

SENATE

**MINUTES OF A MEETING OF SENATE held on
20 OCTOBER 2004**

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

In attendance: D Bradshaw
V Wood (Committee Clerk)

Apologies: I Graham, P Kneller, R Laughton, K Meyer, D Williams

ACTION

1. MINUTES OF THE MEETING OF SENATE HELD ON 16 JUNE 2004

The Minutes were approved as a correct record, subject to a numerical error being corrected under Academic Standards Committee and the appointment of Chairs by the Standing Professorial Committee being noted by Senate and not ratified.

1.1 Matters Arising

1.1.1 QAA Institutional Audit

The Pro Vice Chancellor (Academic) apologised for not bringing the final published Audit Report to this Senate meeting but noted that the report had been discussed at the AST meeting held on 25 September 2005. Any member of staff wishing to view the Report could access it on the University's web site.

1.1.2 Enterprise Reward Policy

The Policy had now been included in the Staff Handbook.

1.1.3 Transport Policy

The Car Parking scheme had been successfully introduced.

1.1.4 HEIF2 Bid

The Pro Vice Chancellor (Corporate Development & Finance) reported that, following the unsuccessful outcome of the University's HEIF2 bid, HEFCE had been approached about transitional funding for the period up to the HEIF3 bids in 2006. The reasons given by HEFCE for the University's failure had been too brief and further details have been requested.

2. VICE CHANCELLOR'S REPORT

2.1 The Higher Education Act and OFFA

The Vice Chancellor reported that Sir Martin Harris, previously Vice Chancellor at the University of Manchester, had been appointed Director of Fair Access.

2.2 University Centre, Yeovil

The Vice Chancellor reported that the refurbishment of this new facility had been completed and the Centre was now operational.

- 2.3 In response to a request from an elected representative, the Secretary would arrange for the Vice Chancellor's Report to be placed on the University web site. Prior to this, a copy would be sent to Mr Marshall, on behalf of the academic staff, and to Mrs Barron, as the elected representative for the administrative staff.

Secretary

3. PROPOSAL FOR SECOND PRO CHANCELLOR

Members approved the appointment of Sir Leonard Appleyard as Pro Chancellor of the University for a five-year term commencing on 1 November 2004.

4. TOP UP FEES AND BURSARIES

The papers and discussion for this item is CONFIDENTIAL

- 4.1 Members were asked for comments on the draft proposals for a top up fee and bursary policy for home and EU fulltime undergraduates starting courses in 2006-07.
- 4.2 Members noted that, having conducted some market research, the University proposes to charge a tuition fee of £3,000 for all students studying on campus-based programmes. The fee level for students at the University's Partner Institutions remains subject to discussion with each PI.
- 4.3 Means tested bursaries of up to £1,000 would be available to students affected by the new tuition fee of £3,000. The University would not be conducting its own means tests, but would rely on assessments being made by LEAs. Compulsory costs of a programme would be included in the new fee.
- 4.4 Members were advised of the means available to identify students from disadvantaged backgrounds. Applications can be identified through post codes, information from local authorities, Schools and through parental occupation information. National guidelines, linked to communities and classes rather than to individuals, also have regionally adjusted benchmarks.
- 4.5 Under the University's proposals, more than 30% of addition income from top up fees would be used to support disadvantaged students (a figure substantially above the requirement set out by government). Whilst noting that the University would be taking on an additional workload, members were assured that administrative costs would be kept as low as possible.
- 4.6 Although no collusion by Universities is permitted, some comparison had been possible through a Guardian survey, with the University appearing to be in line with other institutions. Outline proposals, subject to the agreement of OFFA, would be included in the prospectus for 2006, going to press in December. Members noted that the University's top up fee proposals would be sent to OFFA by 5 January 2005 at the latest.

5. PROFESSORIAL APPOINTMENTS

- 5.1 Members agreed to the proposal that Professor Stephen Wanhill, retiring as Professor of Tourism Research in the School of Services Management, be appointed Emeritus Professor with effect from 1 January 2005.
- 5.2 Members noted that Chair's Action had been taken to appoint Professor Stephen Wanhill also as a Visiting Professor in the School of Services Management.

6. MATTERS RAISED BY ELECTED REPRESENTATIVES

6.1 Pay and Grading Restructuring

- 6.1.1 Members reflected staff concerns regarding the information on the pay and grading negotiations. To date this information had all come from NATFHE rather than from official University

- 6.1.2 Members felt that, for the majority of staff who were not members of a Union, it was important that some communication should come from the University, and it was agreed that elected representatives to Senate could announce that a statement would be issued in early November directly to all staff. OVC briefing sessions would also be held for all staff who wished to attend.

6.2 Christmas Opening

Dr Caswell raised a concern expressed by some staff over work/life balance issues, following the announcement that the University would close at 5.00pm on Christmas Eve. The Vice Chancellor pointed out that a minority of students would still be on campus, and many support staff, especially in Estates are still needed up to 5.00pm. The position was unchanged from previous years.

6.3 Staff Workloads and Funding

Staff had expressed concern over national changes to the funding bands and in particular the adverse affect of these changes on the School of Design Engineering & Computing. The Pro Vice Chancellor (Corporate Development & Finance) advised that a decision was taken to internally allocate funding over the next two years in such a way as to mitigate the impact of the change. Although it appeared that some Schools had “won” and some “lost”, the overall position should be seen against a background of general cost pressures, which were offsetting any increased funding. Efforts had been made to share the difficulties, resulting in the rise in contributions across all Schools for 2004-05 budgets, to avoid the risk of a deficit at year end.

6.4 Stress Factor

- 6.4.1 The perception of some staff that there had been a lack of tangible results from the Working Parties, formed after the Staff Survey results were published, was raised.
- 6.4.2 The Director of Human Resources outlined the various improvements that had been made including the establishment of Heads of Academic Groups, with workload issues as a priority, the streamlining of Committees, a Policy on Stress for discussion with the Health and Safety Committee, and the appointment of a Well Being Advisor. The Occupational Health Team also offered support, including the Staff Counselling Service and Chaplaincy. Staff could also approach staff in Personnel and the Trade Unions. There was free access to the fitness suite, and staff could take advantage of a career break scheme. One of the ways to highlight difficulty in handling stress was through the appraisal process, although this still required development and management to address concerns by staff that this could have a detrimental effect on career prospects.
- 6.4.2 Members raised workload issues relating to over teaching and assessing. The Pro Vice Chancellor (Academic) stated that a revision during the year on structure, delivery and assessment should result in improvements in the future. The stress caused by recruitment issues, particularly with administrative staff, was highlighted, but the Director of Human Resources emphasised that £1M taken from staff costs during the year needed to be maintained to ensure the sustainability of the institution in the longer term. Members agreed that more communication, perhaps through open meetings, would help staff understand although it was noted that the responsibility lay on staff to attend. Members agreed that the elected representatives of Senate had an important role in encouraging participation, and also attendance at such OVC briefings.

**7. CONSTITUTION AND PROCEDURES COMMITTEE
8 October 2004**

- 7.1 Members approved the recommendations of Constitution & Procedures Committee with the following amendment: the title Supervised Work Experience Tutor be altered to Work Based Learning Tutor.
- 7.2 The issue of student representation was also raised, both in terms of attendance and training. The Students' Union emphasised during representative training the importance and right to speak at programme team meetings, but hoped that programme management staff would also give encouragement.
- 7.3 Members were reminded that, under the terms of the University's Articles of Government, the balance of membership of Senate needed to remain the same, with management in the majority, even if Schools either merged or otherwise grew substantially.

**8. ACADEMIC SERVICES COMMITTEE
1 July 2004**

Members noted the Minutes of the Open Meeting. Members were advised that the Head of IT Services appointment would precede that of the Head of Academic Services appointment.

**9. ACADEMIC STANDARDS COMMITTEE
14 July 2004
29 September 2004**

- 9.1 Members were informed that QAA had refused a request for some changes in the Audit Report, despite the report still containing inaccuracies highlighted in the first draft. The president of the Students' Union would be attending a meeting with QAA on the National Student Survey, and would raise any matters Members wished at this meeting.
- 9.2 Members approved the recommendation by Academic Standards Committee and agreed to replace "may" with "will" in the relevant sections of the new assessment regulations pertaining to the profiling rule. Given that this change is to the advantage of students, it was further agreed that the change would be implemented with immediate effect.

**10. RESEARCH DEGREES COMMITTEE
7 July 2004**

The Minutes were noted.

Members noted the following research awards, recommended at the Research Degrees Committee on 7 July 2004 and already approved, by Chair's Action, for conferment:

PhD	George Filis	Institute of Business and Law
PhD	Isaac Flitta	School of Design Engineering & Computing
PhD	John Hart	School of Design Engineering & Computing
PhD	Martin Mathias	School of Design, Engineering & Computing

11. MINUTES – SCHOOL COMMITTEES

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.

**11.1 Bournemouth Media School
12 May 2004**

The Resolutions were **NOTED**.

RECOMMENDED that:

The Vice Chancellor approve the following Visiting Fellow appointment:
Mr Philip Dewhurst

**11.3 School of Design Engineering & Computing
27 May 2004**

The **RESOLUTION** and **RECOMMENDATION** were noted.

12. ANY OTHER BUSINESS

12.1 Students' Union Representation on UMT

The President of the Students' Union made a formal request, in the interest of openness and accountability, that the Students' Union have a representative on UMT. The Vice Chancellor considered this to be a matter for UMT Members, although any comments from Senate would be taken to forward to UMT. It was noted that a Students' Union representative is already invited to UMT once each term.

12.2 Retiring Member of Senate

Members thanked Mr Roger Laughton, Head of the Media School, due to retire on 3 January 2005, for his work on behalf of Senate.

DATE OF THE NEXT MEETING OF SENATE

Wednesday, 2 February 2005 at 2.15 pm.

Noel DG Richardson
Secretary to the Senate
20 December 2004

V Wood
Committee Clerk
SenateMinutes04_03