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Senate

Open Minutes

Date of meeting: **Wednesday, 22 March 2017**

Duration of meeting: **2.00pm to 3.20pm**

Location: **G5.05 High Wycombe Campus**

Attendance

| Name | Faculty / Directorate | Category of membership |
|--------------------------------|----------------------------|------------------------|
| Rebecca Bunting | Vice-Chancellor's Office | Ex-officio (Chair) |
| Miriam Moir | Academic Quality | Secretary |
| Sean Mackney | Vice-Chancellor's Office | Ex-officio |
| Tim Middleton | Vice-Chancellor's Office | Ex-officio |
| Sue West | Society & Health | Ex-officio |
| Lorraine Watkins-Mathys | Design, Media & Management | Ex-officio |
| Ellie Smith | Academic Quality | Ex-officio |
| Ruth Gunstone | Student Services | Ex-officio |
| Julie Irwin | Learning & Teaching | Ex-officio |
| Frazer Mackenzie | Design, Media & Management | Ex-officio |
| Phil Wood | Design, Media & Management | Ex-officio |
| Paul Morgan | Society & Health | Ex-officio |
| Carol Pook | Society & Health | Ex-officio |
| Florin Ioras | Design, Media & Management | Ex-officio |
| Tim Coole | Design, Media & Management | Elected |
| Carlo Lusuardi | Design, Media & Management | Elected |
| Allen Stroud | Design, Media & Management | Elected |
| Karen Harrison-White | Society & Health | Elected |
| Ciaran O'Keefe | Society & Health | Elected |
| Steven Pearce | Society & Health | Elected |
| Christine Brooks | Society & Health | Elected |
| Joe Collins | Students' Union | Student Member |
| Jenny Wade | Students' Union | Student Member |

Apologies

| Name | Faculty / Directorate | Category of membership |
|-----------------|----------------------------|------------------------|
| Colin Martin | Society & Health | Ex-officio |
| Jo Rixon | Society & Health | Elected |
| Nasreen Akhtar | Society & Health | Elected |
| Lois Drawmer | Design, Media & Management | Elected |
| Nic Fryer | Design, Media & Management | Elected |
| Roland Radaelli | Design, Media & Management | Elected |

Welcome / Apologies for absence

- 17.01 The Chair welcomed members to the Senate meeting.
- 17.02 Apologies for absence were received. It was confirmed that the meeting was quorate.

Minutes of the meeting held on 14 December 2016

- 17.03 The minutes of the meeting were approved as an accurate record.

Status of actions from the 14 December 2016 meeting

- 17.04 The Action Sheet with status updates was noted.
- 17.05 It was stressed again that NSS Action Plans needed to be prioritised at Programme Committees.
- 17.06 It was further noted that work was progressing on a plan to show the mapping of current research Institutes, Centres and Groups against the emerging new Research and Innovation Centres and Groups structure.

Chair's Actions taken since the previous meeting

- 17.07 Senate endorsed the Chair's Actions taken since the last meeting as noted on the summary sheet provided.

Vice-Chancellor's Report to Senate (SEN 17.01)

- 17.08 The report was noted. The main item related to the Transformation Programme which had been launched to facilitate the organisational changes required to enable the successful delivery of the University's strategy. The six strands of the Transformation Programme were each being managed as a project. The key message for Senate was the extent of the restructuring to be undertaken and the depth of reconsideration of the curriculum portfolio. While the University would aim to build on its traditional areas of strength, other curriculum areas, course structures and delivery schedules would also be developed in order for the University to continue to be competitive.
- 17.09 Senate questioned whether the portfolio review would consist of an adaptation of the current offer, or whether a radical approach would be welcomed, with new areas of provision being considered. It was explained that the review would encompass both approaches, utilising relevant data sets, scrutinising the current offer for areas of diversification, and assessing proposals against costs and perceived risks. It was further explained that the wider academic community would be involved in the review as plans are progressed. Intelligence would be gathered using data sets, but also through academic networks, where trends would be identified.

Bucks Academic Framework (SEN17.02)

- 17.10 A paper giving an update on progress with the Bucks Academic Framework was considered. It was explained that there had been a delay in the completion of Phase 1 of the process, and it was now anticipated that the first phase would be completed by the end of May 2017: an update would be given to Senate at its June meeting. The workshops that had been held had resulted in useful feedback which had helped to recalibrate and improve the framework. It was suggested that a pilot group should try out the amended self-assessment for the senior leadership roles prior to it being rolled out across the University, and this suggestion was welcomed.
- 17.11 A revised timetable for Phase 2 was also proposed with workshops being held during the autumn of 2017, and the self-assessment phase taking place during January and February 2018. These revisions in the timetable would allow for full transition to the Bucks Academic Framework in the 2020-21 academic year.
- 17.12 Senate welcomed the extra time being taken to ensure that the framework was fit for purpose, and approved the proposed revisions to the timeline.

TEF2 Submission and next steps (SEN17.03)

- 17.13 Senate had been provided with the submission for TEF 2 – *Teaching Excellence at Buckinghamshire New University* - with the supporting data pack. The submission had provided the opportunity to draw attention to the good practice in place across the University and highlight areas of strength.
- 17.14 It was noted that an area for development included improving retention of students. A declining retention trend was apparent across the sector, though at Bucks this was not due to reduced tariffs at entry. The data suggests that students are increasingly less likely to have come from a traditional A' level background, and may therefore have different expectations regarding their learning experience. A Retention Strategy was currently being written to address the decline in retention, and in the future data would be used to predict and identify students at risk of withdrawing from the University.
- 17.15 A second area for improvement was to increase the proportion of students entering graduate level jobs or further study. It was noted that the DLHE follow-up period was to be extended to 15 months which may impact positively on Bucks. However, it was noted that there may be an issue over maintaining contact with graduates over this increased period of time.
- 17.16 Senate recorded its thanks to the PVC Education and all members of staff who had contributed to the completion of the submission.

Quality Monitoring Update (SEN17.04)

- 17.17 Senate was reminded that at the joint meeting with Council held in November 2016, the Quality & Standards and Education Committees' Report on the outcome of the Strategic University Review & Evaluation process for 2015-16 had made a number of recommendations. The paper provided to Senate gave a brief update of actions taken against each of the recommendations.
- 17.18 Senate received clarification under point 4 that quality assurance for Degree Apprenticeships would come under the QAA.
- 17.19 Senate noted the actions being undertaken.

Annual Provider Review

- 17.20 The outcome of the November joint meeting of Senate and Council was the assurance of quality and standards to HEFCE under the Annual Provider Review. The University had subsequently been asked to provide further information in two areas.
- 17.21 HEFCE had asked for details of the University's partnership with UCFB and around the NSS results which showed a below-sector average. A response to HEFCE giving the requisite details of the partnership, and the plan with actions and timescales to determine improvements in NSS scores was submitted to HEFCE, and it was reported that no further information had been sought.

Institutional Repository

- 17.22 It was noted that this item was covered under the report from the Research & Enterprise Committee.

Annual Monitoring Policy & Procedure (SEN17.05)

- 17.23 It was reported that the University's Programme Review & Enhancement (PRE) and the Strategic University Review & Evaluation (SURE) policies had been reviewed. The aim of the review had been to:
- a) Focus on the review and monitoring of programmes at module and subject level, reflecting the future TEF subject areas
 - b) Reduce the number of reports being written
 - c) Concentrate on issues to be taken forward through live action plans
- 17.24 The proposal to revise the process had been discussed with Faculty Management Teams and the draft documentation had been presented to Quality & Standards Committee in February 2017. The new Annual Monitoring Policy & Procedure was presented to Senate for comment.
- 17.25 Senate questioned whether Directorate reporting, which had been part of SURE, would still be required. It was noted that Directorates may wish to report on their own functionality internally, but such reports would not be required as part of the Annual Monitoring process.
- 17.26 The timing of the Subject Annual Monitoring Meetings (SAMM) was queried. It was confirmed that these would be held in late September and October when relevant data sets would be available, and it was noted that the meetings would provide an opportunity for programme performance to be considered against institutional KPIs. The meetings would require at least half a day, depending on the size of the subject area, and it was anticipated that there would be 8-10 SAMMs.
- 17.27 It was noted that where issues of resources were raised in the SAMM Action Plans, these would be brought to the attention of the Vice-Chancellor's Steering Group.
- 17.28 Senate welcomed the revised policy and noted its aim for efficiency of process. The Annual Monitoring Policy & Procedure was approved for introduction from 2016-17.
- 17.29 The proposal to formally rescind the SURE and PRE policies was approved.

Integrated Masters – formal documents (SEN17.06)

- 17.30 It was reported that the framework for Integrated Master's degrees had been approved by Academic Planning Committee in December 2016, and Senate was now

asked to consider the incorporation of the framework into two existing formal documents

- a) Academic Qualifications Framework
- b) Academic Assessment Regulations

17.31 The two documents had been presented to Quality & Standards Committee on 15 February 2017, and were now recommended to Senate.

17.32 Senate approved the additions to the two formal documents.

Student Disciplinary Procedures (SEN17.07)

17.33 A number of changes to the Student Disciplinary Procedures were proposed following discussions in a working group, including changing the term from “suspension” to “temporary exclusion”, and clarifying who should authorise such temporary exclusions of students.

17.34 Senate asked that the timescale for the appeal stage should be clarified in the final version of the documentation, and recommended that the revised Student Disciplinary Procedures be taken to Council for approval.

ACTION: R.Gunstone

Extension to term of validation (SEN17.08)

17.35 Senate considered the rationale for the extension to validation term for two programmes and approved the following:

- a) BA (Hons) Security Consultancy extended to August 2018
- b) FDA Policing extended to August 2018

External Examiner Appointments (SEN17.09)

17.36 Senate received the update from the External Examiner Approval Panel and endorsed the decisions made in each instance.

Validation: Recommendation of Awards for Approval (SEN17.10)

17.37 Senate reviewed the outcomes of validation events held since the previous meeting and endorsed the decisions in each case, and noted where conditions had yet to be met.

17.38 It was confirmed that the conditions set for the FDS Nursing Associate had now been met.

17.39 It was noted that the Graduate Certificate and Post Graduate Certificate Non-Medical Prescribing had been approved with conditions following an event attended by three professional bodies. The date for the conditions had yet to be set.

17.40 Senate approved programmes for delivery where Conditions had been satisfactorily completed.

Committee Reports

17.41 Senate received Executive Summaries for the following meetings:

- **Quality & Standards Committee**, 15 February 2017 (SEN17.11)

- **Research & Enterprise Committee**, 7 March 2017 (SEN17.13): it was noted that the maintenance of the Bucks Knowledge Archive function would remain with the library, but that the RED Unit would engage with academic staff over the repository and would upload publications in the future.
- **Academic Planning Committee**, 16 February 2017 (SEN17.14)
- **Design, Media & Management Faculty Board**, 25 January 2017 (SEN17.15)
- **Society & Health Faculty Board**, 1 February 2017 (SEN17.16): it was noted that the NMC Review held in February had been successful, and had engaged a great many stakeholders. Congratulations were extended to the Head of School and her team. The report from the NMC was awaited.

Concluding remarks

17.42 The Chair noted that the meeting would be the last Senate attended by Carol Pook, Head of School for Pre-Qualifying Nursing and Vocational Healthcare, before her retirement. On behalf of Senate the Chair thanked Dr Pook for her valuable contributions to all the Committees with which she had been involved, and for her insight regarding quality issues for the University.

Date of next meeting

17.43 The date of the next meeting is Wednesday 7 June 2017.