

The Vice-Chancellor welcomed everyone to the meeting, in particular the new members of Senate who were attending their first meeting.

### 49 Obituaries

The Vice-Chancellor announced with regret the death of Johnathan Lau, a PhD student in the Faculty of Social, Human and Mathematical Sciences.

He asked members of Senate to stand for a minute's silence as a mark of respect.

### 50 Statement of Senate's Primary Responsibilities and delegated and related matters

Senate considered a report by the Academic Registrar which set out a number of changes to the Senate's Primary responsibilities document following changes made to the Universities Charter, Statutes and Ordinances.

RESOLVED that the amendments as set out in the appendix to the report be approved.

51 **Standing Orders**

Senate considered a report by the Academic Registrar which set out a number of changes to the Senate's Standing Orders following changes made to the Universities Charter, Statutes and Ordinances.

RESOLVED that the amendments presented in the report be approved.

52 **Minutes (unrestricted) of meeting held on 24 February 2016**

The members approved the unrestricted minutes of the meeting held on 24 February 2016 for signing by the President & Vice-Chancellor.

53 **Matters arising**

- (i) With regard to UEB summaries being published which was raised at the February meeting of Senate, the President & Vice Chancellor informed Senate that other means of communication were being trialed and that the UEB summaries would be published in the staff magazine "Connect". This was an attempt to seek a wider audience for the information and the new method would be kept under review.
- (ii) With regard to Student Discipline, a report was included for consideration on this agenda.
- (iii) With regard to the forthcoming Review of Senate, it was noted that the review would take into account the operation, membership and meeting agendas with a view to refocusing Senate on academic, rather than administrative matters.

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

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

The President & Vice Chancellor highlighted the following:

- The Education White Paper
- HEFCE Quality Assurance
- The EU Referendum
- Student Recruitment

RESOLVED that the report be noted.

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

Senate received an update report from the President of the Students' Union.

Senate noted the roll out of the recent rebranding of the Union. Senate also noted work which was continuing to help make improvements to the student experience, particularly for PGR students.

The President & Vice Chancellor thanked the outgoing Union President and sabbatical team for an excellent year.

RESOLVED that the report be noted.

56 **Senate question time**

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

- (i) *Q: How are we doing re PGT international over-reliance on China?*

A: Reliance on students from China is a factor in our recruitment. We are attempting to recruit PGT students from a range of countries around the world, although recruiting in this way does require assistance from global agencies which incurs costs. We are investigating new territories such as Africa and we have undertaken visits in order to discuss joint programmes. There isn't the demand for PGT places from other countries compared to China, but we are working on other parts of Asia from our base in Malaysia.

- (ii) *Q: As someone who works closely with industry I find that support for research and enterprise activities within the University (for example in negotiating contracts, setting up budgets) is severely lacking – despite the best efforts of many support staff on the ground. Does the Vice Chancellor recognise that this is an area where small improvements in our processes could deliver significant benefits?*

A: We are working towards new methods of operation within many areas of Professional Services, including RIS. It must be recognized that staff do make good effort in this area so it is our processes that must change. This is not entirely a Senate responsibility but rest assured this is being investigated. There are many factors involved and we will look to other institutions in our peer group to seek advice and best practice.

## 57 **HEFCE's Revised Operating Model for Quality Assessment**

Senate received a report by the Assistant Director (Quality and Standards) which informed Senate about HEFCE's revised operating model for quality assurance and the timetable for its introduction. The report also identified where action was required by the University.

HEFCE's new operating model established the requirements for new entrants to the Higher Education sector, arrangements for reviewing established providers and proposed a significant raft of changes to the QA landscape.

HEFCE intended to deliver a number of the activities itself; other activities would be delivered by external organisations, following a tendering process.

The immediate change which higher education providers would need to address concerned the additional quality-related assurances that governing bodies would be required to supply as part of the Annual Accountability Return in December 2016.

Senate also noted that while there was a period of stability immediately following the transition, more uncertainty would come in 2018 with the establishment of the new "Office for Students".

RESOLVED that

- (i) the high level content of the new quality assessment framework together with the implications for the University be noted; and
- (ii) the recommended approach to considering the additional quality-related assurances in the Annual Provider Review process be approved.

## 58 **Timetabling Policy**

Senate received a report by the Vice President (Education) which set out a new Timetabling Policy. Senate was reminded that the last review was undertaken in 2013 and that the latest review was triggered by a successful student recruitment round which put pressure upon both estate and staff resources.

Senate members made the following comments, which were noted:

- There needs to be care taken to ensure lecturers are not double booked
- More thought is needed on how we incorporate bank holidays in the timetable
- Circulation of the timetable is needed at the earliest opportunity to help both staff and students with caring responsibilities
- Travel time should be built into the timetable for students and any staff moving between sites

RESOLVED that the policy be approved for implementation in the 2016/17 academic year.

## 59 **Senate Review**

Senate considered a report by the President & Vice Chancellor which set out initial parameters for the forthcoming Senate Review encompassing membership, powers, relationships, meetings and future agendas. The report also outlined how the review group would be established and the intended scope. Earlier in the meeting under minute 53(iii) it was suggested that the make-up of management positions be included in the review.

RESOLVED that

(i) the proposal that the scope of the review should include the areas highlighted in section 2 of the report be approved;

(ii) it be noted that the group's recommendations will inform the drafting work on the University's Charter, Statutes and Ordinances which will be undertaken during the next academic year.

(iii) the group's intention to report its findings and recommendations for consideration to Senate at its meeting in November 2016 be noted.

**60 Constitutional Matters**

Senate received a report which set out the expected timetable for reviewing the University Charter, Statutes and Ordinances. In response to a Senate member enquiring as to the detail of the review, the President & Vice Chancellor reiterated that this report was merely to provide a timeline of when Senate could expect to be consulted on the changes.

RESOLVED that the report be noted.

**61 Academic Quality and Standards Committee**

Senate received reports from the meetings of the Academic Quality and Standards Committees that had been held since the last Senate. It was suggested that these report backs to Senate be made in a different way and that the Senate Review should consider how Senate and the Committee could be better aligned and engaged. The Vice President (Education) highlighted the various recommendations from the Committee which were agreed.

RESOLVED that

(i) the amendments to the Regulations Governing Student Discipline (Agendum 15, attached as appendix) be approved;

(ii) the amendments to the individual extracts from the Sections 4 and 5 of the University's Calendar which are circulated as Appendices 1 to 11 to Agendum 15.4 be approved; and

(iii) the discussions, and decisions, recorded in the reports from the meetings of the Academic Quality and Standards Committee held on 2 March 2016, 6 April 2016, 11 May 2016 and 1 June 2016, in particular the Higher Education Review, 2015, updated action plan and the Collaborative Provision Register be noted.

**62 Doctoral College Board: Report from the Director of the Doctoral College**

Senate received a report from the Doctoral College Board.

RESOLVED that the report be noted, in particular the Festival of Doctoral Research, and the plans regarding 'Postgraduates who teach'.

**63 Military Education Committee – Annual Report**

Senate received a report from the Chair of the Military Education Committee.

RESOLVED that the report be noted.

**64 Vice-Chancellor's actions as Chair of Senate**

Senate noted the Chair's Action taken by the President & Vice Chancellor to approve the name change of the Centre for Biological Sciences to 'Biological Sciences'. Council approval via Chair's action would be sought in order for The Ordinances to be revised in due course.

**65 Support Offered to Students**

Senate received a report from the Assistant Director of Student Services which responded to an action agreed at Senate on 24 February 2016 to provide a short summary of support available to students.

RESOLVED that the report be noted.

**66 Any Other Business**

The President & Vice-Chancellor thanked Ms Caroline Gamble who was retiring from the University after many years service to both the Senate and University Council. Ms Gamble's diligence and thorough organisation was praised and Senate members joined the President & Vice Chancellor in wishing her a long and happy retirement.

**67 Date of next meeting**

The President & Vice-Chancellor sought Senate's agreement to move the November meeting from 16 November to 23 November. Senate agreed.

The next meeting of Senate was confirmed as being held on Wednesday 23 November 2016.

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

**68 Minutes (restricted) of meeting held on 24 February 2016**

Senate members approved the restricted minutes of the meeting held on 24 February 2016 for signing by the President & Vice-Chancellor.

**69 President & Vice Chancellor's Restricted Report**

Senate noted that Chair's Action had been taken, and also by the Chair of Council, on behalf of Senate and Council to approve the award of the title of Honorary Professor on Sir Tim Berners-Lee in March 2016.

Senate also noted the appointment of the three Vice Presidents as follows:

Vice President (Education) – Professor Alex Neill

Vice President (Research and Enterprise) – Professor Mark Spearing

Vice President (Internationalisation) – Professor Colin Grant (joining the University on 1 September 2016)

**70 Emeritus Professors and Emeritus Fellows**

RESOLVED that the recommendations be supported and forwarded to Council.

**71 Academic Promotions Round 2015/16**

RESOLVED that the recommendations be supported and forwarded to Council.

**The meeting concluded at 3.36pm**