

# Minutes (unrestricted)

**Meeting title:** Senate

**Date:** Wednesday, 19 June 2013

**Time:** 2.15 pm

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

**Present:** The Vice-Chancellor (*in the Chair*), Provost and Deputy Vice-Chancellor Wheeler, Pro Vice-Chancellor Neill, Pro Vice-Chancellor Nelson, Pro Vice-Chancellor Spearing, Ms T Harrison (*Registrar*), Dr P di Bari, Dr A Barney, Mr A Bees\*, Dr F Bishop, Dr G Brambilla, Dr M L Brown, Dr F Cagampang, Ms J Calvert, Dr M Carravetta, Dr A Channon, Dr T Chown, Professor S Cox, Dr S Demain, Dr A M Drummond, Mr P Fraser-Mackenzie, Professor D P McGhee, Dr J Gammon, Mr P Gibbs, Dr M Gobbi, Professor Dame Wendy Hall, Dr C W Jackson, Dr N Jarrett, Dr L Kraaijeveld, Mr S Ling\*, Professor K Martinez, Dr C Metcalf, Professor R Mills, Dr L Myers, Dr D Nicole, Dr K Owens, Ms N Passmore (*vice Ms C Court*), Professor C Pope, Professor A Richardson, Professor V Sassone, Dr C Skylaris, Dr W B Sloan, Professor P G R Smith, Dr C Stephens, Dr S Stevenage, Dr J Teeling, Dr J Tumblety, Professor J A Vickers, Ms K Walker, Mr S Watson\*, Dr S Watt, Dr M Weal, Dr J Wright, Dr Y Xiong and Mr E Zaluska

**By invitation** Dr E Quince (for item 12.4) and Mr D Gilani\*, President-elect of the Students' Union

**In attendance** The Chief Operating Officer and Ms C J Gamble

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

The Vice-Chancellor welcomed everyone to the meeting, in particular Mr Gilani who, as President-elect of the Students' Union, had been invited to attend the meeting.

## **Presentation: International update**

Pro Vice-Chancellor Mark Spearing presented an overview of the updated International Strategy and the recent activities and developments abroad, focusing on:

- The key objectives of the International Strategy and the revised Strategy map, looking in detail at the principles of, and plans for, student exchange.
- Some of the metrics used for assessing the depth and scope of international activity, such as the level of research income from outside the European Union, the number of publications with international co-authorships, and the recruitment of staff and students from abroad.

During discussion on the range of nationalities presented across University staff, it was observed that nationality did not necessarily indicate the level of diversity or ethnicity within the institution.

- A selection of outstanding events from the many that had taken place during the year which included the formal opening of the University of Southampton Malaysia Campus (USMC), the partnership with Dalian Polytechnic University, established in 2011, the participation in major delegations, and the work which concentrated on building and strengthening relationships with institutions overseas.

Regarding the plans for USMC, Pro Vice-Chancellor Spearing explained the options for the second stage of development of the campus and what programmes might be offered.

Concluding his presentation, Pro Vice-Chancellor Spearing outlined the priorities for the next academic year, the risks which had been identified which might prevent the University from achieving its ambition, and some personal reflections on the international dimension of the sector and its importance to the University.

The Vice-Chancellor thanked Professor Spearing for the informative and detailed overview.

[The slides are available to members of Senate on the SUSSED group site.]

#### 44 **Minutes of meeting held on 27 February 2013**

The members approved the revised minutes of the meeting held on 27 February 2013 for signing by the Vice-Chancellor.

#### 45 **Matters arising**

##### 45.1 **Monitoring of attendance** (Minute 32)

The Academic Registrar summarized the progress made by the project set up to introduce attendance monitoring systems where a combination of physical and computer-linked checks were used to comply with UK Border Agency requirements and also to provide Faculties, in the longer term, with information to help them support all students who might be experiencing difficulties with their academic studies. That aspect of the work would be taken forward in partnership with the Students' Union.

##### 45.2 **Changes to names of academic groupings, creation of a new Institute and amendments to Ordinances (Part 2)** (Minute 34)

The Vice-Chancellor reported that Council, at its meeting on 15 March 2013, had approved the proposals to change the name of the Faculty of Physical and Applied Sciences to the 'Faculty of Physical Sciences and Engineering', the change of name of the academic group Mathematics to 'Mathematical Sciences', and the creation of the 'Zepler Institute'. The governing body had also approved the amendments to the University's Ordinances which were necessary as a result of these title changes.

##### 45.3 **Student discipline: Annual Report** (Minute 36)

On the subject of academic integrity which had been raised at Senate's meeting in February 2013, the Academic Registrar informed Senators that a report would be presented during the early part of the next session on the work that had been undertaken in her Department to draw up guidance, and to provide support and training in this area for staff.

#### 46 **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 February 2013.

The Vice-Chancellor highlighted a number of the items in his report, including:

- The Quality Assurance Agency (QAA) had upheld the University's appeal of the findings of the Institutional Review which had been conducted in October 2012. The Review and its findings had been set aside in their entirety. The Vice-Chancellor reported that he was in discussion with the QAA about the timing of a new Review which should take account of the introduction of the new Quality Monitoring and Enhancement framework.
- Over the last few months, the business planning and budget setting exercise for 2013/14 had presented challenges as a result of the institution's lower than expected student recruitment and related income in 2012. The academic community and the support staff in Professional Services had undertaken a great deal of work during the year to improve the recruitment activities.

The development of the University's Strategy was being aligned with the business planning process. The Vice-Chancellor planned to present a full report at Senate's meeting at the start of the next academic year on the work being undertaken to recalibrate the Strategy to reflect the changes taking place in the sector.

- The results from the survey of staff in 2012 had been used to draw up a list of actions to improve many aspects of the working environment and related areas. The survey would be run again during 2013/14.
- The University was awaiting a response from the Office for Fair Access to the draft Agreement it had recently submitted. The draft Agreement proposed reducing the previous level of fee waivers offered and channelling resources instead into more direct outreach activities and developing the educational and social facilities for all students. This strategy had the full support of the Students' Union.
- In May 2013 the UK Border Agency had renewed the University's Tier 4 Sponsor Licence and Highly Trusted Sponsor status.
- The University Executive Group (UEG) had held preliminary discussions about the desirability of designating a new title of 'Associate Pro Vice-Chancellor' to a small number of individuals who held significant cross-University responsibilities, reporting to a PVC. Senate would be kept informed of the outcome of the discussions.
- Following consideration by UEG of plans for the development of the Winchester School of Art, it had been agreed that a baseline review of the School's operations would be carried out in the Autumn, led by the Director of Planning and Strategy. The review would help assess the potential impact of the proposals that had been drawn up.
- The Vice-Chancellor paid tribute to the role Pro Vice-Chancellor Phil Nelson had played in the setting up of Science and Engineering South (SES-5), a formal partnership with the Universities of Cambridge and Oxford, and Imperial College and University College London to share research facilities and to share explore new ideas through collaboration.
- The Vice-Chancellor was delighted to announce the recipients of awards and new appointments: Professor Sir Tim Berners-Lee, Professor David Richardson, Dr Nicholas Harvey and Professor Neil Wrigley. He also drew attention to the recent knighthood of Professor Nigel Shadbolt for services to science and engineering which had been announced in the Queen's Birthday Honours List.
- From the UEG decision log, the Vice-Chancellor highlighted the item on student recruitment (D097) which set out the additional measures which would be put in place to maximize the University's activities in this area.

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

**47      Report from the President of the Students' Union**

**Received**              A report from the President of the Students' Union on the Union's recent activities, dated June 2013.

Mr Ling, the President of the Union, and Mr Watson, Vice-President, Academic Affairs reported on the following items:

- The partnership with a local recovery college.
- The change in the legal status of the Union which had been incorporated as a company limited by guarantee with registered charitable status. A new Memorandum and Articles of Association had replaced the Laws of the Union.
- The success of the Students in Free Enterprise (SIFE) team in the national competitions.
- The Academic Student Representation Policy which was presented to Senate for approval under Agendum 12.4. [See minute 52.4 below.]
- The Union's 'Excellence in Teaching' awards which had been presented at a formal event on 2 May 2013. Over 670 nominations across the different categories had been received. Mr Watson thanked all the members of staff who had participated in the initiative.

On behalf of Senators, the Vice-Chancellor thanked Mr Ling and Mr Watson for their leadership of the Students' Union over the last two years during which they had worked energetically and productively on behalf of the student community. He wished them well in their chosen careers.

**Noted** The report from the President of the Students' Union.

**Resolved** That Senate record its thanks to the outgoing President of the Students' Union and the Vice-President, Academic Affairs.

48 **Senate question time**

Professor Vickers commented that he welcomed the proposed amendment to the University's OFFA Agreement (Agendum 4) which moved the focus of support from fee waivers to bursaries, among other things. It would be important to continue to monitor the extent to which the recruitment of undergraduates was affected by the increase in tuition fees so that the University was able to track how many people cited financial reasons for not choosing to enter higher education. The Vice-Chancellor responded that the amendments had been drawn up after lengthy discussions with students about what factors influenced their decisions when considering higher education. What had emerged was that many were concerned about having sufficient resources to support them during their studies. The University would continue to monitor the position.

Responding to a question about the training in place for managers who were expected to conduct Personal Performance and Development Reviews, the Provost and Deputy Vice-Chancellor stated that one of the work streams set up under the Academic Reward and Recognition project had brought together a series of proposals which included the training of appraisers and appraisees. These would be implemented during the coming academic year.

Pro Vice-Chancellor Neill announced that a SUSSED open group site had been set up to hold copies of the papers that the University Programme Committee (UPC) discussed. It would also carry copies of the minutes of UPC meetings once the Committee had agreed they could be circulated, along with the papers, to a wider audience. The site was open to members of staff and students. A short item about the site, and how it worked, would be posted on *Noticeboard* in due course.

**Noted** The questions raised and the answers given during Senate question time.

49 **Report from the Pro Vice-Chancellor (Education)**

**Received** A report, dated 13 June 2013, from Pro Vice-Chancellor Alex Neill on a range of educational matters, including Curriculum Innovation, Massive Open Online Courses, Grade Point Average models and the Quality Monitoring and Enhancement framework.

Pro Vice-Chancellor Neill drew attention to:

*Curriculum innovation*

During 2012/13 close to 1600 students had taken one of the Curriculum Innovation commissioned modules. Early indications for the following year suggested that a greater number of students were interested in studying a module outside of their chosen discipline. From 2013/14 students would also be able to follow a specified selection of modules which would combine to form a coherent 'minor' subject. He invited Senators to visit the web page to read the detail of the proposals:  
<http://www.southampton.ac.uk/majorminor>.

*Massive Open Online Courses (MOOCs)*

Pro Vice-Chancellor Neill explained that the eight 'mini-MOOCs' could be described as taster courses, running over a period of two to three weeks. One of the full, six-week MOOCs would be based on the Portus Project in Archaeology. It would be developed to run in early 2014, to coincide with the Portus Field School.

*Grade Point Average (GPA) model*

The Higher Education Academy had been invited to facilitate a national debate on assessment and a potential move to a GPA model. The University had indicated that it wished to be involved in the initial soundings process before the wider debate commenced.

*Quality Monitoring and Enhancement (QME) framework review*

Pro Vice-Chancellor Neill summarized the progress that had been made revising the QME framework. The intention to carry out the review had been reported to Senate during the previous academic session, and regular reports had been presented to Senate during the course of last year and 2012/13. He thanked all those who had been involved in the process, in particular the Associate Deans (Education), the Academic Registrar and colleagues in Student and Academic Administration. The implementation phase would follow during which the continuing support of academic and Professional Services staff remained vital.

**Noted** The content of the report from Pro Vice-Chancellor Neill.

50 **Academic Reward and Recognition project: proposals**

**Received** A presentation, given by the Provost and Deputy Vice-Chancellor, which updated members of Senate on the progress made by the various groups set up under the Academic Reward and Recognition project.

A report entitled, 'Changes in academic titles including the introduction of the Associate Professor title', dated 11 June 2013, which was presented by the Provost and Deputy Vice-Chancellor.

The Provost and Deputy Vice-Chancellor presented an overview of:

- The aims of the project which had first been presented to, and discussed at, Senate in November 2011;
- The collaborative development of a number of areas through five work streams, overseen by a Project Board;
- The proposed career pathways in the ERE (Education, Research and Enterprise) job family which highlighted the balanced pathway and job title changes; and
- The objectives for the work streams in the coming months.

The Provost and Deputy Vice-Chancellor reported that at the Joint Negotiating Committee (JNC) meeting with representatives of the Southampton branch of the University and College Union (UCU), held on 19 June 2013, agreement had been reached on timetable for introducing the proposals and on the principles underpinning the enterprise career pathway, among other things. The work of the different work streams was progressing well and would be taken to JNC and University Executive Group meetings in due course before being presented at Senate.

Senators raised a number of points about the information presented which included:

- What steps would be taken in respect of academic staff whose research had been given a Grade Point Average (GPA) score below 2.5? The Provost responded that the GPA score was being used as means of optimizing the University's submission to the Research Excellence Framework (REF). The other matter which the question raised was how the University undertook to develop academic staff over the longer term, a key part of which was the appraisal process (PPDR). The criteria for the REF selection and the ones used as measures of personal performance, where research was but one dimension, were distinct from each other. The GPA was linked to the current REF and therefore should be considered as a temporary measure for that exercise. The proposals in the report before Senate sought to separate the move to using new titles in the balanced career track from the current REF selection by proposing a date for their introduction after the University had made its submission to the REF.

Pro Vice-Chancellor Nelson clarified the use of a GPA as a guide for the internal REF selection and reiterated the comments made by the Provost that an individual's PPDR took into account a range of factors which would be determined by an individual's career path.

- Turning to the proposals in the report, the Provost and Deputy Vice-Chancellor summarized what was set out in the sections on definitions and implementation (sections 2 and 3). 'Academic staff' would be defined as those who had a mixed or balanced portfolio, comprising, as a minimum, 20 per cent teaching and 20 per cent research. The other career tracks illustrated in the report remained to be discussed.

The Provost acknowledged that the implementation of the proposals across the wide range of disciplines would require interpretation by the Faculties, allowing for flexibility for individuals to flex their responsibilities, with support, where appropriate, at the University level. Professor Cox, the Chair of the Project Board, underlined the statements in the report about the process to transfer those current members of staff who wished to move to the new equivalent titles and the period that was required to complete this successfully.

- On the proposal to remove the Higher Responsibility Zone (HRZ) for Level 6 staff, which had been highlighted in the presentation as an area of work under discussion, the Provost explained the reasons for wanting to do this. In some cases, it was used instead of promoting individuals and there were equality issues linked to this. The focus in respect of staff development was the transition from Level 6 to Level 7 and how individuals were prepared to take on a professorial role. The matter would be taken forward by the work stream and the JNC.

Concluding the discussion, the Vice-Chancellor thanked all those who were or had been involved with the work streams for their contribution to the project, and thanked Senators for their questions and observations.

**Resolved** That the introduction of the title 'Associate Professor' be approved and brought into use on 1 January 2014, and that the set of proposals with Senate's endorsement be presented to Council at its meeting on 10 July 2013.

## 51 Revisions to Statutes and Ordinances related to new academic titles

**Received** A report prepared on behalf of the Provost and Deputy Vice-Chancellor on the amendments to the University's Statutes and Ordinances which would be required to take account of the new academic titles, dated 11 June 2013, together with a copy of Statute 4, 'The Powers of the Council', and Part 2 of the Ordinances, 'Organisation and Government', which highlighted where the proposed revisions would be required.

The Provost and Deputy Vice-Chancellor introduced the report which outlined the sections of the University's constitution which would need to be revised in order to reflect the addition of the new academic title of Associate Professor from January 2014, subject to Council's approval at its meeting in July 2013.

He drew attention to a minor error in the report under point 2.1: the reference to section 6 of Statute 4 should read, 'To confer after report from the Senate the title of Emeritus Professor *or* Fellow or Honorary Professor, Associate Professor, Reader *or* Senior Lecturer.'

Dr Stevenage pointed out that the attached extract from the Ordinances was not an up-to-date version. It contained the old title for the Faculty of Physical Sciences and Engineering and did not include the new research Institute in that Faculty nor a change to the name of an academic group in the Faculty of Social and Human Sciences.

**Resolved** That the minor amendments to the Ordinances 2.12.6 and 7.3.5 and Statute 4, section 6, as set out in the Annex to the report, be approved and submitted to Council on 10 July 2013 for approval.

- Noted**
- (i) The current, up-to-date version of the Ordinances would be substituted and attached to the report for circulation to the members of Council.
  - (ii) Under Article 18 of the Charter, two readings of the revision to Statute 4 would be required before the amendment could be submitted to the Privy Council.

## 52 University Programme Committee

### 52.1 Report from the meeting held on 11 February 2013

**Received** A report from the meeting of the University Programme Committee, held on 11 February 2013, presented by the Chair of the Committee, Pro Vice-Chancellor Neill.

Pro Vice-Chancellor Neill drew attention to the item on the Progression Regulations. The revisions had been approved by the Vice-Chancellor on 12 March 2013 under Chair's action on behalf of Senate. [See minute 53 below.]

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

#### 52.2 **Report from the meeting held on 20 March 2013**

**Received** A report from the meeting of the University Programme Committee, held on 20 March 2013, presented by the Chair of the Committee, Pro Vice-Chancellor Neill.

Pro Vice-Chancellor Neill pointed out that:

- Under item 1, the Annual report on student complaints, academic appeals and academic integrity cases would be presented to Senate at the beginning of the academic session.
- Under item 4, Validation Event Report, the Vice-Chancellor had taken Chair's action on 14 March 2013 to approve the report's recommendations. [See minute 53 below.]

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

#### 52.3 **Report from meeting held on 17 April 2013**

**Received** A report from the meeting of the University Programme Committee, held on 17 April 2013, presented by the Chair of the Committee, Pro Vice-Chancellor Neill.

Pro Vice-Chancellor Neill drew attention to:

- Under item 1, the full set of revisions to the Postgraduate Research Regulations and Code of Practice for Candidature and Supervision which were presented in Annex 4 to Agendum 12.4.
- Item 3, the report from the Translation of Marks Working Group.
- Item 6 on the Quality Enhancement theme of feedback to students.

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

#### 52.4 **Report from meeting held on 15 May 2013**

**Received** A report from the meeting of the University Programme Committee, held on 15 May 2013, presented by the Chair of the Committee, Pro Vice-Chancellor Neill.

Pro Vice-Chancellor Neill reminded Senators that the report contained recommendations concerning one of the principal parts of the QME framework, programme validation. He highlighted:

- Item 1, Programme validation, and Annex 1.
- Item 2, Faculty Programme Regulations. Approval was sought for minor changes to the Master's in Medical Sciences and the Integrated Doctor of Philosophy in Biomedical Sciences.
- Item 3, New award titles. Approval was sought for two titles to be introduced from 2013/14: 'Bachelor of Medicine, Bachelor of Surgery' and 'Master of Languages'.
- Item 5, Postgraduate Research Regulations and Code of Practice for Research Candidature and Supervision.
- Item 6, the Register of Collaborative Provision.
- Item 7, the Academic Student Representation Policy which was presented for approval.

Pro Vice-Chancellor Neill reported that he had received no comments from Senators on the suggestion, made at the last meeting of Senate, that the name of the University Programme Committee should be changed to the 'Academic Quality and Standards Committee'. The procedure for changing the Committee's name would be followed before the start of the next session. The name of the Faculty Programme Committees would need to be considered.

- Resolved**
- (i) That the new policy and process for programme validation for taught programmes (undergraduate and postgraduate), set out in the documentation presented as Annex 1 to UPC's report, be approved for introduction from the start of the 2013/14 academic year, with a review after one year of operation.
  - (ii) That the minor changes to the Programme Regulations for 2013/14, set out in Annex 2, for the Master's in Medical Sciences and the Integrated Doctor of Philosophy in Biomedical Sciences be approved.
  - (iii) That the introduction of a new title award in the Faculty of Medicine of 'Bachelor of Medicine, Bachelor of Surgery', from 2013/14, subject to the General Medical Council's agreement, and a new title in the Faculty of Humanities of Master of Languages (Annex 3) be approved.
  - (iv) That the revisions to the Higher Degree Regulations, set out in Annex 4, and the amendments to the Code of Practice for Research Candidature and Supervision be approved.
  - (v) That the Academic Student Representation Policy be approved for introduction from the start of the 2013/14 academic year.
- Noted**
- (vi) The Register of Collaborative Provision.
  - (vii) The report from the meeting of UPC held on 15 May 2013.

### 53 Vice-Chancellor's action(s) as Chair of Senate

The Vice-Chancellor reported that he had taken Chair's action to approve:

- A number of minor revisions to the Progression Regulations (referring against the average). (The item was recorded under Agendum 12.1.)
- The delivery of a BSc Marketing and Dip/MSc Digital Marketing in collaboration with the Singapore Institute of Management. (The item was recorded under Agendum 12.2.)
- Two minor revisions to the Regulations for Admission to Degree Programmes which corrected the title of a senior member of staff and a cross reference within the text. (The matter had been presented to UPC in April 2013.)

Referring to the consultation in April with Senators on a minor change to Ordinance 1.7 to extend the possible period of reappointment of the Pro Vice-Chancellors, the Vice-Chancellor reported that Council had approved the amendment at its meeting on 29 May 2013.

During the consultation it had been suggested that the proposed wording of the amendment should include 'in exceptional circumstances'. That had raised a question about the definition of those circumstances, and who should determine whether they were exceptional. Given that a review was planned by the Registrar of the Ordinances during the next session, the Vice-Chancellor said that consideration of that addition should be put forward at that time.

It had also been proposed that a list of the periods of appointment of the senior management posts from Dean to Vice-Chancellor be made available. The Vice-Chancellor confirmed that that would be arranged and posted on the SUSSED Senate group site in due course.

- Noted**
- The list of matters on which the Vice-Chancellor had taken Chair's action on behalf of Senate.



54 **Nomination of candidates**

The Vice-Chancellor raised the matter of the nomination of candidates for the award of an honorary degree or a Fellow of the University. An invitation to Senators would be posted on the SUSSED group site in due course to submit nominations to the secretary of the Honorary Degree Advisory Group. The deadline for submission was 23 September 2013. He encouraged Senators to consider submitting a nomination. He observed that in the past the range of nominees had been quite narrow in terms of fields of expertise, and, of particular concern, was the fact that very few women had been put forward.

The Vice-Chancellor reminded Senators of the criteria for the awards.

55 **Valediction**

The Vice-Chancellor announced that Dr Brown, the University Librarian, was attending his last meeting of Senate before he retired at the end of June 2013. On behalf of the Senators, the Vice-Chancellor thanked Dr Brown for his services to the University over many years. His contribution to the academic life of the institution was highly regarded by all. The knowledge and expertise that Dr Brown had brought to the role of Librarian had been invaluable to the University.

The Vice-Chancellor thanked the student members who were leaving the University and the members of staff who had reached the end of their term on Senate for their valued contributions to the meetings of Senate during the year. He wished the students well in their future careers.

56 **Senate reception**

The Vice-Chancellor explained that he had decided to cancel the traditional Senate reception this year because very few members of Senate had indicated that they would be able to attend. He understood that it was a busy time of the academic year and there would be many demands made on an individual's time. He invited Senators to express their views on:

- keeping to the usual arrangements for a reception at Birchwood;
- holding a drinks reception in the Senate Room immediately after the meeting in the summer; and
- stopping the tradition of marking the end of the academic year with a small celebration.

The majority of Senators supported holding a drinks reception in the Senate Room.

**Resolved** That the traditional Senate reception would be held immediately after the meeting of Senate in the summer term in the Senate Room.

57 **Date of next meeting**

The Vice-Chancellor confirmed that meetings of Senate next year would be held on:

6 November 2013;  
26 February 2014; and  
18 June 2014.

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