

# Minutes (unrestricted)

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**Meeting title:** Senate

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**Date:** Wednesday, 7 November 2012

**Time:** 2.15 pm

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

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**Present:** The Vice-Chancellor (*in the Chair*), Provost and Deputy Vice-Chancellor Wheeler, Pro Vice-Chancellor Neill, Pro Vice-Chancellor Nelson, Ms T Harrison (*Registrar*), Dr S ul-Alam, Ms M Baker, Dr A Barney, Dr P di Bari, Mr A Bees\*, Dr J Beswick, Professor H Biggs, Dr F Bishop, Professor S Brailsford, Dr G Brambilla, Dr M L Brown, Dr F Cagampang, Ms J Calvert, Dr M Carravetta, Dr Z Cole, Dr S Colley, Professor J Corner, Ms C Court, Professor A Curry, Dr S Curtis, Dr S Demain, Dr A R Drummond, Professor J Falkingham, Professor K Fox, Mr P Fraser-Mackenzie, Dr J Gammon, Dr A M Gravell, Dr L Green, Professor Dame Wendy Hall, Mr G Hayward, Professor G Hearn, Dr C Holmes, Professor J Howells, Dr C W Jackson, Dr E James, Dr N Jarrett, Ms R Jowett, Dr G Kinchin, Dr L Kraaijeveld, Dr P Langdon, Dr W Lawrence, Professor T G Leighton, Dr G Leydon, Dr R Lewis, Mr S Ling\*, Dr B MacArthur, Professor D P McGhee, Dr K Martinez, Professor R A Mills, Dr T Newman, Dr D Nicole, Professor J Petts, Dr R Polfreman, Professor C Pope, Professor A Richardson, Dr A Roghanian, Professor A Russell, Dr W B Sloan, Dr J Skidmore, Dr C Skylaris, Dr A Steele, Dr S Stevenage, Ms L Stobseth-Brown, Dr M Tan, Ms N Trengove\*, Dr J Tumblety, Dr S Wallach, Professor R Werner, Dr M Weal, Professor J Vickers, Mr P Ward\*, Mr S Watson\*, Professor N White, Dr Y Xiong and Mr E Zaluska

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**By invitation** Dr P Smith (Director of Education and Curriculum Innovation)

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**In attendance** The Chief Operating Officer, Director of Communications and Marketing and Ms C J Gamble

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(\* Member of Senate not present for the restricted items.)

## Welcome

The Vice-Chancellor welcomed everyone to the meeting, in particular the new members of Senate. He welcomed Dr Drummond, the Academic Registrar, who had taken up her post in July 2012, and Pro Vice-Chancellor Neill who had been appointed on 3 October 2012.

## 1 Obituaries

The Vice-Chancellor announced with regret the deaths of:

Ms Pilar Callaby, MPhil/PhD Psychology student: 4 July 2012;  
Mr Kaloyan Yordanov, MSc International Banking and Financial Studies; and  
Ms Tara Bradshaw, undergraduate, BA Philosophy: 16 September 2012.

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

## 2 Standing Orders

**Received** A copy of the Standing Orders for the academic session 2012/13, highlighting a proposed revision.

The Registrar explained the reason for the proposed amendment to Standing Order 1. Adding the word 'usually' would allow meetings of Senate to take place outside term time, if necessary.

She proposed that Standing Order 9 be amended to include the words 'The Registrar *or designated senior officer* shall be the Secretary of Senate' which would give the Registrar some scope to delegate her responsibilities, seeking a greater involvement of the new Academic Registrar in the affairs of the principal academic body.

**Resolved** That the proposed changes to Standing Order 1, detailed in the covering note, and to Standing Order 9 be approved.

### 3 **Statement of Primary Responsibilities and delegated and related matters**

**Received** A copy of the Statement of Primary Responsibilities and delegated and related matters for 2012/13.

The Vice-Chancellor invited Senators to note the Statement of Primary Responsibilities which set out the formal powers of Senate and areas of delegated responsibility. It was unchanged from the last academic session.

**Noted** The Statement of Primary Responsibilities and delegated and related matters for 2012/13.

### 4 **Senate membership**

**Received** A copy of the membership for the current academic year.

The Vice-Chancellor drew attention to the vacancies in categories (e) (representatives of academic staff) and (f) (representatives of research staff):

Under category (e), there was one vacancy in each of the Faculties of Engineering and the Environment and Physical and Applied Sciences; and under category (f) there was one vacancy each in the Faculties of Engineering and the Environment and Social and Human Sciences.

The Vice-Chancellor invited the Faculties to appoint representatives to the vacancies as soon as possible, and to inform Governance Services.

**Noted** The membership of Senate.

### 5 **Minutes of meeting held on 13 June 2012**

The Vice-Chancellor reported that the list of those present at the meeting had been revised to include Dr Tim Chown whose name had been omitted from the set of minutes on the SUSSED group site.

The members approved the minutes of the meeting held on 13 June 2012 for signing by the Vice-Chancellor.

### 6 **Matters arising**

#### 6.1 **Revisions to Ordinances: Part 7, Admission, Matriculation, Examination and Awards** (Minute 56)

The Vice-Chancellor reported that Council, at its meeting on 11 July 2012, had approved the revisions that had been necessary to Part 7 of the University's Ordinances.

#### 6.2 **Nominations Committee** (Minute 59)

The Vice-Chancellor confirmed that Council had approved the recommendations, brought forward by Senate, in respect of the appointment of Dame Valerie Strachan and Dr Gill Rider as Pro-Chancellors at its meeting on 11 July 2012. Dr Rider had also taken on the role of Chair of Council from 1 August 2012 for an initial three-year period.

## 7 Vice-Chancellor's report and University Executive Group (UEG) decision log

**Received** The Vice-Chancellor's report on recent activities, together with a list of actions and decisions taken after consultation with UEG since the meeting of Senate in June 2012.

The Vice-Chancellor drew attention to a number of the items in his report, including:

### *Rankings*

Competition was strong from universities around the world for higher rankings in the league tables.

### *National Student Survey (NSS) 2012 results*

Higher scores in all areas of the NSS had been achieved in 2012. Maximum satisfaction ratings had been recorded in four subject areas. Within the Russell Group the University had risen to ninth position in terms of student satisfaction. The Vice-Chancellor expressed his appreciation of the work by the academic community to achieve the improved results.

### *Chemistry incident*

The Vice-Chancellor thanked all those who had been involved in managing the incident in Chemistry following the diagnosis of higher than normal levels of heavy metals in a student. He thanked particularly members of staff in the academic unit who had had to deal with a variety of problems, not least of which was the closure of two buildings as a precautionary measure and the relocation of staff and students. The external review he had commissioned into laboratory safety had signalled favourable findings in respect of the current procedures, which confirmed the outcome of the internal investigation.

### *Council away days*

During the annual away day session the governing body had focused on four key areas: student recruitment and related financial matters, student support, the research landscape and the preparations for the Research Excellence Framework, and the international strategy and overseas initiatives.

### *University Executive Group (UEG) communication*

The Vice-Chancellor reminded Senators of his undertaking to make information on UEG business and discussions more easily accessible. A SharePoint site had recently been set up for this purpose. He encouraged Senators to visit the site. It was work in progress which would be developed over time.

[Post-meeting note: The SharePoint link is [https://sharepoint.soton.ac.uk/sites/ueg\\_updates/](https://sharepoint.soton.ac.uk/sites/ueg_updates/).]

### *Quality Assurance Agency (QAA) Institutional Review*

The Vice-Chancellor thanked everyone who had taken part in the recent QAA Institutional Review. It had been a very rigorous process which had exposed some shortcomings in the University's procedures for quality assurance and quality enhancement. Limited feedback had been received from the QAA about its initial findings and the institution would have to wait until the full draft report had been issued to understand fully the concerns of the review team, and to consider an appropriate response. This draft report was expected on 23 November 2012. A review of the quality assurance framework, and necessary improvements, agreed by Senate during the last academic session, would continue and be led by Pro Vice-Chancellor Neill and the Registrar. A report on the outcome of the Review, and the actions taken in response, would be provided at the next meeting of Senate, or sooner, if feasible.

### *Academic reward and recognition project*

Over the summer, discussions had been held with the local branch of the University and College Union on the proposals that had previously been presented to Senate. The Provost and Deputy Vice-Chancellor would report on the progress of the project at Senate's meeting in February 2013.

### *Merger of British Antarctic Survey and National Oceanography Centre Southampton*

The Minister of State for Universities and Science had announced in early November that the proposed merger of the British Antarctic Survey and the National Oceanography Centre Southampton would not go ahead.

### *Open Data Institute (ODI)*

The ODI had been established in Shoreditch with funding from the Technology Strategy Board of £10 m over a period of five years. It was co-directed by Professors Shadbolt and Sir Tim Berners-Lee. Initially, the ODI would incubate, nurture and mentor new businesses which used open data to create new products and business opportunities to help drive economic growth.

**Noted** The Vice-Chancellor's report and the decisions taken after consultation with the University Executive Group.

## 8 **Report from the President of the Students' Union**

**Received** A report from the President of the Students' Union on the Union's recent activities.

Mr Ling, the President of the Union, drew attention to the following items in his report:

### *Sabbatical plans and progress made against the Union's five-year Plan*

The Union's Council had approved the priorities for the seven sabbatical officers during their period of office. A recent assessment of the progress being made against the targets set in the five-year Plan indicated that approximately one-third of the work had been completed.

The President and the Vice-Chancellor had signed the annual agreement which set the framework for the way in which the Union and the University worked together.

### *Charity registration*

The Union's registration as a charity and a company limited by guarantee had been completed on 22 August 2012. (The University's Ordinances (Part 4) had been revised during the 2011-12 session in anticipation of the changes to the Union's status.)

### *Refurbishment*

The Bridge Bar had been renovated to create a more welcoming area where students, in particular postgraduates and international students, could meet, relax and enjoy a programme of entertainment. It was proving to be very popular.

### *National Student Survey*

The 2012 Survey had asked students for the first time to assess their Union. With students giving a satisfaction rating of 77 per cent, the Union was ranked the fifth highest in the Russell Group, and nineteenth nationally when comparisons were drawn.

### *Students in Free Enterprise (SIFE)*

The team of 130 students at Southampton ran social enterprises that benefited the local community and those in developing nations. Representatives of Southampton SIFE had been judged by a panel of UK business leaders as the best amongst its peers in the sector earlier in the year. It had gone on to represent the University and the UK in the SIFE world cup which had been held in Washington, USA, achieving a place in the semi-finals.

### *Raise and Give (RAG)*

The fund-raising events last year had secured over £65 k for donation to three charities, chosen by the Union, from a range of groups with a local, national or international focus. One from each area had been selected.

Concluding his report, Mr Ling invited Senators to let him know if there were particular issues or activities they would like to have information on in his next report.

**Noted** The report from the President of the Students' Union and the invitation to Senators to inform the President of any matters they would like to have included in his reports.

## 9 Senate question time

The Vice-Chancellor explained the purpose of the question time session, which he had introduced over a year ago, to stimulate debate and discussion on issues which fell under Senate's remit and on topical academic matters. For the benefit of the new Senators, he outlined the process for lodging questions and relaying answers.

The Vice-Chancellor reported that he had received three questions, two of which concerned student numbers – UK and international – which were addressed in the paper on the review of recruitment, presented under Agendum 11. The third question asked what the forecast student numbers were for the University's Malaysian campus next year. He reported that, for 2013/14, the target figures were: 63 Mechanical Engineering students, and 52 Electrical Engineering students. He added that once the required licence to educate overseas students in Malaysia had been received, it would open up the market of potential students to the University.

In response to a question from the floor about the possible effect of the University's rankings in the league tables, and the growing significance on the international stage of Asian universities on the recruitment prospects for the Malaysian campus, the Vice-Chancellor commented that, although it was difficult to forecast the direct consequences, it was likely that by building on the institution's presence overseas its reputation would be strengthened in South East Asia.

Professor Hearn described a number of problems related to timetabling and the capping of options which he had encountered in Ship Science. The Vice-Chancellor said that he was not in position to respond to the details raised in the questions posed by Professor Hearn and asked if he could take the matter on notice and answer the questions after the meeting, reporting to Professor Hearn directly and to members of Senate. The matter highlighted was about the quality of information provided, and the links between the timetabling process, student numbers and the size of available teaching rooms.

**Noted** The answers given during Senate question time and the Vice-Chancellor's undertaking to respond to, and report back on, the query about timetabling.

## 10 Overview and update on strategic projects related to the student experience

**Received** A presentation from Pro Vice-Chancellor Neill on the strategic projects related to the student experience.

Professor Neill presented his overview under the following headings:

### *Streamline the framework for quality assurance and enhancement*

The aspects of the framework that had been singled out during the QAA Institutional Review would be addressed first, after which the entire framework would be tested for robustness and effectiveness. It was expected that the initial stages of the work would be completed by December 2012.

### *Provide prospective students with timely, accurate and consistent information*

This was an area that was currently being monitored. A single source of information should provide the basis from which all the details for different programmes should be drawn. Some steps had already been taken to make sure that information provided in the public domain was accurate and up to date.

### *Develop a credit accumulation model of education, and move towards Grade Point Average system*

Professor Neill reminded Senators of the earlier report on GPA in November 2011 and the decision to explore the various options. The subject of GPA systems was currently under discussion by the Russell Group and the University's thinking on the matter should be informed by that debate. Regarding a major/minor model and how it related to GPA, Professor Neill stated that he wished first to refine his ideas on the range of proposals that might be brought forward for discussion.

The Vice-Chancellor commented that the underlying driver was to attract talented students by offering them depth of study and opportunities to be involved in selecting elements of their education.

In response to a comment about the English language requirements for international postgraduates in Engineering subjects, Professor Curry recognized that it would be timely to examine whether the current standards were adequate for those subjects.

*Implement a fixed timetable and online module choice*

The work in both of these areas was continuing. Professor Neill confirmed that the timing of making online module choice available and offering flexibility of choice would be considered.

*Deliver meaningful choice and flexibility to our students*

20 curriculum innovation modules were now available in the main menu of choice. Over 700 students had enrolled, and a further 300 were taking language modules. The next phase of curriculum innovation was under development for 2013/14, and a call for interest would be issued in due course. Support and help were also offered to the participating academic groups. Professor Neill acknowledged that across the University members of the academic staff should be better informed about the detail of the programme and how it could be integrated within an undergraduate's degree studies.

*A greater diversity of e-learning and blended learning*

Professor Neill intended to update Senate during the year on the exciting initiatives being developed by the Centre for Innovation and Technology in Education (CITE).

*Improve the experience of online assessment*

A pilot had been carried out and the results were being studied. It was pointed out that currently it was not possible for students to complete online assessments from the Halls of Residence. Professor Neill confirmed that he was aware of the limitations and stated that it was one of the matters to be addressed.

*Employability-related activity*

A considerable amount of work had been or was in the process of being carried out. Professor Neill would report back to Senate later in the year.

The Registrar updated Senators on the 'Knowing Our Students' framework whose aim was to develop a more coherent and consistent approach to the evaluation of the student experience. The framework drew on previous work in the area of the evaluation of student satisfaction and engagement. Its five elements were: institutional level evaluation, internally and externally driven, module evaluation, campaigning and communicating, and student data. During 2012 the focus had been on external surveys and supporting the module evaluation pilot. She hoped that an extended pilot would run in the Spring, with a roll-out across the institution in September 2013. The data from the iBarometer survey had been shared with the Faculties. The University Executive Group would discuss the outcomes of the surveys of undergraduate and postgraduate taught students and consider what action might be needed.

The National Student Survey for 2013 would commence on 14 January 2013. Within the University, a campaign would be set up to support it.

The Southampton Welcome project had been successful, achieving its objectives across a range of areas from improving the management of queues in the Student Services Centre during the start of term to enhancing the quality of information circulated to students. She thanked all of those who had been involved in the project for their hard work.

The Vice-Chancellor thanked Pro Vice Chancellor Neill for his presentation.

**Noted** The content of the presentation and the comments and points made during discussion.

11 **Recruitment and admissions: update and overview**

**Received** A report, dated 7 November 2012, from the Vice-Chancellor, which reviewed the University's recruitment and admissions figures for 2012/13, setting them in the context of the changes that had been introduced during the year in respect of the funding arrangements and the permitted levels of student recruitment.

The Vice-Chancellor summarized the report, focusing on the current year's recruitment, the reasons for the shortfall in numbers, and the actions that would be taken to improve the position for 2013/14 onwards. He concluded that it would be incorrect to suggest that the fall in student numbers had been caused solely by the recent changes to the sector as a result of Government policy. The workshop held

on 30 October 2012, referred to in his report, had explored the range of factors that were considered to have influenced recruitment, and had debated what the best responses should be. These included changes to: marketing, improvements to the recruitment and admissions processes, and better coordination across the University.

A number of points were raised in discussion, including:

- Had recent press coverage about the activities of overseas agents in China affected the University's recruitment of international students? The Vice-Chancellor stated that action had been taken immediately to suspend the relationship with the agency concerned and to correct the inaccurate report that agents were authorized to make offers of places. He was not aware that this had damaged the recruitment of international students. The latest information showed that enquiries from overseas remained at levels one would consider to be healthy.
- Initiatives to grow the pool of suitable candidates in areas where the University was strong should be targeting potential students at a younger age, before they reached 16.
- The involvement of student ambassadors had proved to be successful. Would it be possible to extend the scheme to encourage international students to offer placements to future graduates? The Vice-Chancellor commented that it was planned to introduce the scheme more widely in the future.
- Responding to the comments about making the University's website easier to use and more interesting to read, the Vice-Chancellor said that it was under review. He encouraged Senators to send any specific ideas for its improvement to Mr Peatfield, the Director of Communications and Marketing.
- It would be worthwhile considering making a selection of teaching materials available via the University's website to help promote recruitment. The Vice-Chancellor said that there were a number of initiatives under consideration.

The needs of staff should not be overlooked. The research section of the University's website should be enhanced to promote the impact of the range of research activities undertaken. Pro Vice-Chancellor Nelson confirmed that the matter had been flagged up and was in hand.

- A review of the success of the recent Welcome project might provide additional ideas in respect of recruitment activities.

The Vice-Chancellor thanked everyone for their contributions to the discussion. Pro Vice-Chancellor Neill and the Registrar were leading on managing student recruitment and would report progress to Senate.

**Noted** The report from the Vice-Chancellor, listing *inter alia* the actions that would be taken during the year, and the suggestions made during discussion which would be considered further in due course.

## 12 University Programme Committee

### 12.1 Report from the meeting held on 17 October 2012

**Received** A report from the meeting of the University Programme Committee, held on 17 November 2012, presented by the Chair of the Committee, Professor Curry.

Professor Curry drew attention to a number of the items in the report:

#### *Procedures for handling illegible examination scripts*

A policy on the handling of illegible examination scripts had been approved by the Committee. A small fee would be charged for any papers that had to be transcribed after the examination. Separate arrangements would be made for those for whom special examination arrangements were made or where special considerations applied.

*Joint and dual doctorates with collaborative partners*

The Quality, Standards and Accreditation Team had been invited to present more detailed information to the Committee on approaches taken by other institutions in the sector to offering dual doctorates. (The University offered joint doctorates.)

*Policy for approval of Articulation Agreements*

Further work would be done on the policy for the consideration and approval of Articulation Agreements.

*Policy on proofreading examination papers*

The Committee had agreed that the draft policy on proofreading examinations papers should state that the paper should be proofread in hard copy by an academic member of staff who had not set the question(s). It had also been agreed that, in terms of good practice, the external examiners should be sent copies of examination papers from the past two years, where appropriate, for reference purposes. The Associate Deans (Education and Student Experience) would be invited to comment on the draft before it was circulated.

*Marking deadlines and marks release date*

Professor Curry gave the background to the matter and the discussions that had been held last year with all those involved, and again this year in September with the Associate Deans. The Committee had supported the option of moving the dates back for the release of marks by one week to 21 June for finalists and to 28 June for continuing students. Professor Curry stated that she had sought the Vice-Chancellor's approval of the decision because of the urgency of the matter. She understood that two Faculties were exercised by the decision and she apologized for the additional work that would be required, informing students and external examiners of the changes. She emphasized that it was not intended that the practice of external examiners' meeting students be disrupted. The Faculties could set the dates of examination boards to suit their arrangements. However, the release dates for the marks was set for all students, as supported by the Students' Union. This arrangement was in place for this year. In parallel, a review of the academic year would be undertaken which would look at the wider issues about forms of assessment and size of the student cohorts. This had been highlighted by the Registrar at Senate's meeting in June 2012.

**Resolved** The discussions, and decisions, recorded in the report from the meeting of the University Programme Committee be noted.

**12.2 Progression data analysis**

**Received** A report setting out a high level analysis of continuation, progression and qualification trends, based on information provided in the Learning and Teaching Enhancement Review and Action Plan (LTERAP) databooks, presented by the Academic Registrar.

Dr Drummond stated that the LTERAP databooks could be interrogated with a new management tool, Qlikview, which would be available to Faculties. The introductory section set out a series of questions about the data on which Faculties could reflect. She explained that there would be a stronger focus on such information in the future when it would be presented via the University Programme Committee.

**Noted** The analysis of LTERAP data which in future would form part of the University Programme Committee's report to Senate.

**13 Annual report from Senate Appeals Committee**

**Received** The annual report from the Senate Appeals Committee on the number of appeals considered during the year 2011/12.

The Vice-Chancellor highlighted the concluding statement in the report regarding the fall in the number of cases that had been submitted, and progressing to a hearing, compared with the previous academic

session. It was likely that improvements had been made in the way that cases were handled during the earlier stages of the process.

**Noted** The annual report from the Senate Appeals Committee.

## 14 Senate Nominating Committee

### 14.1 Report on recent selection process

**Received** A report from the Senate Nominating Committee on the selection process which had been put in train in June 2012 to find two Senators to serve on the Council, the University's governing body.

Professor Russell presented the report which sought Senators' views on three questions that had arisen during the latest selection process:

#### *Encouraging a greater number of candidates*

Senators were invited to forward their views on how the Committee should approach encouraging members to put themselves forward for selection to serve on the Council. It was emphasized that if selected, members did not represent Senate or a Faculty, but served as full members of Council as individuals.

It was suggested that, although information was made available about the governing body, more thought should be given to how it was presented and conveyed to Senators.

#### *Periods of office*

Professor Russell explained that an individual's term on Senate and Council might not be coterminous. There were two suggested solutions either: create a new category of membership on Senate or adjust the period of membership on Senate of those individuals selected to serve on the governing body, if necessary, to bring it in line with their membership on Council.

It was agreed that the second option be supported.

#### *Additional stage in the process*

It had been questioned whether the appointing process should be revised to include another stage of deliberation, in particular, that the Nominating Committee should seek comments on the candidate's skills set and attributes from his/her Head of academic unit or Dean of Faculty.

There was no support for introducing another stage to the process, and that it should remain unchanged.

- Resolved**
- (i) That Senators should forward their views to Governance Services on how future Nominating Committees might encourage Senators to apply for selection.
  - (ii) That individuals selected in future to serve on Council should have their period of membership on Senate adjusted, if necessary, to bring it in line with membership on Council.
  - (iii) That there should be no change to the selection process.

**Noted** The appointments of Professor McGhee and Professor Vickers to the Council for a three-year period, as approved by the Vice-Chancellor who had taken Chair's action on behalf of Senate in August 2012.

### 14.2 Selection of Senate Nominating Committee members for 2012/13

The Vice-Chancellor invited Senators to put themselves forward to form a Nominating Committee for the year to deal with any casual vacancies which might arise in the Senate membership on Council. The aim was to select individuals from a range of academic disciplines and arrive at a balance of genders. The invitation was open to the current members of the Committee.

**Resolved** That members of Senate should inform the Vice-Chancellor or Governance Services of their willingness to become a member of the Nominating Committee for the year.

**15 Vice-Chancellor's action(s) as Chair of Senate**

The Vice-Chancellor reported that since the June 2012 meeting of Senate he had taken Chair's action in the following matters, approving:

- Revisions to the Progression Regulations:
  - Regulations and Definitions Applying to Progression for all Credit-Bearing Programmes;
  - Progression Determination and Classification of Results: Undergraduate and Integrated Master's Programmes; and
  - Progression Determination and Classification of Results: Standalone Master's Programmes.
- The Regulations for the Mayflower Scholarships;
- Amendments to the Credit Accumulation and Transfer Scheme and the Regulations for the degree of Doctor of Philosophy awarded jointly with another institution; and
- Minor amendments to the Regulations Governing Student Complaints and the Regulations Governing Academic Appeals by Students.

**16 Annual report from Senate to Council**

**Received** A report, presented by the Registrar, which summarized the work of Senate during the 2011/12 session.

The Vice-Chancellor reminded members that the annual overview supplemented the regular reports that were provided during the year to Council which contained all of the procedural matters that required approval, in addition to relaying the debates on academic matters and discussions on the areas of activity that fell within the portfolios of the Pro Vice-Chancellors.

**Resolved** That the annual report for the academic session 2011/12 be approved and submitted to Council for consideration at its meeting on 21 November 2012.

**17 Date of next meeting**

The Vice-Chancellor confirmed the date of the next scheduled meeting of Senate: 27 February 2013.

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