



SENATE

MINUTES OF THE MEETING HELD ON WEDNESDAY 22 JULY 2020 AT 10AM 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
	Erin Bell	The Union Development Sabbatical Member – 2020/21
	<u>Faculty Representation</u>	
	Dr Jonathan Wainwright	Head of Programmes: Applied Social Sciences
	Ami Montgomery	Head of Programmes: Arts and Humanities
	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 last Senate meeting of the academic year 2019/20.

1. Apologies

1.1 No apologies were received.

- Dr Sarah Hemstock, Member of Academic Staff from the Faculty was not in attendance.

The Chair welcomed the following new member to Senate:

- Erin Bell, The Union Development Sabbatical Member – 2020/21.

2. Minutes of Previous Meetings

2.1 10 June 2020

The minutes of the Senate meeting held on 10 June 2020 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

2.2 Extraordinary Meeting – 25 June 2020

The minutes of the extraordinary Senate meeting held on 25 June 2020 were CONFIRMED as a fair and accurate record, with the following amendment:

- 4.1.11, second bullet point – to read, “In terms of the contribution rate nationally, typical university departments would be expecting a contribution rate of 40%-50% plus for a subject”.

3. **Matters Arising**

3.1 Action Table – 10 June 2020

Senate RECEIVED an updated action table from the meeting on 10 June 2020 and NOTED that:

3.1.1 Update on the Research Excellence Framework (REF) (Refers to minute 4.1)

To be discussed under item 4 of the agenda.

3.1.2 Degree Outcome Statement (DOS) (Refers to minute 5.4)

The Registrar and University Secretary (R&US) noted that the DOS was presented to the Academic Advisory Group for discussion on 25 June 2020. The DOS was approved for publication at the University Council on 8 July 2020.

3.1.3 Recommendation from PMG of Programme Suspensions (Refers to minute 10.7)

The R&US confirmed that she had informed the OfS of the following programme suspensions, as a reportable event:

- BA (Hons) Geography and BA (Hons) Geography with Foundation Year.

3.1.4 Action Table – 25 June 2020

Senate RECEIVED an updated action table from the meeting on 25 June 2020 and NOTED that:

Recommendation from PMG of Programme Suspensions (Refers to minute 4)

The R&US confirmed that she had informed the OfS of the following programme closures, as reportable events:

- BA (Hons) Geography and BA (Hons) Geography with Foundation Year;
- MA in Community Archaeology.

3.2 Any Other Matters

Recommendation from PMG of Programme Suspensions and Closure

3.2.1 The Chair NOTED that following the recent Portfolio Management Group (PMG) meeting on 16 July 2020, there were some further recommendations of programme closure and suspensions for Senate to consider:

- BA (Hons) Business (Team Entrepreneurship) – programme closure;
- MA Professional Studies – programme suspension for one year;
- MA Children’s Literature and Literacies – programme suspension for one year.

3.2.2 The Chair NOTED the following declarations of interest for this item and reminded Senate that should it be necessary for this item to require a vote, those members declaring an interest would abstain from this:

- Dr Jonathan Wainwright: Head of Programmes: Applied Social Sciences;
- Dr Sacha Mason, Head of Programmes: Education and Lifelong Learning.

3.2.3 The Chair INVITED the PVC, as Chair of PMG for his comments. He highlighted the following:

3.2.3i BA (Hons) Business (Team Entrepreneurship)

The recommendation from PMG was closure of the programme.

This programme had been suspended for the 2020-21 intake anticipating low expected student numbers and pending a review of the business area and reapproval proposals for BA (Hons) Business. It was noted that the Faculty had decided the development focus would be on the traditional BA (Hons) Business programme, given the greater potential for recruitment, the more cost-effective delivery practice and the greater potential to evolve the programme into other variant pathways.

There was no significant impact on staffing, as current Business (Team Entrepreneurship) (Business TE) tutors would teach-out the programme over the next two years and could be deployed to contribute to the continuing, revised BA (Hons) Business programme. It was noted that there had been no applications for 2020-21 to date and therefore, closure of BA Business TE would not need to be reported to the Office for Students (OfS) and we would teach-out the remaining cohorts (Level 6 completing in 2020-21 and Level 5 in 2021-22).

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3.2.3ii Senate was CONTENT to APPROVE the closure of the BA (Hons) Business TE programme.

3.2.4 MA Professional Studies

3.2.4i The recommendation from PMG was suspension of the programme for one year.

After an initial strong recruitment start in 2018/19, this year only saw one active application for this part time MA. It was noted that the teaching team across the Undergraduate and Postgraduate subject areas would continue with teach-out of the continuing cohorts and also delivery of the FdAs and Hons progression awards. It was noted that to date there was one applicant and discussions are being held to consider an alternative programme – MA SENDI.

3.2.4ii The Head of Programmes: Education and Lifelong Learning expressed her disappointment that the MA Professional Studies was being suspended. She noted that it had got off to a flying start and she was unsure why there were so few applications this year. A possible reason may be Covid-19 and next year's proposed delivery by a blended learning approach, equally it may be that the students have not yet received their grades yet and may be holding off applying to the programme. She also noted that the Faculty had agreed that any further applications would be offered MA SENDI, MA Education or MA Health and Wellbeing. The team had worked with the Marketing Department and their own strategies for marketing the programme. The Team will work now on re-branding the programme to secure a viable cohort for 2021.

3.2.4iii Senate was CONTENT to APPROVE suspending the MA Professional Studies programme for one year.

3.2.5 MA Children's' Literature and Literacies (CL&L)

3.2.5i The recommendation from PMG was suspension of the programme for one year.

Whilst requiring all other MAs to achieve six student enrolments, the Faculty is proposing that this new programme has to have 10 starters to warrant developing all the new modules and commit a new Programme Leader. Currently there were four offers and one pending application. It was noted that the Faculty was proposing not to start this new programme in September 2020 and instead offer all the active applicants MA English Literature instead (which has three applicants). To make the offer more attractive it is possible for the students to tailor many of the assessments, including the Masters dissertation to children's literature. In addition, the programme teams are considering whether a core module on English Literature could become optional with a literacy module from the MA CL&L to enhance the alternative offer for these applicants. The Faculty would also look for the Programme Leader for English Literature to lead this combined pathway award.

- 3.2.5ii The Dean of Faculty noted that there was felt to be some uncertainty around the distinctive target market of the MA in CL&L, with potential overlap to both the MA English Literature & MA Education. Based upon firm accepts as at PMG on 16 July 2020, there was felt to be a risk that neither MA CL&L nor MA English Literature might reach minimum viable intake levels, therefore the Faculty Executive and PMG recommended that applicants to the former are invited to consider a place on the latter.

The Dean of Faculty noted that detailed analysis of the respective modules revealed that this is felt to be a viable alternative offer, with potential to explore children's literacies within English Literature modules. Furthermore, it is proposed that a CL&L-specific option module is introduced into the MA English Literature, thereby essentially creating a hybrid course for the 2020/21 academic year. Whilst current firms are higher on CL&L than English Literature, the latter is an established course with existing staffing and students, CL&L has associated start-up costs, 10 firms are required to justify appointing a Programme Leader, and the hybrid arrangement works better by integrating CL&L into English Literature, rather than vice versa.

- 3.2.5iii The Elected Member of Professoriate commented that a number of universities he was familiar with allowed students on M-Level programmes to pick one module from any M-Level course across the university – excluding the licence to practice the courses in law, medicine etc. He noted that students had made good choices when it came to complementing their studies

The Chair noted that we would need to check whether we could do this within the architecture of the programme.

- 3.2.5iv Senate was CONTENT to APPROVE suspending the MA CL&L programme for one year.

- 3.2.5v The R&US noted that she would be informing the OfS of the programme suspension, with the MA English Literature as an alternative pathway.

4. Update on the Research Excellence Framework (REF)

- 4.1 The Head of Research noted that information regarding the timetabling of REF and the availability of related external policy guidance, had evolved and developed since the last Senate meeting on 10 June 2020. He provided members with the following updates:
- The REF census date was the end of July 2020:
 - The staffing data relating to this is not submitted externally until the final submissions date in March 2021. However, we are looking to conclude as

much as possible our data relating to this element of the exercise by the end of July.

- There are a few outstanding queries being settled currently and the Head of Research gave thanks to colleagues in the Faculty, HR and the Research, Knowledge Exchange Office in collating the data together. Particular attention has been paid to checking the significant responsibility for research (SRR) status, not only for the purpose of REF, but to inform the current end-of-year performance review process and forward planning of workload allocation.
- The Head of Research will summarise the census data in an updated REF Implementation Plan at the next Senate meeting.
- At the end of July 2020, Research England will publish the final policy detail on the rescheduling of REF, and the Head of Research will communicate guidance as appropriate as it relates to output, impact case studies and the completion of templates. The updated REF Implementation Plan will reflect the rescheduled timeframe, as well as summary staff census data to date.
- Through the summer, work will continue on the external quality review of outputs, enhancing impact case studies and adding to environment templates. Sufficient progress has been made on internal and external quality reviewing for profiling to be placed indicatively in the updated Implementation Plan.
- Updates to staff are scheduled for the end of July 2020. These will give a summary on progress to date and next steps. Further guidance will also be communicated following the publication of the final rescheduling policy detail.

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4.2 The Head of Research noted that the end of December 2020 represents the end of the output assessment period, although a Covid-impacted output extension was currently in consultation. The impact assessment window had also been extended to the end of December 2020, although policy detail awaits final confirmation.

4.3 The Head of Research also outlined the progress of the external output quality review:

- Positive outcomes had been concluded for History and Theology;
- Outputs for Education and Psychology were scheduled for review;
- Internal review is awaiting completion for English.

5. Rescheduling the Curriculum Framework

5.1 The PVC noted that he had presented to the Academic Enhancement Committee (AEC) on 9 July 2020, a proposal to reschedule the Curriculum Framework in light of the Covid-19 pandemic and substantial resources required to prepare for a blended learning delivery in 2020/21. It was noted that AEC had recommended the proposal to be forwarded for Senate's approval.

5.2 The PVC recalled that on 4 March 2020, Senate received an update on the Credit Framework, which indicated an original timeline of:

- The principles and operational mechanism of a revised structure, framework and operational regulations to be completed and agreed by July 2020 Senate;
- All Undergraduate programmes to revise and submit validation documents for December 2020;
- Fast-track validation of revised programmes to be completed in January / February 2021;
- Sign-off by Senate March 2021;
- Roll-out of revised level 4 curriculum for academic year 2021-22.

- 5.3 The PVC noted that the Covid-19 pandemic has had a major impact on the completion of the Curriculum Framework in two ways:
- The consultation and completion of the revised framework had not been possible with management and subject teams focused on delivery of teaching on-line and the on-going development for campus return and blended learning delivery in 2020-21;
 - The preparation for and delivery of blended learning in 2020-21 required of subject teams, must be the main focus of the University. Therefore, the extensive work to revise subject curriculum and to engage in generating option modules is considered to be no longer feasible.
- 5.4 The PVC noted that delaying the implementation of the revised Credit Framework was not desirable, but realistically it would:
- Allow for proper consultation of the framework to ensure that it is right;
 - Reduce workload pressure on staff and allow them to focus on delivering the best blended learning and student experience in the current pandemic;
 - Enable the university to incorporate findings and recommendations from the recently announced external sector review by the Quality Assurance Agency of the English Credit Framework, which is due to report in February 2021;
 - Enable subject teams to have more time to revise their curriculum and develop inter-subject collaboration for sharing modules.
- 5.5 The PVC noted the proposed revised timeline for the Credit Framework, as recommended by AEC:
- Complete framework consultation for sign off in October 2020 Senate;
 - For Undergraduate curriculum to be redesigned and approved by July 2021 Senate;
 - To allow for a complete recruitment cycle and informing prospective students of the revised curriculum from July 2021 to September 2022;
 - New Level 4 rolled out from academic year 2022-23.
- 5.6 Senate AGREED with the recommendation from AEC and APPROVED the decision for rescheduling the Curriculum Framework.
- 6. Update on Covid-19 Business Continuity**
- 6.1 The DVC updated members on the work that had been carried out by the Business Continuity Group (BCG) since the last Senate meeting on 10 June 2020:
- The approval by University Council of the University's Risk Assessment and Lifting the Lockdown arrangements, enabled us to start the 'Return to Campus' phase.
 - Individual departments and members of the Senior Management Group are preparing with their own local Risk Assessments which will be approved by the Health and Safety (H&S) Officer.
 - The Estates Technicians and Housekeepers have returned to work and a lot of work is progressing to make the campus safe for everyone else to return to work.
 - Library staff have also returned and there is a limited service in place.
 - An individualised Risk Assessment has been produced for those members of staff who might be in a vulnerable category. If staff have any concerns, it was advised that they should raise them with their Line Manager or with HR.
 - The H&S Officer has been working with the Timetabling Team to map out the room capacities for the start of the new semester on offices and teaching spaces.

- It was noted that 50% of our learning delivery to students will be face-to-face and 50% on-line. It is hoped that students will be on campus at least once a week to be able to facilitate this and create some continuity.
- Liaising with the Students Union, we are looking at a blended approach to Welcome Week and plans have been made to ensure this is as successful.

6.2 The DVC reported that in June 2020, a number of surveys were conducted and the UUK survey showed that BGU was in-line with the sector and are following the path of the majority of universities, particularly regarding our learning delivery for 2020/21. It was also noted that the University College London completed a survey regarding the Estates arrangements and we are in-line and consistent with the sector.

6.3 The DVC noted that BCG continues to meet weekly.

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 9 July 2020.

- 7.1 • Student Agreement;
- 7.2 • Student Attendance, Engagement and Absence Policy;
- 7.3 • Code of Practice for the Assessment of Students;
- 7.4 • Code of Practice for Collaborative Provision;
- 7.5 • Code of Practice for the Board of Examiners 2020;
- 7.6 • Regulations for Postgraduate and Professional Graduate Certificate in Education Programmes (for students starting in September 2020);
- 7.7 • Memorandums of Co-operations – Validated Provision and Franchise Provision;
- 7.8 • Code of Practice for the Admission of Students;
- 7.9 • Admissions Complaints Procedure;
- 7.10 • Health and Physical Capacity to Teach Policy for Applicants;
- 7.11 • Intellectual Property Policy.

8. Records of Decision

8.1 Master of Business Administration (Senior Leader)

Senate RECEIVED and NOTED the Record of Decision for the validation of Master of Business Administration (Senior Leader).

8.2 Regent College London – BSc (Hons) Health & Social Care and BSc (Hons) Health & Social Care with Foundation Year

Senate RECEIVED and NOTED the Record of Decision from the Programme Approval for Regent College London, BSc (Hons) Health & Social Care and BSc (Hons) Health & Social Care with Foundation Year.

8.3 Certificate in Education, Training and Skills and Professional Graduate Diploma in Education, Training and Skills

This item was withdrawn from the meeting, as it was not ready to present to the meeting.

Senate was CONTENT for the Chair of QAC, AEC and Senate to Chair's Action this Record of Decision in the summer.

- 8.4 Postgraduate Certificate in Education, Secondary and Professional Graduate Certificate in Education, Secondary
Senate RECEIVED and NOTED the Record of Decision from the desk-top review for Postgraduate Certificate in Education, Secondary and Professional Graduate Certificate in Education, Secondary.

9. Minutes of Meetings of Subcommittees of Senate

- 9.1.1 Academic Enhancement Committee held on 9 July 2020
Senate RECEIVED and NOTED the minutes from the Academic Enhancement Committee meeting held on 9 July 2020.
- 9.2 Stakeholder Engagement Committee
Members noted that there had been no meeting held since the last Senate meeting.
- 9.3 People and Inclusion Committee
Members noted that there had been no meeting held since the last Senate meeting.
- 9.4 Access and Participation Committee held on 20 May 2020
Senate RECEIVED and NOTED the minutes from the Access and Participation Committee held on 20 May 2020.

10. Key Items from University Council

- 10.1 The Academic Staff Member of University Council, noted the following key items that were discussed at the extraordinary University Council meeting on 8 July 2020:
- Council received a presentation from the Director of Marketing, Recruitment and Communications on Value for Money;
 - Council received an update on the Business Plan and Financial Projects from the Vice-Chancellor;
 - Council received an update on the budget for 2020/21 from the Head of Finance;
 - Council received an update on 2020/21 student recruitment;
 - Council noted the decisions in writing of 12 June 2020 of the Risk Assessment Campus Return and the Lifting the Lockdown Policy;
 - Council approved the Degree Outcomes Statement, which will now be published on BGU's website.

11. Any Other Business (AOB)

- 11.1 Recommendation from PMG of Programme Suspensions
AOB was discussed in agenda item 3.2.
- 11.2 Publication of UK Standing Committee for Quality Assessment (UKSCQA): Principles for Effective Degree Algorithm Design
- 11.2.1 The Chair noted the publication from UKSCQA which was released on 22 July 2020, regarding the forthcoming work on the degree algorithm.
<https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Documents/2020/principles-effective-degree-algorithm-design.pdf>
- 11.2.2 The R&US noted that the publication has been circulated by UUK and GuildHE on behalf of the university sector, which is a document that the university sector has worked on and

proposed with regards to the maintenance of the standards across the sector moving forwards. It will be embedded by the UKSCQA, so that it goes across all four nations and because it goes into their Statement of Intent in England, it gets adopted by the OfS.

The R&US noted that for BGU, there will be issues with our algorithm to do with our uplift and also issues around rounding, which the R&US is currently working with the Data Team about. It was noted that this major piece of work will be started next year.

12. Dates of Future Meeting(s)

- 12.1
- 28 October 2020 at 2pm.

The Chair thanked everyone for all their work, help and support throughout the academic year.

Signed by the Chair:  _____
Revd Canon Professor Peter Neil
Date 14/10/2020 _____