



SENATE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 JUNE 2020 AT 2PM VIA MS TEAMS

Members	Rev Canon Professor Peter Neil	Vice-Chancellor (Chair)
	Professor Scott Fleming	Deputy Vice-Chancellor
	Dr Robert Boast	Pro Vice-Chancellor (Students)
	Dr Sacha Mason	Academic Staff Member of University Council
	Dr Nick Gee	Dean of Faculty
	Dr Andrew Jackson	Head of Research
	Professor Chris Atkin	Elected Member of Professoriate
	Stephanie Gilluly	Registrar and University Secretary
	Jordan Fane	Students' Union Vice President, Education 2019/20
	Scott Kidd	Undergraduate Student Representative
	<u>Faculty Representation</u>	
	Dr Jonathan Wainwright	Head of Programmes: Applied Social Sciences
	Ami Montgomery	Head of Programmes: Arts and Humanities
	Dr Sarah Hemstock	Member of Academic Staff from the Faculty
	Dr Alyson Blanchard	Member of Academic Staff from the Faculty
	Clare Gooing	Member of Academic Staff from the Faculty
Minutes	Leanne Chancellor	Executive Assistant to the Deputy Vice-Chancellor and Registrar & University Secretary

The Chair thanked members for their attendance at the fourth Senate meeting of the academic year 2019/20.

The Chair noted the importance of attendance at Senate, since it is the highest University executive committee which reports directly to University Council.

1. Apologies

1.1 Apologies were RECEIVED from the following members:

- Susanna Matthan, Postgraduate Student Representative.

The Chair thanked the student representatives for their support and contributions to Senate this academic year as it was their last meeting.

2. Minutes of Previous Meetings

2.1 4 March 2020

The minutes of the Senate meeting held on 4 March 2020 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

2.2 Extraordinary Meeting – 1 May 2020

The minutes of the extraordinary Senate meeting held on 1 May 2020 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

3. **Matters Arising**

3.1 Action Table

Senate RECEIVED an updated action table from the meeting on 4 March 2020 and NOTED that:

3.1.1 BSc (Hons) Health and Social Care and BSc (Hons) Health and Social Care (with Foundation Year) (minute 8.5 refers)

It was NOTED that the Head of Quality and Regulatory Compliance had confirmed that she had received the document that was outstanding from the Head of Programmes: Applied Social Sciences and the Programme Leader for Health and Social Care.

3.1.2 Update on the Research Excellence Framework (REF) (minute 12.2 refers)

To be discussed under item 4 of the agenda.

3.2 Any Other Matters

3.2.1 The Chair NOTED that there was an item for agendum 10; Any Other Business (AOB), which was the Portfolio Management Group's (PMG) recommendation to Senate for the suspension of the following four programmes for one year:

- Single Honours Counselling;
- Single Honours Music and Musicianship;
- Single Honours Geography;
- MA in Community Archaeology.

The Chair NOTED the following declarations of interest for this meeting, following the agenda item for AOB:

- Dr J Wainwright, Head of Programme: Applied Social Sciences;
- Dr S Hemstock, Programme Leader for Geography;
- Mrs C Gooing, Senior Lecturer for Music;
- Ami Montgomery, Head of Programme: Arts and Humanities.

The Registrar and University Secretary (R&US) noted that should it be necessary for this item to require a vote, those members declaring an interest would abstain from this.

4. **Update on the Research Excellence Framework (REF)**

4.1 The Head of Research provided members with the following updates on the REF

- Research England had published a note at the end of May 2020, relating to the rescheduling of REF 2021. This indicated that the final decision of the funding bodies will be due in June 2020. However, this decision has not been published yet, and so a full update will come to Senate at its July 2020 meeting, but disseminated beforehand as appropriate and necessary.
- The Head of Research reported his thanks to staff who had completed the Annual Research Audit. He noted that the process had been simplified and he has extended the deadline to capture those still outstanding. The Audit has remained

AJ

a necessity. The end of July REF Census Date has not been moved as part of the rescheduling, and the Audit informs data gathering. The same data will inform the September 2020 HESA return.

- Between now and the next Senate in July 2020, the Research and Knowledge Exchange (RKE) Office and relevant support departments will be working on consolidating and finalising the data for the REF Census, and this is due for referral to the next REF Steering Group on 3 July 2020. A report on the submission to the Census will come to the July 2020 Senate.
- An update to staff will be provided in early July 2020, as part of the RKE counterpart to the virtual Learning and Teaching Conference provision.

AJ

4.2 The DVC noted that there had been some discussions across the sector about a number of institutions lobbying for a twelve-month delay on the deadline for REF submissions. It is understood that those institutions are asking for a delay because a number of their researchers have got clinical practice responsibilities linked to Covid-19. Also, there are projects underway that is thought that high quality research might be yielded from those projects that are Covid-19 related. It was noted that the sector was very divided on this.

4.3 The Chair thanked the Head of Research and his team for their work on the REF to date and all those colleagues who had completed the Research Audit.

5. Degree Outcome Statement (DOS) – Final Draft

5.1 Members RECEIVED and NOTED the final draft of the DOS.

5.2 The R&US noted that members had seen the DOS as a first full draft, when it was presented to them at the extraordinary Senate meeting on 1 May 2020. She noted that further work had been completed on the DOS by a Working Group and presented to the Quality Assurance Committee on 29 April 2020 and the Academic Enhancement Committee (AEC) on 21 May 2020 to be reviewed.

The R&US reported that the UK Standing Committee for Quality Assessment had indicated that universities across the four nations should each produce a DOS, to ensure standardisation across the sector with regards to analysing their institutional degree classification profile and articulating the results of an internal institutional review (OfS Conditions of Registration, B4 and B5). It was noted that the DOS had to be in a language that was understandable to students and other stakeholders, which outlines our degree outcomes for the last five years as a method of transparency.

The R&US noted that the DOS was required to be submitted and published by the end of the academic year, which means it would need to be approved by University Council at its meeting on 8 July 2020.

5.3 The Deputy Vice-Chancellor (DVC), as Chair of AEC, noted that a comprehensive and rigorous review of the DOS was completed by AEC and four members of the committee took sections each of the DOS, to complete a careful review against the Guidance for Degree Awarding Bodies on Producing DOS.

The DVC noted that he felt that the relevant information had been included on BGU's DOS and had AEC's full recommendation.

5.4 The Pro Vice-Chancellor (Students) (PVC) noted that the graph in 'figure 1' of the DOS will be amended in the document, as there is a slight discrepancy in the graph between how the institution counts classifications and the sector does it. He noted that although there was an amendment to the graph regarding the percentages, it did not make any substantive change to the narrative of the DOS which was still relevant.

5.5 The Students' Union Vice President, Education noted that he had been involved in the production of the DOS and felt that it was an easy document to understand and the acronyms in the document had been explained, which was one item he raised in AEC.

5.6 The Chair asked the R&US to ensure the final updated DOS to be circulated to members before it is presented to University Council for their information.

5.7 Senate was CONTENT to approve and recommend the DOS to University Council on 8 July 2020.

The R&US noted that before the DOS is presented to University Council, it will be reviewed once more by the Academic Advisory Group on 25 June 2020.

6. **Update on Academic/Covid-19 Business Continuity**

6.1 Covid-19 Business Continuity

The DVC updated members on the work that had been carried out by the Business Continuity Group (BCG) and the work that is proposed to be carried out over the next few weeks and months.

The DVC presented to members a timeline from mid-March 2020, when the lockdown began and the move towards online teaching and learning. It was noted that thereafter the following happened:

- Campus closure;
- Some staff who were unable to work from home were furloughed;
- Guidance from the Office for Students (OfS) and the Quality Assurance Agency (QAA) were followed;
- Engagement with some community activities around personal protective equipment (PPE) and sharing resources;
- Emergency regulations were published in early May 2020, which will be used in the scheduled Exam Boards in July 2020;
- The 50-page guidance document from the Government was awaited, which followed in May 2020;
- An important piece of work was carried out by the Health and Safety (H&S) Officer and his team, to produce the University's Risk Assessment. The HR Business Manager: Academic, had also produced a 'Lifting the Lockdown Policy to run alongside the Risk Assessment.
 - It was also noted that the BCG had excellent engagement from the University and College Union (UCU) and they identified key themes that needed further attention and clarification, particularly about those with care responsibilities, mental health, track and trace arrangements, first aid training and appropriate equipment, toilet arrangements and movement/ventilation around campus;
 - It was noted that we received feedback from UNISON regarding face coverings/masks;

- It was noted that members of the Academic Advisory Group were also consulted and provided feedback on both the Risk Assessment and Lifting the Lockdown Policy.

The DVC reported that the University's Risk Assessment and Lifting the Lockdown Policy had been circulated to University Council members for formal approval and further feedback.

It was noted once formal approval had been given, the institution will begin the return to campus procedure for some staff members. The H&S measures and appropriate signage will be put in place by the H&S Officer.

The DVC reported that the H&S Officer had completed an audit of the Teaching and Learning spaces and it looks as though initially, we will have to reduce capacity to approx. between 30%-50% of each of those rooms. This audit has now been passed to the Head of Systems and his team to start to review and remodel timetables accordingly. It was noted that the next task for the H&S Officer will be to complete an audit of office spaces.

The DVC reported the following:

- One of the first areas of the University to open for business will be the library, and the first phase of this will be work behind closed doors, to enable a reduced library function to begin with;
- In July 2020, we will be looking towards the Exam Boards and reviewing the best arrangement for this with the IT Department;
- It is anticipated that we will be able to conduct some sort of podcast for students when the outcomes of their awards are known;
- Any referral activity is anticipated to be conducted over August 2020, as usual;
- In September 2020, we have made the commitment to return to some face-to-face teaching, but larger groups will continue to be online;
- Intending to hold a virtual Matriculation Ceremony in October 2020;
- The decision has been taken to move Graduation 2019/20, which had been proposed for October 2020 to postpone it now to July 2021

The DVC gave thanks to the work of the BCG and in particular the H&S Officer and the Media Officer.

It was noted that the volume of information that the institution had received over this period had been immense, the DVC noted that we continued to engage with Universities UK, GuildHE, Cathedrals Group and the OfS, as well as getting information from central Government, City of Lincoln Council and the Lincolnshire County Council.

6.2 Academic Business Continuity

The PVC reported that there were two key objectives:

1. MA Dissertation Students - Summer 2020.
The key issue is access to resources. Our priority is to open the library in some form so students can gain more access to resources than they have currently. It was noted that we are exploring the feasibility of a "click and collect" service early in July through to August 2020.
2. The proposed arrangements for Teaching and Learning for 2020/21.
The PVC noted that in Semester 1 it is being assumed currently that:
 - Normal face-to-face delivery is unlikely;

- Expecting all new and continuing students to start from the end of September 2020 and PGCEs at the start of September 2020;
- There will be no large cohort whole group classes;
- Face-to-face sessions would be for small groups limited by social distancing.

Further things to consider are:

- Not all students might be able to attend physically or engage virtually at specific prescribed times;
- Placements and other off-campus settings (e.g. field class venues) may / may not be accessible;
- New cohorts of school leavers will not have been in 'learning' since March 2020.

The PVC talked through the plans from where we are currently with remote learning to hopefully a "post Covid-19" position, where face-to-face learning could be reintegrated, but this is not anticipated until Semester 2 (or Trimester 3).

It was noted that when we review face-to-face sessions, we need to consider:

- The number of hours of face-to-face sessions that can be actually deployed per week.
 - If less than the current contact hours, this could be supported by the additional online sessions and activities;
 - The concern is that it needs to be worthwhile enough for students to attend and be on campus.
- Campus capacity – all cohorts cannot be on campus at the same time due to the one-way flows that will be implemented. Therefore, we will need to look at timetables carefully to take the pressure off the campus.

The PVC reported that all discussions being held with regard to teaching and learning for 2020/21 were in parallel with the work the BCG were doing on the University's Risk Assessment.

- 6.3 The Chair gave thanks to the BCG and all the colleagues that have contributed to the work, especially the work within the University's Risk Assessment.

The Chair NOTED that new guidelines had been published today from the OfS and the Competition and Markets Authority (CMA), regarding the regulations around consumer rights and the institution will be reviewing these closely as we communicate with the students.

The Chair ASSURED Senate that the institution has reviewed the return to campus very closely. He NOTED that the campus is going to be safe to return to and well managed in accordance with H&S guidelines.

- 6.4 Members asked how and when this information will be communicated to staff and students.
The PVC noted that when everything is confirmed and in place, a detailed communication to staff, students and BGU's Collaborative Partners will be issued.

7. **Academic Enhancement Committee (AEC) Approved Policies, Regulations and Codes of Practice**

Senate RECEIVED, ENDORSED and APPROVED the following policies and reports,

presented by the R&US.

The R&US noted that a full review of the following policy had been discussed at the AEC meeting on 21 May 2020.

- 7.1
- Student Travel, Accommodation and Subsistence Policy

8. Minutes of Meetings of Subcommittees of Senate

8.1.1 Extraordinary Academic Enhancement Committee held on 30 April 2020

Senate RECEIVED and NOTED the minutes from the extraordinary Academic Enhancement Committee meeting held on 30 April 2020.

8.1.2 Academic Enhancement Committee held on 21 May 2020

Senate RECEIVED and NOTED the minutes from the Academic Enhancement Committee meeting held on 21 May 2020.

8.2 Stakeholder Engagement Committee

Members noted that there had been no meeting held since the last Senate meeting.

8.3 People and Inclusion Committee

Members noted that there had been no meeting held since the last Senate meeting.

8.4 Access and Participation Committee held on 11 March 2020

Senate RECEIVED and NOTED the minutes from the Access and Participation Committee held on 11 March 2020.

The PVC highlighted from these minutes the acknowledgement of the internal auditors, Uniac, Access and Participation Audit, which was very positive.

9. Key Items from University Council

- 9.1 The Academic Staff Member of University Council, noted the following key items that were discussed at the extraordinary University Council meeting on 19 May 2020:

- Council received a presentation from Prof. Scott Fleming on Academic Assurance in respect of 2019/20 and potential options for 2020/21;
- Council received an update on the financial position – 2019/20 and potential scenarios moving forwards;
- Council received an update on 2020/21 student recruitment;
- Council discussed the University's Business Plan and core projects;
- Council received an update of the OfS Data Audit.

10. Any Other Business

10.1 Recommendation from PMG of Programme Suspensions

The R&US reported that following the PMG meeting on 18 May 2020, it was the recommendation to Senate for approval to suspend the following four programmes for one year:

- Single Honours Counselling;
- Single Honours Music and Musicianship;
- Single Honours Geography;
- MA in Community Archaeology.

The R&US noted that PMG had reviewed the numbers of each of the courses from the teaching and learning perspective.

She noted that from an OfS perspective under the Covid-19 situation, should the institution suspend a programme for which offers had been made, it is a reportable event to the OfS, which has to be made within five days of the decision to suspend.

10.2 The PVC, as Chair of PMG, highlighted the following:

Single Honours Counselling and Single Honours Music and Musicianship:

PMG noted that given the late timing of the validation dates within the year and that both programmes were new, advertisement went ahead in the hope of recruitment. However, in conjunction with the Dean of Faculty and the Faculty the recommendation was to suspend for a year and benefit from a whole year's recruitment cycle.

MA Community Archaeology:

PMG noted that this programme was being suspended following the change to the Faculty structure in 2019/20 and there had been no recruitment activity for this programme.

The Dean of Faculty noted that the Faculty was in support of the closure of this programme, but noted this would have to be formally presented to PMG.

Single Honours Geography:

PMG noted that recruitment had been low for Geography with only three offers. It was also noted that Geography did not have any joint honours. However, in conjunction with the Dean of Faculty and the Faculty the recommendation was to suspend for a further year, noting that this would be the second year of suspension, and to re-launch Geography for 2021/22.

10.3 Members discussed these suspensions and the following was raised to comments made by the Chair:

- The Programme Leader (PL) for Geography noted that in the first year the programme recruited five students, with three students about to complete and they have had a really positive student experience. In the second year, we recruited nine students, which are about to go into their third year.
- The PL for Geography noted that for 2020/21, four places had been confirmed with one coming through from the Foundation Year, plus three on the Foundation Year. She felt that she could give a good student experience with these numbers.
- The PL for Geography noted that joint honours had been explored – Geography and Applied Environmental Ethics, and Geography and Archaeology – but these could not go ahead because of the 15/30 credit issue and were asked to wait for the completion of the new Credit Framework.
- The PL for Geography acknowledged that recruitment for the programme was low, but there had been changes in the Faculty and she felt that nothing had been done with regards to the fieldtrips the team had planned for, and obviously the fieldtrips planned for this academic year had to be cancelled due to Covid-19, but this would have affected the marketing of the programme, because she felt a lot of the programme is marketed around fieldtrips.
- The PL for Geography noted her disappointment as she felt that she has not had the support from the Marketing Department to take forward the marketing of fieldtrips.
- The PL for Geography noted that she was given a marketing budget in November/December 2019, which was intended for learning resources for

Geography, such as “Homework Clubs”, but was informed by the Marketing Department that that website was being changed and would have to wait until this had happened.

- The PL for Geography noted that the Marketing Department have still not helped her with a programme video for Geography for the website. It was noted that the team wanted to personalise the website with subject photos and input different ideas on research in the programme booklet, but have been informed by the Marketing Department they were not allowed to do this. So, the team have felt that there have been a lot of constraints imposed by the Marketing Department.
- The PL for Geography was optimistic that that team could have another good review of the programme for recruitment in 2021/22.
- The Head of Programmes: Arts and Humanities noted that for the next meeting of PMG in June, they would be presenting the PL for Geography’s vision and drive for recruitment moving forward.
- The Dean of Faculty noted that the paper from the PL for Geography that is being presented to PMG in June 2020, will identify the concrete initiatives that have been proposed and will inform a discussion around the future of Geography.
- The PVC noted that the Faculty recommended suspension of Geography as they were confident that with a longer renewed recruitment cycle they could restart the programme in a year’s time.
- The Senior Lecturer for Music noted there has interest in Y12 students to complete the Masterclass at the end of the month, so were hopeful for Music numbers in 2021/22.

10.4 The R&US noted that the recruitment to the Foundation Years that align to the proposed suspended three-year programmes would not be affected. It was noted that the students who were intending to enrol on the Foundation Year of a three-year programme that has been suspended, would be formally written to under CMA rules to ensure they understand the situation.

10.5 The Chair expressed concern at the situation in relation to recruitment to Geography. He noted that he had frank discussions with the Geography staff last year when the decision was taken to suspend and he had made it clear at that time, that this was the team’s final chance to recruit to the programme. Several solutions to the problem had been suggested last year, but unfortunately none of these appear to have been developed. He felt therefore that this was not a case of further suspension of Geography ad infinitum and that the programme should be closed completely.

10.6 Senate asked PMG to follow up on the discussions and matters raised regarding the Geography programme and feedback at the next Senate meeting in July 2020.

PMG

10.7 Senate (apart from those members abstaining) was CONTENT to APPROVE the suspensions for one year for the following programmes:

- Single Honours Counselling;
- Single Honours Music and Musicianship;
- Single Honours Geography;
- MA in Community Archaeology.

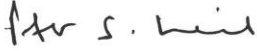
The R&US will be informing the OfS of the programme suspensions as a reportable event, which will be reported to University Council.

SG

10.8 It was noted that inclusion of invitations to future Senate meetings for Programme Leaders when discussing the possible discontinuation of their own programmes, to provide clarification and comment.

11. Dates of Future Meeting(s)

11.1 The Chair NOTED the change of date to the next Senate meeting, which was due to take place on 20 July 2020 to **Wednesday 22 July 2020 at 10am.**

Signed by the Chair:  _____
Revd Canon Professor Peter Neil Date 22/07/2020