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## Senate Meeting

### Minutes

**date:** 7 December 2011  
**time:** 1.30 p.m.  
**location:** G5.05, High Wycombe Campus

**11.43 Apologies for absence**

Apologies for absence were received and noted.

**11.44 Minutes of the last meeting – 8 June 2011**

The minutes were accepted as a true record and signed.

**11.45 Matters arising**

**a) Review of action sheet from 8 June 2011 (*Document SEN 11.47*)**

All items listed on the action sheet had been completed or were included on the agenda for the meeting.

**11.46 Chair's business**

**a) Chair's actions (*Document SEN 11.48*)**

Chair's actions had been taken since the last meeting as follows:

Approval of BSc (Hons) Nursing & Healthcare (International) (Full-time)

Approval of MSc Advancing Spinal Cord Rehabilitation & Management (Part-time)

Approval of BSc (Hons) Nursing (Adult/Children's/Mental Health) (Full-time)

Approval of PG Dip Nursing (Adult/Children's/Mental Health) (Full-time)

Approval of Accredited Short Course: Return to Practice (Adult/Children's/Mental Health) (Full-time)

Approval of BSc (Hons) Coaching Science (Part-time)

Approval of MA Human Resources Management (Full-time & Part-time)

Approval of BA (Hons) 3D Contemporary Crafts & Products: Jewellery/Metal/Glass/Ceramics (Full-time)

Approval of MSc Information Systems for Strategic Management (Full-time)

Approval of BSc (Hons) International Business (Full-time)

Approval of MA Leadership and Management in the Public Sector (Part-time)

Approval of MSc Child and Adolescent Studies (Full-time & Part-time)

Approval of MSc International Accounting & Finance (Full-time)

Approval of MSc Child Protection and Adult Safeguarding (Full-time & Part-time)

Approval of MSc Community Psychology (Full-time & Part-time)

Approval of MSc Health, Exercise & Well-being (Full-time & Part-time)

Approval of BA (Hons) Crowd Safety Management (Part-time)

Approval of MSc Engineering Management & Design (Full-time & Part-time)

Approval of Dip HE Operating Department Practitioner (Full-time)

Approval of PG Dip Social Innovation (Part-time)

The above awards had been approved by the Chairs of the QEC Validation Sub-groups following confirmation that conditions set had been met. Senate recommended that these be endorsed.

Approval of Periodic Department Review Policy: amendments to reflect changes in structure and management at the University

Approval of the Validation Process 2011: consolidation of documentation, amendments to process and revisions to forms

Approval of Academic Misconduct (effective from September 2011): amendments to appendix 3 and the new appendix 4

Senate recommended that these Chair's Action be endorsed.

**b) Vice Chancellor's report to Senate (*Document SEN 11.49*)**

The Vice Chancellor commended her report to the meeting and highlighted the following items:

- When the report was written, the University's applications for September 2012 were down by one third; however, applications have since increased and are now down by 22%. This was comparable to similar institutions in the sector. Senate discussed whether any planning for a number of scenarios regarding recruitment was required, but it was not considered necessary until the full figures were available after 15 January 2012.
- The bid for the London NHS contract for Adult Nursing has successfully gone through the pre-qualifying stage for the bid. A further bid for the South Central NHS Children's Nursing contract was submitted on 18 November.
- The QAA is tasked towards looking at a risk based approach for Institutional Review and if this goes ahead the University's next review will be based around a level of risk. Consultation will take place between March and July 2012, and will be discussed at a future Senate.

***ACTION: Secretary***

**11.47 Annual Review & Evaluation of Faculty Provision 2010-11**

**11.47.1 QEC Overview of AR&E 2010-2011 and Faculty Quality Reports (*Documents SEN 11.50a and SEN11.50b*)**

Senate considered and discussed the QEC report on processes and outcomes of 2010-2011 University Annual Review and Assessment, and the two Faculty Quality Reports. It was noted that:

- 25%of departments were sampled and audited for their Annual Review & Evaluation Processes.
- QEC was satisfied with the thoroughness of the audits.
- The Department of Journalism has received a red external examiner's report for the second year running. However, the reports centred around different issues which were being addressed by the team.
- The new format for the faculty report has placed greater emphasis on performance rather than the work of sub-committees, and has increased the focus on employability.
- There are issues concerning external examiners not submitting their reports and not attending Boards of Examiners, and this is being addressed in the Quality & Standards Action Plan.
- There is some concern regarding the timing of the AR&E process which tends to happen when workloads are already very heavy.

Further discussion took place regarding the timing of AR&E and the following was noted:

- A review of AR&E is ongoing and is due to be presented at QEC in February 2012 for potential presentation to Senate in March 2012.

***ACTION: Secretary***

- The process is dependent on the availability of robust data which needs to be appropriately analysed.
- The data that is available for Boards of Examiners needs to be converted into data that can be used for AR&E. It was agreed that the Academic Dean (DMM) would discuss this with Business Planning.

***ACTION: Academic Dean (DMM) and Business Planning***

**11.47.2 External Examiner Annual Reports: University Summary 2010-11(*Document SEN 11.51*)**

Senate considered and discussed the University Summary on External Examiner Annual Reports for the last academic year. It was noted that:

- Faculties had been appointing external examiners in a more timely manner.
- There was still a tendency for external examiners not to attend examination boards and this would be investigated.
- The quality of feedback to students was considered to be of a very good standard.

It was reported that there are still some reports outstanding despite numerous reminders. Senate agreed that where external examiners were not fulfilling their role, either by continued non-attendance at Boards of Examiners or non-submission of an annual report, termination of their contract could be taken by Chair's Action.

It was noted that the external examiners had confirmed that the University had met appropriate and comparable quality and standards for the sector.

**11.48 University Annual Quality Monitoring: Student Achievement Report 2010-11 (Document SEN 11.52)**

Senate considered and discussed the Student Achievement Report 2010-11. It was noted that:

- Senate was the first committee to have sight of this report
- There appear to be a lower percentage of Black-African/Caribbean students achieving firsts
- It would be useful to split the figures by course level, collaborative partners and part-time students to ensure duties are fulfilled under the equality scheme

***ACTION: Senate to refer report to Equality and Diversity Committee to consider the report and other data linked to our statutory obligations in respect of the single equality scheme***

**11.49 Quality and Standards Action Plan (Document SEN 11.53)**

Senate considered and discussed the Quality Standards Action Plan 2010-11. This had been produced following consideration of the University Quality Monitoring Reports on External Examiners, Academic Appeals, Academic Misconduct, Validations and Revalidations and Examination Boards at QEC. It was noted that:

- The Action Plan was new to the Annual Review Process, and was designed to track issues noted at an institutional level.
- Under External Examiners – a more measurable target should be set for representation at Boards of Examiners.
- Under Validations - 35 programmes had been validated in 2010-11, but 11 of these did not recruit. It was agreed that good quality market analysis is essential to prevent this from occurring, and AFMTs should ensure that this has taken place when signing off Initial Proposals and/or Business Cases.

It was agreed that QEC should monitor the progress of the actions and report back to Senate in June 2012.

***ACTION: Secretaries to QEC and Senate***

**11.50 University Annual Quality Monitoring: Academic Review of Research Degrees (2010-11) (Document SEN 11.54)**

Senate considered and discussed the Academic Review of Research Degrees. It was noted that:

- Very good feedback has been received from external examiners
- There was an excellent response rate of 94% to the Postgraduate Research Student survey
- Library facilities were a concern and a review of current databases may be required. Library resources were being enhanced through additional investment.
- The questions in the survey should be reviewed in light of the average profile of students

***ACTION: Director of Student Experience***

Senate agreed that the report demonstrated that research degrees had met appropriate standards for 2010-11.

**11.51 Public Information: Background and Position Update – WIS and KIS (Document SEN 11.55)**

The Director of AQD presented a paper on public information and the following points were noted:

- Public information needs to be robust, easy to read and easy to compare
- University-wide briefings regarding public information have been held and a steering group is being established
- Public Information will be a judgement in future Institutional Reviews
- The Key Information Set (KIS) must be in place by September 2012.
- KIS is at course level with an estimate of 112 courses eligible for inclusion
- Faculties were required to support the data collection activities in early 2012

**ACTION: Faculties and AQD**

**11.52 Phased implementation of e-submission, marking and feedback (Document SEN 11.56)**

A report on progress with the implementation of e-submission, marking and feedback was considered by Senate. The following points were raised concerning the implementation of e-submission:

- E-submission is not appropriate for all forms of assessment, and this is made explicit in the Policy
- The benefits to students far outweigh any negatives, and should be prioritised for relevant and appropriate assessments.

It was agreed that a meeting to bring both faculties together regarding e-submission would be beneficial, and further reports on progress with implementation should be brought to the March and June meetings of Senate.

**ACTION: Secretary**

**11.53 Institutional Audit University Action Plan: Update on Progress (Document SEN 11.57)**

It was noted that Senate is aware that the University is not at high risk and that progress was being made in line with the action plan.

**11.54 Policies and Regulations for Approval**

**11.54.1 Regulations for Pre-Registration Nursing Undergraduate Programmes (Document SEN 11.58)**

It was reported that the Regulations had been scrutinised by the Faculty of Society & Health QEC. It was noted that a statement was required in the document to clarify that the credits deficit only relates to where all elements of a module have been completed.

Subject to the above amendment, Senate **approved** the regulations.

**11.54.2 Regulations for Pre-Registration Nursing: Postgraduate Diploma (2011) (Document SEN 11.59)**

It was reported that the Regulations had been scrutinised by the Faculty of Society & Health QEC. It was noted that under section 6.4 – intermediate award – the brackets should not be included in the award title.

Subject to the above amendment, Senate **approved** the regulations.

**11.54.3 Regulations for Social Work Courses (additions and amendments) (Document SEN 11.60)**

It was reported that the amendments and additions (mainly relating to MSc Social Work) to the Regulations had been scrutinised by the Faculty of Society & Health QEC.

Senate **approved** the amendments.

**11.54.4 Mitigating Circumstances (Document SEN 11.61)**

It was reported that the updated Mitigating Circumstances Regulations had been subject to consultation with a cross-University working group and had been scrutinised by QEC. The revised regulations for Mitigating Circumstances were discussed and the following was noted:

- Minor amendments to the details required as evidence to be made.
- Clarification over the role of prima facie reviewer and the Panel membership to be made
- The risks in implementing the new regulations during the current academic year need to be considered before a start date can be agreed.

Subject to the above amendments and clarification, Senate **approved** the regulations.

**11.54.5 Course closure or suspension policy (Document SEN 11.62)**

It was noted that clarification regarding the context of this policy was required. Senate agreed that the draft policy should be circulated to FMTs for discussion, especially giving consideration as to which courses the policy should cover (UG, PG, FT, PT). Once clarification had been made, it was agreed that the Policy could be approved by Chair's Action, unless there were serious concerns raised by FMTs, in which case the Policy should be considered at Senate in March 2012.

**ACTION: Secretary**

**11.55 External Examiner nominations (Document SEN11.63)**

Chair's action had been taken since the last meeting of Senate to approve new appointments and extensions to term of office and/or remit as follows:

**John Gammon**  
University of Wales, Swansea  
Extension to remit

BSc (Hons) Professional Nursing Studies

Senate endorsed the extension until September 2013.

**Janice Campsie**  
Cardiff University  
New appointment

BSc (Hons) Health Care Practice, Short Courses: Stroke Management & Care, Promotion of Continence & Management of Incontinence, Diabetes, Wound Management & Tissue Viability, the ICHT Internship Course (L6 & L7)

Senate endorsed the appointment for a period of four years from September 2011 to August 2015.

**Chris Cameron**  
University of Huddersfield  
Extension to term

BSc (Hons) Criminology and Sociology, Psychology and Sociology, Psychosocial Studies.

Senate endorsed the extension for a period of ten months from November 2011 to September 2012.

**Tracey Kendall**  
Designer  
New appointment

BA (Hons) Textiles & Surface Design

Senate endorsed the appointment for a period of four years from October 2011 to September 2015.

**Graham Pike**  
Open University  
Extension to term

BSc (Hons) Criminological Psychology, Psychology and Criminology, Police Studies and Criminological Psychology

Senate endorsed the extension for a period of one year from October 2011 to September 2012.

**Geoffrey Hinds**  
University of Huddersfield  
Extension to term

FDA Community Development

Senate endorsed the extension for a period of one year from October 2011 to September 2012.

**Claire-Louise West**  
Royal Academy of Dance  
Extension to remit

FD Dance Teaching

Senate endorsed the extension until September 2014.

**Tessa Clegg**  
Freelance Glass Artist and tutor  
Extension to term

BA (Hons) Ceramics and Glass

Senate endorsed the extension for a period of one year from October 2011 to September 2012.

**Luke Scott**  
Sheffield Hallam University  
New appointment

BA (Hons) Music Management & Studio Production

Senate endorsed the appointment for a period of four years from October 2010 to September 2014.

**Gunter Saunders**  
University of Westminster  
New appointment

MSc Technology Enhanced Learning

Senate endorsed the appointment for a period of four years from June 2011 to May 2015.

**Janice Forbes-Burford**  
Deputy Director of Compliance & Patient Safety South Essex NHS  
New appointment

Applied Commissioning

Senate endorsed the appointment for a period of four years from June 2011 to September 2015.

**Richard Scott**  
Birmingham City University  
Extension to term

DMS, MBA, MA International Business  
Senate endorsed the extension for a period of four years from October 2011 to September 2012.

**Richard Wyatt**  
Retired BA Senior Executive  
Extension to remit

BA (Hons) Air Transport with Commercial Pilot Training

Senate endorsed the extension until September 2012.

**Sam Morgan**  
Swansea Metropolitan University  
New appointment

MA Human Resource Management

Senate endorsed the appointment for a period of four years from October 2011 to September 2015.

**Joan Simons**  
The Open University  
New appointment

Dip HE and BSc (Hons) Nursing

Senate endorsed the appointment for a period of four years from October 2011 to September 2015.

**Ruth Northway**  
University of Glamorgan  
New appointment

MSc Child Protection and Adult Safeguarding

Senate endorsed the appointment for a period of four years from October 2011 to September 2015.



**Lynne Dawkins**  
University of East London  
New appointment

BSc Psychology

Senate endorsed the appointment for a period of four years from September 2011 to June 2015.

**Stephen Littman**  
University of the Creative Arts  
New appointment

BA (Hons) Film & Television Production

Senate endorsed the appointment for a period of four years from September 2011 to August 2015

**Rebecca Wright**  
Kingston University  
New appointment

BA (Hons) Graphic Arts

Senate endorsed the appointment for a period of four years from October 2011 to September 2015.

**Mary Haynes**  
Sheffield Hallam University  
New appointment

BA Practice Development, DF Early Years

Senate endorsed the appointment for a period of four years from October 2011 to September 2015.

**Phil Gatenby**  
Teesside University  
New appointment

BA (Hons) Creative Arts, BA (Hons) Painting, BA (Hons) Textiles

Senate endorsed the appointment for a period of one year from September 2011 to August 2012.

**Peter Billingham**  
Portsmouth University  
Extension to remit

BA (Hons) Performing Arts – changes to modules

Senate endorsed the extension until September 2012.

**Robert Warrender**  
University of Sunderland  
Extension to remit

BSc (Hons) Network Security & New Media – one additional module – FD Computing IN205.

Senate endorsed the extension until September 2013.

**Carl James-Reynolds**

Middlesex University  
Extension to remit

BSc Digital Animation – one additional module – FD Computing MM214

Senate endorsed the extension until September 2012.

**Elizabeth Williamson**

Glasgow Caledonian University  
Extension to remit

BSc Computing – two additional modules of FD Computing

Senate endorsed the extension until September 2013.

**John O'Donoghue**

University of Westminster  
Extension to remit

BA (Hons) Scriptwriting and Creative Writing – re-alignment of the modules.

Senate endorsed the extension until September 2013.

**Billiejoan Rice**

Queen's University Belfast  
New appointment

BSc (Hons) Health Care Practice, Recognising the Deteriorating Patient,  
Advances in Renal Care

Senate endorsed the appointment for a period of four years from October 2011 to  
September 2015.

**Asiya Siddiquee**

Manchester Metropolitan University  
New appointment

MSc Community Psychology

Senate endorsed the appointment for a period of four years from October 2011 to  
September 2015.

**Carol Doyle**

Birmingham City University  
New appointment

BSc Nursing and PG Dip Nursing

Senate endorsed the appointment for a period of four years from October 2011 to  
September 2015.

**Joan Burgess**

University of Winchester  
Extension to term

FD in Health and Social Care

Senate endorsed the extension for a period of one year from October 2011 to  
September 2012.

**Andy Abraham**  
Leeds Metropolitan University  
Extension to remit

BSc (Hons) Coaching Science

Senate endorsed the extension until September 2012.

**Andrea Stemmer**  
Furniture Designer  
Extension to remit

HND Furniture – three additional modules – FI501, FI502 and FI503

Senate endorsed the extension until September 2012.

**Jan Hewitt**  
University of Central Lancashire  
Extension to term

Business & Management Programmes, MSc International Business and MBA

Senate endorsed the extension for a period of one year from October 2011 to September 2012.

**Joshua Obeng-Nyarko**  
De Montfort University  
New appointment

Business – Accounting and Finance

Senate endorsed the appointment for a period of four years from October 2011 to September 2015.

**Louise Winfield**  
University of Plymouth  
Extension to remit

MSc Advanced Practice – four additional modules – CL624, CL724, CL730 and CL731.

Senate endorsed the extension until September 2014.

**Alan Delliston**  
University of Hertfordshire  
Extension to term

FD in Business Management

Senate endorsed the extension until September 2015.

**Paul Bevan**  
University of the Arts  
New appointment

FD Photography & Digital Imaging

Senate endorsed the appointment for a period of one year from October 2011 to September 2012.

**Mark Primrose**

Close Protection Unit, Royal Military Police  
Termination

FD in Protective Security Management

Senate noted that this appointment has been terminated due to a lack of contact.

**Sarah Dallas**

Royal College of Art  
New appointment

BA (Hons) Textiles and Surface Design – Knit Pathways

Senate endorsed the appointment for a period of four years from October 2011 to September 2015.

**11.56 External Examiner Coverage (*Document SEN 11.64*)**

It was noted that there were 8 outstanding appointments from 2010-11 in DMM and one in S&H to replace external examiners who had retired. The numbers retiring in 2012 were noted, and Faculties encouraged to consider replacements through their FQECs.

***ACTION: Faculties***

**11.57 New Programmes of Study and Revalidations 2011-2012**

A number of courses were presented for approval:

International Foundation Programme

No conditions applied. Senate **approved** the validation.

MA Art and Design Practice (FT)

No conditions applied. Senate **approved** the validation.

MA Art and Design Practice (PT)

No conditions applied. Senate **approved** the validation.

MA Conservation of Furniture and Decorative Arts (FT)

No conditions applied. Senate **approved** the validation.

MA Conservation of Furniture and Decorative Arts (PT)

No conditions applied. Senate **approved** the validation.

**11.58 Quality & Enhancement Committee (9 November and 23 November 2011) (*Document SEN 11.66*)**

The Executive Summary of the meeting was **accepted** by Senate.

**11.59 Student Experience Committee (1 November 2011) (*Document SEN 11.67*)**

The Executive Summary of the meeting was **accepted** by Senate.

**11.60 Research Degrees Committee (6 October and 17 November 2011) (Document SEN 11.68)**

The Executive Summary of the meeting was **accepted** by Senate.

**11.61 Research Ethics & Governance Committee (11 November 2011) (Document SEN 11.69)**

The Executive Summary of the meeting was **accepted** by Senate.

**11.62 Equality & Diversity Committee (8 November 2011) (Document SEN 11.70)**

The Executive Summary of the meeting was **accepted** by Senate.

**11.63 Learning Services Board (15 November 2011) (Document SEN 11.71)**

The Executive Summary of the meeting was **accepted** by Senate.

**11.64 Faculty reports  
Faculty of Society & Health report**

The Executive Summary of the meeting was **accepted** by Senate.

**11.65 Faculty of Design, Media & Management**

No report had been received.

**11.66 Date of Next Meeting**

Wednesday 14 March 2012.

**Signed**

**Date**

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**Chair**