



SENATE

MINUTES OF THE MEETING HELD ON WEDNESDAY 4 MARCH 2020 AT 2PM IN THE JOHN TOMLINSON ROOM

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
	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
Invited	Kelly Fisher	Head of Quality and Regulatory Compliance <i>(attending on behalf of the Registrar and University Secretary)</i>
Minutes	Leanne Chancellor	Executive Assistant to the Deputy Vice-Chancellor and Registrar & University Secretary

The Chair thanked members for their attendance at the third 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:

- Stephen Hurley, Chief of Finance and Operations;
- Stephanie Gilluly, Registrar and University Secretary;
- Susanna Matthan, Postgraduate Student Representative.

The Chair welcomed the new members of Faculty staff to the meeting:

- Dr Jonathan Wainwright;
- Ami Montgomery;
- Dr Sarah Hemstock;

- Dr Alyson Blanchard;
- Clare Gooing.

The Chair also thanked those members who had served previously on the committee:

- Aimee Quickfall;
- Dr Julia Lindley-Baker;
- Viv Kerridge;
- Jennifer Hamilton;
- Kelly Fisher;
- Alan Foster.

2. Minutes of Previous Meetings

2.1 11 December 2019

The minutes of the Senate meeting held on 11 December 2019 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 11 December 2019 and NOTED that:

3.1.1 Student Personal Development Plans Policy (minute 7.1 refers)

It was NOTED that the Student Personal Development Plans (PDP) Policy refers to PDP which is used as a generic term. The policy has been written without specific reference to either the two specific pathways; Development and Career Plan (DCP) and electronic Record of Professional Development (eRPD), and therefore, applies equally to both.

3.1.2 Terms of Reference for Senate (minute 11.2 and 11.3 refers)

Members RECEIVED and NOTED the amendments made to the Terms of Reference in relation to the tenure for elected/nominated members and the amendments made to the change of membership.

3.2 Any Other Matters

3.2.1 There were no further matters raised.

4. Update on the Modular Credit Framework

4.1 Members RECEIVED and NOTED the Pro Vice-Chancellor's (Students) (PVC) paper on the progress to date on revising the Undergraduate Curriculum Framework and the further steps required to implement changes.

4.2 The PVC updated members on the Undergraduate Curriculum Framework Review to date.

Why the Review?

The PVC noted that, following the Portfolio Review during 2018-19 and subsequent meetings with Programme Leaders and their teams during Summer 2019, a general view emerged for:

- Sharing modules across subject areas to create:
 - New half subject combinations;

- New hybrid / multidisciplinary single honours subjects;
 - For a programme to incorporate one of two specific modules from another closely aligned subject;
 - The opportunity for some modules, which relate to Graduate Attributes, to be offered more widely across the portfolio, developing the key learning and teaching strategy to enhance employability and 'future proof' programmes.
- Some subject areas, e.g. Counselling , Business and Health and Social Care, also wanted to explore offering currently validated or new modules as stand-alone credits, or as part of small programme award packages for CPD delivery to businesses and service deliverers.

It was noted that the Director of Marketing, Recruitment & Communications had undertaken a piece of work to find out what the main reasons were for student decliners. From this, it was noted that:

- Information from students who had declined a place at BGU had indicated that one of the more common reasons given was the perceived small number of modules and the lack of options on offer.

Therefore, it was recognised that there was a case to review the curriculum framework and whether a different, more standardised framework might better facilitate and address some or all of the points raised.

In Scope and Timings

The PVC noted that currently the framework is only looking at Undergraduate awards, as the Postgraduate awards are already built on 30 and 60 credit modules. In future, this could be looked at to integrate Masters modules, which use Postgraduate and Undergraduate modules, e.g. methodology modules.

The Working Group had recognised that there may be some programmes that are unlikely to share modules, in particular work-based learning, apprenticeships, collaborative and Initial Teacher Training (ITT) programmes. These programmes could convert to a standardised credit framework at their next scheduled curriculum re-approval.

Working Group

The PVC noted that a Working Group had been established to look at the principles of the framework design. It was noted that the Working Group had looked at how the broad principle of a 15/30 credit base structure could be translated into one which could be applied and allow the development of offering options.

Members NOTED and ACKNOWLEDGED the anticipated timeline for the framework.

It was noted that if Senate was content with discussions so far, a view to redesign the curriculum over Summer 2020 would commence with a view to roll out in 2021-22:

4.3 The Chair invited members to comment on the curriculum framework. The following comments and questions were raised:

- The extension of a further three months to March 2021 (originally September 2020) on the timeline was welcomed by academics and would also allow the Workload Allocation Model to be put in place;
- Is there a possibility of looking between levels and not just at Level 4 to add flexibility;
- Questions and queries were still around 'optionality' in Levels and module choice;

- It was noted that some programmes may face constraints imposed by Professional, Statutory and Regulatory Bodies (PSRB) requirements;
- To ensure that there had been some market research/intelligence completed and the backing of the student voice for BGU to revise its curriculum framework;
- The Students' Union Vice President, Education and the Undergraduate Student Representative noted that some students would appreciate the opportunity of being able to experience a different subject or something that might be a life changing, e.g. a graduate attribute type related subject or a start-up business module.

4.4 Senate was CONTENT for the discussions on the curriculum framework to continue, with a view to roll out in 2021-22.

5. Update on the University and College Union (UCU) Strike Action

5.1 The Deputy Vice-Chancellor (DVC) reported that BGU was in the second phase of the UCU strike action, which called for fourteen days of industrial action within 20 February to 13 March 2020.

Members noted that a ballot took place last year, where the local UCU branch voted to take action. The first phase of industrial action was before Christmas (25 November to 4 December 2019).

The DVC noted that the position internally has been influenced recently by the Credit Framework discussions and the local UCU branch are informing us that discussions around this are an issue, alongside the issues of gender equality, workload and casualisation of the workforce.

It was noted that the Business Continuity Group (Industrial Action) had been working together to minimise the disruption for students and lessons and it was reported that none of the sessions in the industrial action so far had been affected – they either went ahead as normal or alternative arrangements were put in place to cover those aspects that could not be taught. An audit of lost learning will be carried out by Heads of Programmes to ensure recovery sessions are delivered where necessary. It was suggested that the money which has been saved from striking colleagues should be used to enhance the curriculum, by either adding the sessions that were missed or adding further value.

The DVC noted that the relationships between colleagues taking action and not taking action have been very healthy, and the picket lines have been very respectful.

The DVC noted the possibility of escalating action as a result of another ballot, which is rumoured to be around May, June and July 2020, which may affect BGU's assessment, moderation and examination boards up to Graduation. It was noted that contingencies are already in place to mitigate some of these risks, but one thing we are unsure of currently is the number of our External Examiners that may take action due to their local branch arrangements.

The Chair noted that all institutions were being monitored by the Office for Students (OfS), which wants to be reassured that student learning is not lost. The Chair also noted that the discussions which have been taking place between the local UCU branch and BGU's HR Department have been very constructive.

The Chair and the DVC gave thanks to the members of the Business Continuity Group and to all colleagues for being supportive and co-operative in the way they have helped the institution to minimise the impact on student learning.

6. Update on Business Continuity - Coronavirus

- 6.1 The DVC reported that another Business Continuity Group had been established to focus on the coronavirus/COVID19, which includes the university department stakeholders who have an interest in this area, including an invitation to the UCU. The Group's first meeting was 27 February 2020 and continues to meet twice a week on Monday and Thursday afternoons.

The DVC noted that information on this issue is rapidly changing, but the Group has:

- Identified what we hope are the key themes/issues and are currently gathering information to put in place arrangements to mitigate those risks;
- Reviewed university critical business and overseas travel to Category 1 and 2 areas;
- Launched on 3 March 2020 was a dedicated webpage in the BGU website and a link to the webpage via the staff and student portal;
 - It was noted that the webpage contained all the specialised and Government information regarding coronavirus and a self-isolation declaration form, if staff/students feel they are at risk or experiencing symptoms;
 - It was noted that the self-isolation declaration forms are being monitored by the Faculty Business Manager;
- Prepared some easy-to-use guides through the Head of IT, to help staff members to work remotely should this be deemed necessary and students can be taught remotely;
- Reviewed ways of logging into meetings remotely using the best software available;
- Reviewed the campus accommodation, should a student need to self-isolate themselves. Current thoughts are using Longdales House for this purpose, especially with students living in Constance Stewart Halls that have shared facilities;
- Engaged in discussion with the University of Lincoln through the DVC, about a pan city approach to helping with this issue and what the two institutions together can do to try and mitigate any risks.
- Introduced hand sanitiser units, fitted to all the entrances to the University and LORIC, along with signage to remind people about hygiene and washing hands.

The Chair noted that a huge amount of work is going into this to ensure that impact to students is kept at a minimum until the situation becomes (hopefully not) high risk.

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 Head of Quality and Regulatory Compliance.

The DVC noted that a full review of the following policy had been discussed at the Research and Knowledge Exchange Committee on 15 January 2020 and AEC on 12 February 2020.

- 7.1
- Open Access Publications Policy

8. Records of Decisions

8.1 MA in Children's Literature and Literacies

Senate RECEIVED and NOTED the Record of Decision for the MA in Children's Literature and Literacies.

The Head of Quality and Regulatory Compliance noted that all the conditions had been met and had been signed off via Chair's Action by the Chair of QAC and at the AEC meeting on 12 February 2020.

8.2 BA (Hons) Counselling

BA (Hons) Counselling (with Foundation Year)

Senate RECEIVED and NOTED the Record of Decision for the BA (Hons) Counselling and BA (Hons) Counselling (with Foundation Year).

The Head of Quality and Regulatory Compliance noted that all the conditions had been met and had been signed off via Chair's Action by the Chair of QAC and at the AEC meeting on 12 February 2020.

8.3 BA (Hons) Music and Musicianship

BA (Hons) Music and Musicianship (with Foundation Year)

Senate RECEIVED and NOTED the Record of Decision for the BA (Hons) Music and Musicianship and BA (Hons) Music and Musicianship (with Foundation Year).

The Head of Quality and Regulatory Compliance noted that all the conditions had been met and had been signed off via Chair's Action by the Chair of QAC and the Chair of AEC.

8.4 FdA Business, Leadership and Management

BA (Hons) Business, Leadership and Management

BA (Hons) Business, Leadership and Management Top-Up

Senate RECEIVED and NOTED the Record of Decision for the FdA Business, Leadership and Management, BA (Hons) Business, Leadership and Management and the BA (Hons) Business, Leadership and Management Top-Up.

The Head of Quality and Regulatory Compliance noted that all the conditions had been met and had been signed off via Chair's Action by the Chair of QAC and the Chair of AEC.

8.5 BSc (Hons) Health and Social Care

BSc (Hons) Health and Social Care (with Foundation Year)

Senate RECEIVED and NOTED the Record of Decision for the BSc (Hons) Health and Social Care and the BSc (Hons) Health and Social Care (with Foundation Year).

The Head of Quality and Regulatory Compliance noted that this Record of Decision had been signed off due to the pressures of time, but it is based on an overview of the articulation which still requires academic sign off and a requirement that a document in relation to Science is produced.

The Head of Quality and Regulatory Compliance noted that all the conditions had been met and had been signed off via Chair's Action by the Chair of QAC and the Chair of AEC.

JW
(with NW)

9. Minutes of Meetings of Subcommittees of Senate

9.1 Academic Enhancement Committee held on 12 February 2020

Senate RECEIVED and NOTED the minutes from the Academic Enhancement Committee meetings held on 12 February 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 held on 23 January 2020

Senate RECEIVED and NOTED the minutes from the People and Inclusion Committee held on 23 January 2020.

9.4 Access and Participation Committee held on 15 January 2020

Senate RECEIVED and NOTED the minutes from the Access and Participation Committee held on 15 January 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 University Council Away Day on 4 and 5 February 2020:

- Business Planning 2020 onwards;
- Key Strategy Projects moving forwards.

11. To Note the Honorary Award Nominations

11.1 The Chair noted that the Honorary Awards Committee had met to discuss nominations on 12 February 2020.

It was noted that the Honorary Awards Committee had agreed on four Honorary Doctorate Awards and two Distinguished Honorary Fellowship Awards.

Accepted and confirmed awards to date, have been received from:

- Mrs Prue Goodwin (*Honorary Doctorate*);
- Mr Simon Winston (*Honorary Doctorate*);
- Mr Phil Neale OBE (*Honorary Doctorate*);
- Mr Mike Johnson MBE (*Distinguished Honorary Fellowship*);
- Mrs Janet Meenaghan (*Distinguished Honorary Fellowship*).

12. Any Other Business

12.1 Update on the Knowledge Exchange Framework (KEF)

The Head of Research noted that since the last meeting, KEF has now been confirmed and there is a KEF first iteration for this academic year, which BGU has elected to be involved in. It does require additional data gathering, but is based overwhelmingly on the institutions Higher Education Business and Community Interaction (HE-BCI) data which we produce and return every November. There are three narrative statements to be written, but this will draw on information that academics broadly provided within the pilot exercise they did for Research England last year.

By the end of May 2020, the Head of Research will have produced and submitted the three templates, making reference to the knowledge exchange that is carried out across

the Faculty and elsewhere in the institution. The Head of Research noted that BGU has established strength within the seven themes of Knowledge Exchange, particularly around public and community engagement and also with working with businesses.

The Head of Research noted that BGU had originally been placed to its disadvantage in KEF Cluster SSB, but following a series of representations to Research England, the institution has now been moved into a more suitable KEF Cluster (Group M), and placed with similar universities, for example, including GuildHE and Cathedral Group members.

The Chair gave thanks to the Head of Research for his work on KEF and the lobbying he did with Research England.

12.2 Update on the Research Excellence Framework (REF)

The Chair asked the Head of Research to provide an update on REF at the next Senate meeting in June 2020.

The Head of Research noted that he will be running the annual research audit, which was included in the REF implementation plan, but has had to bring the audit forward to late Spring/early Summer, in order to inform the census date return.

12.3 Record of Decision – Dutton Fisher Associates Ltd

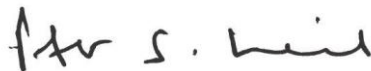
Senate RECEIVED and NOTED the ‘tabled’ Record of Decision for the Programme Approval for Dutton Fisher Associates Ltd to deliver the FdA Business, Leadership and Management, BA (Hons) Business, Leadership and Management and the BA (Hons) Business, Leadership and Management Top-Up, as part of their apprenticeship provision.

The Head of Quality and Regulatory Compliance noted that there were still some conditions to be met by Dutton Fisher Associates Ltd.

Senate was CONTENT for the Programme Approval for Dutton Fisher Associates Ltd to be APPROVED via Chair’s Action following completion of the outstanding conditions.

13. Dates of Future Meeting(s)

- 13.1** • Wednesday 10 June 2020 at 2pm.



Signed by the Chair:

Revd Canon Professor Peter Neil

10th June 2020
Date

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