

**SENATE**

**MINUTES OF THE MEETING HELD ON 12 JUNE 2019**

**Present**

|   |  |
|---|--|
| Prof John Vinney (Chair)                | Vice-Chancellor                              |
| Dr Catherine Angell                     | Faculty Academic Staff Representative (FHSS) |
| Graham Beards                           | Director of Finance & Performance            |
| Dr Carol Clark                          | Faculty Academic Staff Representative (FHSS) |
| Dr Luciana Esteves                      | Faculty Academic Staff Representative (FST)  |
| Alan James                              | General Manager, Students' Union BU          |
| Dr Fiona Knight                         | Professional Services Staff Representative   |
| Prof Tim Lloyd                          | Faculty Academic Staff Representative (FM)   |
| Jacky Mack (Secretary)                  | Head of Academic Services                    |
| Dr Dermot McCarthy                      | Faculty Academic Staff Representative (FM)   |
| Prof Tim McIntyre-Bhatty (Deputy Chair) | Deputy Vice-Chancellor                       |
| Prof Dinusha Mendis                     | Professoriate Representative (FMC)           |
| Prof Jane Murphy                        | Professoriate Representative (FHSS)          |
| Julie Northam                           | Head of Research & Knowledge Exchange Office |
| Prof Keith Phalp                        | Executive Dean (FST)                         |
| Karl Rawstrone                          | Faculty Academic Staff Representative (FMC)  |
| Prof Kerstin Stutterheim                | Faculty Academic Staff Representative (FMC)  |

**In attendance**

|                      |                              |
|----------------------|------------------------------|
| Jack Guymmer (Clerk) | Academic Quality Team Leader |
|----------------------|------------------------------|

**Apologies**

|                         |  |
|-------------------------|--|
| Jim Andrews             | Chief Operating Officer                                    |
| Prof Katherine Appleton | Professoriate Representative (FST)                         |
| Ade Balogun             | President 2018/19, Students' Union                         |
| Mandi Barron            | Head of Student Services                                   |
| Dr Bryce Dyer           | Faculty Academic Staff Representative (FST)                |
| Lenrick Greaves         | Vice-President (Education) 2018/19, Students' Union        |
| Prof Tim Rees           | Professoriate Representative (FM)                          |
| Prof Michael Silk       | Deputy Chair of Academic Standards and Education Committee |
| Prof Stephen Tee        | Executive Dean (FHSS) & Acting Executive Dean (FM)         |

**18/039 APOLOGIES**

The Chair welcomed members to the meeting and apologies were noted as above.

**18/040 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**18/050 MINUTES OF THE PREVIOUS MEETING OF 27 FEBRUARY 2019**

**18/051 Accuracy (SEN-18-042)**

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

18/052 **Matters Arising (SEN-18-043)**

All matters arising from the previous meeting were deemed to be complete. Please refer to the actions log for details of completed actions.

18/053 **Report of Electronic Senate meeting of 15 May to 22 May 2019 (SEN-18-044)**

**Noted:** The report of the Electronic Senate meeting of 15 May to 22 May 2019 was noted.

18/054 **VICE-CHANCELLOR'S COMMUNICATIONS**

18/055 **HE Sector and BU2025 Update**

BU2025

The Chair reported that good progress had been made towards BU2025, approaching the end of the first year of delivery, with a number of reviews and actions being taken forward since the beginning of the year, such as the review of departmental alignment.

HE Sector

The long-awaited Augur review into post-18 education and funding had been published in May. The report produced a comprehensive assessment of the current Higher Education (HE) and Further Education (FE) sectors, with recommendations on how these systems could work more closely together. In addition to the headline proposed reduction in tuition fees to £7500, the report challenged the notions of cost and price attached to each subject in terms of social and economic value. The conclusion of the report remained unclear as it was dependent on a number of other factors including the future government and Secretary of State but it was expected that there would be more clarity by the end of the year.

In response to the report's recommendation to lower tuition fees, Dr Clark queried if the proposed adjustments to government top-ups would be proportional to cover the delivery of higher-cost subjects. The Chair reported that the absolute amount and distribution of the top-up funding across subjects was still unknown and was due to be considered in the forthcoming spending review.

18/056 **Annual Review of Key Performance Indicators**

Professor McIntyre-Bhatty provided information regarding the annual review of Key Performance Indicators (KPI) aligned to BU2025: Inspiring Learning, Advancing Knowledge and Enriching Society. Key headlines included:

- The proportion of students on long placements was one of the areas where the aggregate performance of Departments had outperformed sector comparators. Even though progress had been made, it was highlighted that significant gaps still existed between the aggregate performance of Departments and sector comparators for metrics relating to *Teaching Quality, Student Experience and Research Assessment Intensity*. It was considered that further enhancement in the metrics relating to *Teaching Quality* and *Student Experience* would have the biggest impact on the University's position in league table rankings. It was noted that the University's target was to be in the top third quartile for every measure, in which it was currently achieving in the majority of cases.
- The main point noted in the indicators for *Inspiring Learning* was that the offer rate for Black students had dropped compared to previous years and was now below target. In addition to the small numbers involved, it was considered that the drop was heavily influenced by qualification on entry, with a large proportion of Black applicants having a BTEC as their highest qualification. It was reported that a number of actions had

been identified linked to the University's Access and Participation Plan to address the offer rate gaps for under-represented groups.

- The University had seen positive movements in a number of indicators relating to *Advancing Knowledge*; however some indicators had plateaued and moved back slightly since the start of the year. In terms of future Research and Knowledge Exchange (RKE) income, it was reported that the proportion of budget awarded for 2019-20 had grown compared to previous years, with early indications for strong performance in 2020-21. It was considered that this was a good indicator that changes to bidding behaviour were starting to embed across the University and were providing positive results.
- The distribution of expected RKE income across Departments was noted. On aggregate the University had achieved the RKE income target for 2018-19, with some Departments achieving over agreed targets. It was highlighted that the forthcoming departmental restructure would create a discontinuity in the data and impact the illustration of a number of KPIs in the next reporting period.
- Several indicators relating to *Enriching Society* could not be accurately measured at the time of the review as data had only just begun to be captured for these areas. The analysis of measurable indicators had shown an increase in both academic-corporate collaborations and Scope 1 and 2 carbon emissions per total metre<sup>2</sup>, with the latter indicating that the University was now sector leading.
- In terms of *People Metrics*, it was highlighted that the University had been successful in re-applying for Athena SWAN recognition, with a number of Departments also being awarded or actively applying for recognition status. It was reported that good progress had been made against reducing the gender pay gap, however further work was required to completely eliminate the gap.

#### 18/057 **Update on the strategic investment areas**

Professor McIntyre-Bhatty opened the discussion by presenting an update on the four strategic investment areas (SIAs) within BU2025: Medical Science, Animation, Simulation & Visualisation, Sustainability & Low Carbon Technology, and Assistive Technology.

The implementation of the SIAs was based on a standard innovation funnel and began with the formation of initial steering groups who were tasked with confirming and embedding the scope of each SIA. Two launch events had been held for the SIAs relating to *Simulation & Visualisation* and *Sustainability & Low Carbon Technology*. The aim of the events was to encourage engagement and interdisciplinary collaboration in the development of concepts for strategic investment.

The first call for bids relating to SIA funding had resulted in 27 expressions of interest being received, in which 90% were received from the Faculties of Science and Technology and Health and Social Sciences. It was considered that this figure was not entirely off balance as the vast majority of RKE income was expected from these two Faculties. It was reported that nearly 40% of bids had been submitted by academic staff not involved with the steering groups, which was considered to be a good indication of broad engagement from across the University.

A small number of bids had been supported by the University to put forward a full business case for approval. Where there had been overlap in ideas, it was advised that these bids were bought together to strengthen their potential. All individuals who had submitted a bid had been contacted and given feedback. It was reported that the next call for expressions of interest would take place in June 2019.

It was considered that one of the reasons why only a small proportion of expressions of interest were received from the Faculty of Management was due to the perception that the SIAs were predominately science based. Prof McIntyre-Bhatty highlighted the importance of

social science and humanities, noting that these were recognised in the development of BU2025 and were fundamental in ensuring the success of the SIAs. It was considered that the misconception could be partly attributed to communications around the SIAs. Nevertheless, it was agreed that the proportion of expressions of interest should be monitored to ensure that staff did not feel excluded.

## 18/058 Access and Participation Plan 2020/21 to 2024/25

Ms Mack introduced the discussion by providing an overview of the Office for Students' (OfS) new approach to regulating access and participation. Key points of the discussion included:

- After extensive consultation, the OfS had published guidance at the end of February 2019 on the new approach providers were expected to take for developing Access and Participation Plans (APP) from 2020/21 onwards. One of the key reforms was for the approval of plans to be placed onto a more strategic timescale (five-year period) rather than annually as at present.
- The new approach required each provider to outline a 'theory of change' and articulate a clear strategy for evaluation. The plans were to demonstrate how the assessment of performance using OfS data informed strategic aims and objectives as well as the targets and milestones to help reduce gaps in access, success and progression for under-represented groups. Targets were to focus on outcomes rather than inputs and had to be sufficiently ambitious in support of the OfS's own targets. It was considered that the University was in a good position to deliver on the provisions of the plan due to the clear alignment between access and participation targets and the University's KPIs associated with BU2025.
- Together with the APP, providers would be required to provide a targets and investment plan. The investment plan focused on student financial support, evaluation and support, and investment in access (disaggregated between pre-16 activity, post-16 activity and work with adults and communities).
- The development of the University's APP had been led by a working group, which had been established and overseen by the Access, Excellence and Impact Committee (AEIC). The working group had collaborated with the Students' Union (SU) to ensure meaningful student representation, with continued engagement planned throughout the delivery period.
- The following high-level gaps had been identified where the University intended to increase focused activity and investment:

### ***HE participation/Socio-economic***

- i. The proportion of entrants from the lowest quintile of HE participation compared to the entrants from the highest.
- ii. The continuation rate of students from lowest quintile of HE participation compared to those from the highest.

### ***Black Asian and minority ethnic students (BAME)***

- i. BAME students' rate of continuation compared to white students.
- ii. The attainment rate of BAME students compared to white students.
- iii. BAME graduates' progression into highly skilled employment or further study compared to white graduates.

### ***Students with a Disability***

- i. The attainment rate of disabled students compared to students without a known disability.

It was highlighted that a number of themes identified in the 2020/21 plan built on targets outlined in previous plans which would allow a continuation of activity across a number of

areas. Further work was planned to ensure the plan was integrated with BU2025 actions where appropriate and embedded into existing processes, including annual monitoring and the outcome of the internal subject Teaching Excellence and Student Outcomes Framework (TEF) pilot. It was reported that all activity and monitoring would be driven by AEIC over the plan period.

It was reported that the final draft of the APP had been reviewed by the University Leadership Team (ULT). The next step was for the plan to be circulated to members of Senate and the University Board for review and comment before being approved for onward submission to the OfS.

18/059 **FOR APPROVAL**

18/060 **Level 3 Generic Assessment Criteria (SEN-18-045)**

Following the recent introduction of Level 3 qualifications to the University's awards; namely the Foundation Year Certificate, the Committee received the proposal to approve new generic assessment criteria for Level 3 for inclusion within the existing policy: *6F – Generic Assessment Criteria*.

**Approved:** Senate approved the Level 3 Generic Assessment Criteria for implementation in 2019-20.

18/061 **Proposed changes to ARPPs associated with Curriculum Management (SEN-18-046)**

The Head of Academic Quality presented a series of changes which were intended to refine aspects of existing policy and procedures relating to programme approval and review and programme modification.

There was some discussion about the proposal to extend the window for modifications to programmes; in particular, the types of modifications that could be made using the later deadline of the end of March. The Head of Academic Quality explained that later deadline would apply where proposed changes were such that there would be no impact for the student records system (SITS), e.g. changes to unit aims and learning outcomes.

Whilst it was acknowledged that the new deadline to consider modifications would allow more responsiveness to act upon student feedback received in Semester 1, it was noted that the end of March deadline would only give programme teams a short amount of time to respond to feedback from Semester 2. Noting that the new deadline allowed greater flexibility than before, the Head of Academic Quality advised that teams could consider exploring other possible adaptations that could be undertaken without requiring a formal modification.

**Approved:** Senate approved proposed changes to policy and procedures relating to curriculum management for implementation in 2019-20:

- 4A – Programme Approval, Review and Closure: Policy
- 4B – Programme and Unit Modifications: Policy
- 4H – Evaluation, Monitoring and Modification of Postgraduate Research Degree Programmes: Procedure

18/062 **REPORTING COMMITTEES**

18/063 **Faculty Academic Board (FAB) (SEN-18-047)**

**Noted:** The Committee noted the FAB minutes, subject to the following amendment:

- FHSS FAB minutes of 15 May 2019 (unconfirmed)
- FM FAB minutes of 21 May 2019 (unconfirmed)
- FMC FAB minutes of 10 April 2019 (unconfirmed)
- FST FAB minutes of 2 May 2019 (unconfirmed)

Two minor typographical errors were highlighted in 'section 3' of the FST FAB minutes of 2 May 2019 with regards to RKE income and the minute numbering.

Ms Mack reported that the Terms of Reference for the recently formed Department Committees were in the process of being reviewed based on engagement and feedback from members involved in the committees.

**18/064 University Research Ethics Committee (SEN-18-048)**

**Noted:** The Committee noted the University Research Ethics Committee minutes of 1 May 2019 (unconfirmed).

**18/065 Academic Standards and Education Committee (SEN-18-049)**

**Noted:** The Committee noted the Academic Standards and Education Committee minutes of 15 May 2019 (unconfirmed).

**18/066 University Research & Professional Practice Committee (SEN-18-050)**

**Noted:** The Committee noted the University Research & Professional Practice Committee minutes of 20 May 2019 (unconfirmed).

**18/067 ANY OTHER BUSINESS**

It was highlighted that one vacancy was still available for members of Senate to sit on the Academic Standards and Education Committee (ASEC). It was requested that any expressions of interest were sent to either Prof McIntyre-Bhatty or Ms Mack.

**18/068 DATE AND TIME OF NEXT MEETING:**

Electronic Senate – 9.00am on 2 October 2019  
Senate Meeting – 2.15pm on 30 October 2019