

SENATE

**MINUTES OF A MEETING OF SENATE held on
22 JUNE 2005**

Present: G Slater (Chairman)
M Barron, B Astin, D Ball, E Caswell, M Hadfield, A Hunt, S Jukes, P Kneller,
P Luker, D Marshall, N Richardson, W Page, A Schofield, C Symonds,
H Thornber, J Warr, D Williams, D Willey, R Wynne.

In attendance: R Dugan, V Wood (Committee Clerk)

Apologies: R Burns, I Graham, N Grief, N Hemmington, C Lewis, K Meyer, M Riordan

ACTION

1. MINUTES OF THE MEETING OF SENATE HELD ON 2 FEBRUARY 2005

The Minutes were approved as a correct record with the exception, under Item 8.1 of an alteration to read "...the new Level 1 *was broadly similar to Level 4*"

1.1 Matters Arising

1.1.1 Partnerships, Access and Community Education: Partnerships

The Vice Chancellor reported that negotiations had been completed for the Anglo European Chiropractic College to become an Associate College of the University.

1.1.2 Academic Standards Committee: Admission Regulations

The Pro Vice Chancellor (Academic) reported that the regulations relating to direct admission at Level H were discussed at the Committee meeting in March although work was still in progress.

1.1.3 Academic Standards Committee: Increased provision of academic programmes by Support Services

The issues raised by Senate had been discussed at the March AST meeting and referred to the Academic Planning Group for further discussion.

1.1.4 School Committees

The Guidance paper on procedures for approval of Visiting Professors and Fellows had been circulated.

2. VICE CHANCELLOR'S REPORT

2.1 Universities UK

Members noted that the Vice Chancellor had included a short statement on the role of Universities UK at the request of the Chairman of the University Board.

2.2 Academic Services

Members noted the success of the Teaching and Learning Conference on 10 May 2005. Academic Services had collaborated with the Centre for Research & Knowledge Transfer to widen the scope of the Conference, whose theme had been Graduate Employability.

2.3 **Accounting Services**

The Vice Chancellor advised that the University Budget for 2005-06 had been considered in detail by Finance & Resources Committee, who have recommended that the Board approve the budget, without alteration, at the Board Meeting on 8 July 2005.

2.4 **Estates: Royal London House**

The Vice Chancellor highlighted the renewal of both lifts at Royal London House and assurances were given that one lift would remain operational throughout the contract period.

2.5 **Department of Sport and Recreation**

The Vice Chancellor drew particular attention to the successful year for the University's sports teams. This has resulted in the University achieving its highest ever points total in the British University Sports Association Championships.

3. **REPORT FROM STANDING PROFESSORIAL COMMITTEE**

1 March 2005

25 May 2005

3.1 **RESOLVED:** that the following nominations for Personal Chairs be ratified:

Dr Bogdan Gabrys	School of Design, Engineering & Computing
Dr Kamran Tabeshfar	School of Design, Engineering & Computing
Professor Paul Curran	Vice Chancellor Designate

3.2 **RESOLVED:** that the following nominations for professorial designation as Visiting Chairs be ratified:

Dr Behname Azvine	School of Design, Engineering & Computing
Professor Veronica Bishop	Institute of Health and Community Studies
Dr Stuart Davies	School of Conservation Sciences
Mr Chris Swinson	Institute of Business and Law

At this point, the Vice Chancellor handed Chairmanship of the meeting over to the Pro Vice Chancellor (Academic) and withdrew from the meeting.

3.3 **RESOLVED:** that the nomination of Professor Gillian Slater as an Emeritus Professor be approved with effect from 1 October 2005.

The Vice Chancellor returned to the meeting and resumed the Chair.

4. **MATTERS RAISED BY ELECTED REPRESENTATIVES**

4.1 **Memorial for Dr Coyne**

Members noted with regret the death of Dr John Coyne, former Pro Vice Chancellor (Academic) and contributor to the life and development of the University. Members agreed with the recommendation put forward by staff for a part of the Talbot Campus to be named in his memory. The Pro Vice Chancellor (Corporate Development & Finance) was asked to consider an appropriate area in one of the new developments. **PVC(CD&F)**

4.2 **Conditions at Weymouth House during Building Work**

4.2.1 Some staff had raised concerns over noise levels, due to building works in Weymouth House. However, the Head of Bournemouth Media School, based in Weymouth House, had only received formal complaints about the short term problems over flooding.

4.2.2 The Pro Vice Chancellor (Corporate Development & Finance) informed Members that the work causing the most disruption would take place over the summer vacation period, although the project was not due for completion until December 2005.

4.3 **Information to External Examiners on Proposed Changes to the Regulations**

A small number of external examiners had expressed concern over the failure by the University to inform them about proposed regulation changes until the decisions had been taken. The Pro Vice Chancellor (Academic) advised that minor changes are often made following examiners comments. Members were assured that, where appropriate, consultation with External Examiners would take place.

4.4 **Role of ADQ in the Development Process**

4.4.1 A comment on the involvement of Academic Development & Quality earlier in the programme drafting and specification development process had been received. The Head of Academic Development & Quality advised that guidance and support for programme development teams was provided and that, in addition, staff development was available through Academic Services. However, it was seen as important that, in large measure, teams should draw on the expertise and resources in their own Schools and should seek to share good practice within and between Schools.

4.4.2 The Head of Academic Development & Quality also stressed involvement by ADQ was limited, not only by the human resource available in ADQ but also due to possible compromises to ADQ's position over validation decisions.

4.5 **Balanced Workload Guidelines**

4.5.1 Mr Marshall, the School Teaching Representative from IBAL, expressed some academic staff's concerns over the Balanced Workload model, seen as a variation of contract that had not been discussed with workplace representatives.

4.5.2 The Vice Chancellor commented that the major driver behind the introduction of the model was a desire from staff for transparency, and the information requested was in a format already available in Schools. Its aims were to record activities of staff, and not as a judgement on performance. Members were informed that, after it had been in operation through the next academic year, the model's effectiveness would be evaluated.

4.5.3 Ms Symonds commented that NATFHE had advised staff not to complete the form, believing it to be associated with contractual issues, although Dr Astin advised the pro forma, which had originated in the School of Conservation Sciences during the present academic year, was seen as unrelated to contractual issues by CS staff. The Vice Chancellor confirmed that those who did not wish to complete the form would not be subject to any disciplinary action.

4.6 **Academic Leave Year**

Comments had been made that, as a result of the academic year leave periods ending on 31 August, staff tended to "use up" their entitlement in August, with a resulting reduction in academic cover etc. during that month. The Vice Chancellor, in referring this to the Personnel Department, advised that, should changes be proposed, it would also require the approval of Personnel Committee.

VC/MR

4.7 **Information on Staff Numbers**

Members were informed that the request for the latest information on staff numbers and the split in those numbers between administrative, support and academic staff, would be referred to the Personnel Department.

MR/BW

4.8 **Local variations to the National Agreement on Pay and Conditions**

Concerns expressed by staff that the nationally agreed pay and conditions framework were being ignored by the University during the current negotiating round. This was denied by the Vice Chancellor, who advised that all current negotiations were within the agreed framework and that the proposals under consideration by the University were not mandatory.

4.9 **Seminars and its affects on Students**

4.9.1 A member of staff had expressed concerns over moves towards seminars every two weeks instead of every week within Schools, and its potential affects on students' academic development and the consequent increased pressures on academics. Members were advised that evaluation of the impacts of seminars on students' final academic achievements were already being conducted in several schools. As a wider University concern, student expectations post 2006 over delivery, contact time and assessments and issues of parity across all University programmes were being considered. The Pro Vice Chancellor (Academic) advised that cross-Schools initiatives, particularly when teaching smaller units, as well as e-learning strategies should also be considered.

4.9.2 The discussion following included concerns that extra hours released by seminars would be transferred to additional teaching commitments with workload implications as a result. It was agreed however, that the organisation of programmes was a School responsibility, and should be discussed and monitored at this level for any impacts on students or staff. Dr Astin commented that in the School of Conservation Sciences, students no longer had seminars, but that changing methods of delivery ensured the enhanced development of the student experience. The President of the Students' Union commented that the changes to the lengths of terms, and the perceived loss of lecturing time, also needed to be taken into account.

5. **ACADEMIC DEVELOPMENT COMMITTEE** **22 February 2005** **18 May 2005**

The Minutes were noted.

6. **ACADEMIC SERVICES COMMITTEE** **17 January 2005** **18 April 2005**

The Minutes were noted.

7. **ACADEMIC STANDARDS COMMITTEE** **20 January 2005 (Summary previously noted)** **21 February 2005** **16 March 2005** **25 May 2005**

7.1 The Resolutions and Recommendations from the meeting held on 20 January 2005 had been presented at the previous Senate, but Members noted the full Minutes of the meeting.

7.2 The Special meeting of Academic Standards Committee, held on 21 February 2005 to discuss the Collaborative Provision Audit, were noted.

7.3 The Resolutions from the meetings held on 16 March 2005 and 25 May 2005 were NOTED.

7.4 **Academic Offences Procedure: Taught Awards**

7.4.1 Members discussed the draft Procedures, which incorporated comments made at the Academic Standards Committee meeting on 16 March 2005. The Head of the Bournemouth Media School expressed his School's continuing reservations over losing the ability to insist that students guilty of plagiarism be made to repeat a level, seeing this as a retrograde step. Mandi Barron explained that differing degrees of severity marked offences considered under the remit of the Academic Offences Panel and those referred to Disciplinary Panels. It was emphasised that the new procedure was not reducing severity, rather moving towards plagiarism being seen as a more serious offence, and so a disciplinary matter.

7.4.2 Members agreed that, in order to ensure students fully understood the seriousness of the offence, the definitions of plagiarism should be reinforced at the time of the students' first assessment.

7.4.3 The Students' Union Vice President (Representations) highlighted the issue of the cultural differences that result in some overseas students considering plagiarism in a different light to that prevalent in the UK. Members agreed this should be referred to the International Office, with the recommendation this issue be dealt with during the International students' induction programme. Members also agreed that consideration should be given, when setting the frameworks of assignments, to reducing the opportunities and scope for plagiarism.

Secretary

7.4.4 Members agreed to the revision of section 4 of the procedure to ensure appropriate cross referencing to the regulations in the Blue Book

Secretary

7.4.5 It was **RESOLVED** to approve the Academic Offences Procedure – Taught Awards subject to the agreed alterations being included.

7.5 **Standard Assessment Regulations**

It was **RESOLVED** that the "will" clause would apply to postgraduate as well as undergraduate students.

7.6 **Quality Assurance: MChiro Chiropractic Award**

RESOLVED: that the proposal for a new award designation of MChiro be ratified.

8. **RESEARCH DEGREES COMMITTEE**

26 January 2005

9 March 2005

4 May 2005

19 May 2005

The Minutes were noted.

8.1 The following research awards were recommended at the Research Degrees Committee held on 26 January 2005, and already approved by Chair's Action for conferment:

PhD	Alan Drayson	School of Conservation Sciences
MPhil	Astrid Mick	School of Conservation Sciences

8.2 The following research awards were recommended at the Research Degrees Committee held on 9 March 2005, and already approved by Chair's Action for conferment:

PhD	Clare Chambers	Institute of Business & Law
	Periklis Chatzimisios	School of Design, Engineering & Computing
	Nigel Garland	School of Design, Engineering & Computing
	Linda O'Connell	School of Conservation Sciences
	Chris Pullen	Bournemouth Media School
	Xavier Velay	School of Design, Engineering & Computing
	Eileen Wilkes	School of Conservation Sciences

9. JOINT SENATE/UNIVERSITY BOARD – STUDENT AFFAIRS COMMITTEE
9 March 2005
11 May 2005

9.1 The Minutes were noted.

9.2 The President of the Students' Union highlighted the discussion at the 11 May meeting of the Committee over the relative inaccessibility of some support areas such as Counselling, Chaplaincy and the Students' Union offices. He asked that the provision of a more centralised location, giving greater visibility to those key functions that should be easily accessible to students, be taken into account during the future development of the University's Estates Strategy.

9.3 Review of Students Regulations

Members were informed no major changes to the rules had been made. Alterations had been aimed at simplification of the rules and at ensuring consistency within and between the University's various student related regulations, policies and procedures.

RESOLVED: that, subject to the Board's consideration and comment, the revised Student Regulations be adopted.

10. SCHOOL COMMITTEE MINUTES

Resolutions and Recommendations

School Committee resolutions were noted and recommendations agreed unless otherwise stated. Recommendations and resolutions relating to programmes are approved subject to being checked with Academic Development and Quality to ensure that the proposals are in agreement with current academic regulations and procedures.

10.1 Bournemouth Media School
1 June 2005

The Resolutions were **NOTED**.

RECOMMENDED that:

The appointment of Mr L Scanlan as a Visiting Professor be referred to the Standing Professorial Committee.

RECOMMENDED that:

The Vice Chancellor approve Mr James Knight as a Visiting Fellow as proposed at the meeting on 1 June 2005.

10.2 Conservation Sciences
11 March 2005

The Minutes and Resolutions were **NOTED**.

10.3 School of Design Engineering & Computing
16 February 2005
25 May 2005

The Minutes and Recommendation were **NOTED**.

10.4 **Institute of Health and Community Studies**
8 June 2005

10.4.1 The Resolutions were **NOTED**.

10.4.2 **RECOMMENDED** that:

The Vice Chancellor approve the following Visiting Fellows proposed at the meeting held on 8 June 2005:

Dr L Dawson

Dr K Greaves

RECOMMENDED that the appointment of Prof Vivien Hollis as a Visiting Professor be referred to the Standing Professorial Committee.

10.4.3 Members noted the renewal of the Visiting Fellowship appointments of Alan Breen and Kate Schneider.

10.4.4 The Resolution by the Committee that the membership is extended to include representatives from each of the Academic Groups, the Head of Practice Education and two Senior Programme Administrators was noted, although the Secretary advised they would be co-opted members. The Head of Academic Development & Quality had discussed the terms of reference for School Quality Committees to address these issues, and in due course proposals would come to Academic Standards Committee.

10.4.5 Members noted that IHCS had now been validated for a new range of programmes in physiotherapy and occupational therapy, which included recognition by the appropriate professional bodies. The initial response to the recent audit of NHS funded programmes had been positive.

10.5 **Institute of Business and Law**
19 January 2005
25 May 2005

The Minutes and Resolutions were **NOTED**.

10.5.1 **RESOLVED** that:

The Vice Chancellor approval, by Chair's Action, of Dr R Deazley as Visiting Research Fellow, proposed at the meeting held on 19 January 2005, was ratified.

RESOLVED that:

The appointment of Mr Chris Swinson as a Visiting Professor be referred to the Standing Professorial Committee.

Members noted the renewal of Paul Pettigrew as a Visiting Fellow.

10.5.2 **RECOMMENDED** that :

The Vice Chancellor approve the appointment of Dr Magda Meakins as a Visiting Research Fellow, as proposed at the meeting on 25 May 2005.

10.5.3 The appointment of Dr Keith Eales as a Visiting Research Associate was noted.

10.6 **Services Management**
16 February 2005

The Minutes were noted.

11. ANY OTHER BUSINESS

11.1 Plagiarism by Academic Staff

The President of the Students' Union, commented on the need to ensure, with reference to plagiarism, that lecturers set a good example to students by making appropriate references to the work of others in their lectures and presentations.

11.2 Retirement of Members

Members noted that David Marshall, Jerry Warr, Will Page and Helen Thornber had come to the end of their respective terms of office and would be retiring from Senate with effect from the end of this meeting. Members thanked all four for their contribution to Senate and to the University during their terms in office.

The Vice Chancellor, chairing her last meeting of Senate before her retirement, was also thanked by Members for her outstanding contributions to Senate and the University and given Members' best wishes for her retirement.

DATE OF THE NEXT MEETING OF SENATE

Wednesday, 19 October 2005 at 2.15 pm.