



## Senate meeting

*Wednesday 6 October at 2.15pm*

Location: Chancellors' Building 3.09

Remote access: Teams via Outlook

### Present:

Professor Ian White, Chair  
Professor Andrea Abbas  
Dr Peter Allen  
Professor Julie Barnett, Interim Pro-Vice-Chancellor (Education)  
Professor David Bird  
Dr Rob Branston  
Professor Nick Brook, Dean of Science  
Dr Rita Chawla-Duggan  
Professor James Davenport  
Professor Matt Davidson  
Professor Joe Devine, Interim Pro-Vice-Chancellor (Education)  
Dr Marion Harney  
Dr Alan Hayes, Chair of Academic Assembly  
Professor Momna Hejmadi, Interim Pro-Vice-Chancellor (Education)  
Professor Tim Ibell, Dean of Engineering and Design  
Professor Robert Kelsh  
Professor Jonathan Knight, Acting Deputy Vice-Chancellor  
Dr Frances Laughton  
Professor Guy McCusker  
Dr Dai Moon  
Kate Robinson, Librarian  
Dr Paul Shepherd  
Professor Danae Stanton-Fraser  
Dr Steve Wharton  
Professor Lorraine Whitmarsh  
Annie Willingham  
Jacob Withington  
Dr Jun Zang

### Remote attendance

Dr Fran Amery  
Professor Steve Brammer, Dean of School of Management  
Professor David Galbreath, Dean of Humanities and Social Sciences  
Dr Sabina Gheduzzi  
Dr Nigel Johnston

Professor Marcelle McManus  
Professor Bruce Rayton, Chair Programmes and Partnerships Approval Committee  
Sid Singh, SU Postgraduate Officer  
Professor Brian Squire  
Dr John Troyer  
Professor Cassie Wilson, Pro-Vice-Chancellor (Student Experience)

#### In attendance:

Alex Butler, Chief Digital and Information Officer  
Dr Christopher Bonfield, Acting Director of the Centre for Learning and Teaching  
Richard Brooks, Director of Human Resources (for item 15013)  
Charlie Slack, Head of Student Voice and Engagement  
Rachel Sheer, Director of Academic Registry

#### Secretariat

Emily Commander, Secretary  
Dr Caroline Harris, Member of secretariat

#### Apologies

Professor Davide Mattia, Interim Pro-Vice-Chancellor (Research)

## Introductory items

### 15002 - Welcome and Quorum

The Vice-Chancellor welcomed everyone to the meeting, especially new members, and confirmed that a quorum was present. He wished the former Secretary to Senate well and thanked the current Secretary and her team.

### 15003 - Declarations of Interest

Senate noted that academic staff within the remit of the Academic Staff Committee and senior academic staff within the remit of the Senior Academic Appointments Committee had a potential conflict of interest in items 15013 and 15014.

### 15004 – Membership, Terms of Reference and Standing Orders – S21/22 – 01

Senate noted its membership and approved the changes to its Terms of Reference. It was pointed out that there was limited Doctoral College representation on Senate, which would be considered in the forthcoming Doctoral College review.

### 15005 - Minutes of the Previous Meeting – S21/22 – 02

The minutes of the Senate meeting of 9 June 2021 were approved.

### 15006 - Actions and Matters Arising

Senate noted the following:

#### 1. Statutes and Ordinances (14934)

Senate to approve amendments to Statutes and Ordinances for consideration by Council. *Council had approved the amendments, as approved by Senate, at its meeting on 22 July 2021. Privy Council had approved the changes on 18 August 2021 (see item 15004, above).*

**Completed.**

2. Code of Ethics (14965)

The Code of Ethics to be recommended to Council with the removal of the word “moral”. *The Code of Ethics had been approved by Council, as amended by Senate, and had been [published on the website](#). Completed.*

3. Annual Statement on Research Integrity (14966)

Statement on Research Integrity to be recommended to Council with the removal of the reference to the Export Control Policy. *The Annual Statement on Research Integrity had been approved by Council on 22 July 2021, with a further amendment to clarify that there had been structures in place to address ethical issues before the formation of the University Ethics Committee, and had been [published on the website](#). Completed.*

4. Institute for Sustainable and Circular Technologies (14967)

Proposal on an Institute for Sustainable and Circular Technologies to be recommended to Council. *Council had approved the proposal on 22 July 2021. Completed.*

5. Curriculum Transformation Approvals Process (14969)

Discussion of Assessment Regulations to take place at Senate. *See item 15009, below. Ongoing.*

6. Future of the Resilient Curriculum Project Team (14970)

Senate to consider recommendations on the governance and business of RCPT and EQSC in Autumn 2021. *See item 15010, below. Ongoing.*

7. President’s Award (14972)

President’s Award to be recommended to Council. *Council had approved the new award on 22 July 2021 and work was underway to implement it. Ongoing.*

## Part 1

### 15007 – Institutional updates – S21/22 – 03 and 03A

The Vice-Chancellor introduced paper S21/22 – 03. He thanked everyone for their hard work, in particular on the preparations for the new academic year. He provided an update on recruitment:

- around 200 extra home undergraduate students had been registered;
- the number of overseas undergraduates was between 60 and 70 below target;
- there were eight extra home postgraduate taught students; and
- the number of overseas postgraduate students was around 200 below target.

The following matters arose during discussion:

- It was noted that the University had met its Access and Participation Plan milestones and been removed from OfS enhanced monitoring.
- A question was asked about the integration of the teaching of MPharm, which was highly regulated, into the proposed new School of Life Sciences.
- There were no plans to close the pharmacy programme as part of the creation of the new School of Life Sciences.

Senate noted the institutional update.

Professor Barnett introduced paper S21/22 – 03A on the development of Faculty/School research strategies to grow research income to meet the target within the University Strategy, with half being the responsibility of Faculties/the School. A model was proposed to deliver the growth, with monitoring undertaken by the University Research & Knowledge Exchange Committee (URKEC).

The following issues arose during discussion:

- New mechanisms had been put in place to take account of the Covid-19 pressures on staff time as teaching was prioritised: faculties had approached this differently, for example, by using sabbaticals, but research income in 2020/21 had not reduced.
- **The renewed focus on teaching during the Covid crisis had removed research time from academic staff workloads. This had resulted in an 18-month time lag, and concern was expressed that this had not been taken into account in the proposal to double research income in the period 2021-26.**
- IAAPS was expected to deliver the other half of the growth in research income: this would be monitored by URKEC.
- Mechanisms for distributing time differently, identifying key research leaders, and giving recognition needed to be transparent.
- Incentives were needed to encourage grant applications as this work often detracted from ongoing research and when awards were not fully within the system, recovery rates were reduced, sometimes acting as a disincentive.
- Consideration needed to be given to an increase in staff/consultancy and investment in Research and Innovation Services to support applications.

Senate noted the update from the Interim Pro-Vice-Chancellors (Research) on the development of strategies to grow research income.

### [15008 – Academic decision-making in 2021/22– S21/22 – 04](#)

The Director of Academic Registry introduced the approach to mitigating assessment measures for 2021/22 to transition the University beyond measures introduced in 2019/20 and 2020/21 in response to Covid-19 (S21/22 – 04). The approach had been discussed extensively including with the SU. The SU President commented that conversations would continue on the removal of the extraordinary no detriment measures, as isolating students or those across the world would be impacted.

The following issues arose during discussion:

- Appendix 3 relating to the Year Abroad was only relevant to students with a placement abroad.
- Care was needed over the differentiation between full and part-time students in Appendix 2 point 4, but it was noted that sudden unexpected events for any students would be considered.

Senate approved:

- the general approach to mitigating assessment measures for 2021/22 onwards;
- the specifics and the implications of such approaches as set out in Appendix 1;
- the change to Regulation 15.3(d) (Appendix 2);
- insertion of new wording relevant to UG maximum periods of study (Reg 15.7) (Appendix 2);
- the proposed change to the IMCA Regulations (Appendix 2);
- a delegation of authority to the Chair of EQSC to approve, using Chair's Action, the implementation of changes to the IMCA regulations by the Director of Academic Registry (Appendices 1 and 2);
- the continuation of arrangements to allow University of Bath students to take a year abroad remotely based in the UK, their home country, or in the host nation, according to the conditions set out in Appendix 3.

#### 15009 – Curriculum Transformation update– S21/22 – 05, 05A and 05B

Professor Devine introduced the papers on Curriculum Transformation, explaining that departments were progressing well with transformed programmes but that there had been less emphasis on other aspects: an operational plan was being developed. There were six undergraduate courses in the Department of Architecture & Civil Engineering that had required post-approval alignment. Further information and proposals would be brought to the November Senate meeting.

It was noted that early adopters in the Department of Architecture and Civil Engineering needed confidence in the system for 2022/23 transformed courses: early adopters had their own workstream and lessons learned from this department's experience would be gathered.

Senate noted the updates on Curriculum Transformation (S21/22 - 05) and Curriculum Transformation approvals (S21/22 - 05A).

Senate approved recommendations on the Curriculum Transformation adaptation of the assessment regulations, as detailed in S21/22 - 05B.

Senate agreed to review papers online in between meetings.

#### 15010 – Education: Governance – S21/22 – 06

Professor Hejmadi explained that S21/22 - 06 provided early sight of a proposal to create an Education Board: a full proposal would be presented fully in November.

The following issues arose during discussion:

- The Education Board would report to the Vice Chancellor on matters requiring, for example, strategic approval for resources, and Senate would provide oversight.
- It was noted that some of the proposed responsibilities of the Education Board lay within the remit of Senate; UEB had no statutory power and was advisory to the VC.
- It was noted that operational matters needed the right approvals process; assurance processes were essential, but Senate took the final decision.
- ~~An organisational flowchart with committee memberships would provide greater clarity when the full proposal was brought to Senate.~~ Senate members requested a full and comprehensive organisational flow chart to take account of the increased number of

boards, working groups and task and finish groups which had been developed in the previous 18 months. For reasons of transparency it would be essential to publish a full list of these bodies, including their membership and reporting lines.

#### 15011 – Student survey results– S21/22 – 07

Senate considered the headline outcomes of the National Student Survey (NSS). A fuller report including Postgraduate Taught Experience Survey (PTES) results was planned for the November meeting.

#### 15012 – Fitness to Study– S21/22 – 08

The Pro-Vice-Chancellor (Student Experience) presented the revised Fitness to Study Policy, explaining that it was in line with the Office of the Independent Adjudicator best practice framework and was more supportive for the student.

Senate approved the revised Fitness to Study Policy.

#### 15013 – Academic promotion 2021/22– S21/22 – 09

The Director of Human Resources attended for this item and introduced the proposal to move to a single annual promotions round (S21/22 – 09). He stated that it was fairer as there would be more consistency of the committee and criteria. It would be more efficient as it was a large amount of work for the faculties and committee several times a year; individuals would be more used to being involved and there would be no skill-fade. It was in line with structures at comparator universities.

Members of Senate made the following points and sought clarification as follows:

- In response to concerns that this proposed reduced staff opportunities for promotion, the Dir of HR said there was no reduction in opportunity but a reduction in the number of opportunities.
- It was observed that the application process was not directly comparable with the processes at many other universities.
- It was acknowledged that, to ensure flexibility and responsiveness, exceptional (out of process) applications may still be required – the mechanisms for dealing with these needed to be robust, particularly with regard to issues of equality, diversity and inclusion. There were usually between two and four exceptional applications per year, and they tended to be from an event.
- The Director of HR confirmed that there was no intention to introduce a cap on the number of promotions that could be submitted per round.
- Reassurance was sought that full consideration of the equality, diversity and inclusion issues had been given: the Director of HR confirmed that the proposal did not make any changes to the process itself and that, if the process was fundamentally changed, an equality impact assessment would be undertaken.
- It was hoped that an annual round would give time for referees to be contacted and respond, enabling the process to be completed in a timely manner.

- Reassurance was sought about the need to minimise the administrative burden for the Academic Staff Committee if they had to consider a greater volume of documentation at one time, and the impact this might have on efficiency.
- Reassurance was sought that any risks to retention and staff morale had been sufficiently considered and addressed.

Senate agreed to seek further clarification on a number of points and the proposals would be brought back at a later date. In the meantime, the current Framework would continue to be applied.

### 15014 – Senior Academic Appointments– S21/22 – 10

Senate approved a revised Procedure for the Appointment of a Deputy Vice-Chancellor, Pro-Vice-Chancellor or Dean/Head of School, as recommended by the Senior Academic Appointments Committee.

### 15015 – Regulations – S21/22 – 11 and 11A

Senate approved:

- amendments to Regulation 16 (11); and
- minor Regulations changes (11A).

### 15016 – Prizes and awards – S21/22 – 12

Senate noted the process changes that aimed to diminish unconscious bias.

Senate approved:

- the change in eligibility criteria for the Godfrey and Sue Hall Postgraduate Research Student Prize; and
- changes to the terms of reference for the Chancellor's Prize Committee.

## Part 2

### 15017 – Committee membership – S21/22 – 13

Senate noted:

- the nominations made by the Vice-Chancellor and the results of elections;
- vacancies on the Senate Appeals Committee.

Senate approved the proposed members of Curriculum Transformation Committee, Redundancy Committee and Research and Knowledge Exchange Committee.

## Part 3

### 15018 – Senate Vacation Powers and Urgent Business Procedure – S21/22 - 14

Senate noted items agreed under the Senate Vacation Powers and Urgent Business Procedure (SUB20/21 – 22 to 31 and SUB21/22 – 01 to 04).

### 15019 – Academic Programme Withdrawals: Annual Summary – S21/22 – 15

Sente noted a summary of programmes withdrawn by the Academic Programmes Committee during 2020/21.



[15020 – Changes to Research Centres: Annual Report – S21/22 - 16](#)

Senate noted a summary of changes to University Research Centres which took place during 2020/21.

[15021 – Representatives on outside bodies: annual reports – S21/22 - 17](#)

Senate noted the annual reports made by University nominees to the following outside bodies:

- Bath Royal Literary and Scientific Institution
- Designability

Senate noted plans for the University to nominate representatives to the Holburne Museum and St Laurence Academy School.

*Item 15022 was withdrawn on 5 October 2021.*

[15023 – Senate: annual programme of work – S21/22 - 19](#)

Senate noted its annual programme of work for 2021/22.

[15024 – Minutes of Boards of Studies – S21/22 – 20 \(A-F\)](#)

Senate received the following minutes of Boards of Studies:

- Faculty of Engineering and Design meeting of 30 June 2021 (A)
- Faculty of Science meetings of 29 June 2021 and 13 July 2021 (B - C)
- School of Management meetings of 30 June 2021 and 14 July 2021 (D - E)
- Board of Studies (Doctoral) meetings of 21 June 2021 (F)

[15025 – Council minutes – S21/22 - 21](#)

Senate received the minutes of the Council meeting on 22 July 2021.

[15026 – Senate committee and Joint Council/Senate committee minutes – S21/22 – 22 \(A-E\)](#)

Senate received the minutes of the following meetings of Senate committees and Joint Council/Senate committees:

- Academic Programmes Committee meeting of 22 July 2021 (A)
- Education, Quality and Standards Committee meeting of 1 July 2021 (B)
- Equality, Diversity and Inclusion Committee meeting of 10 June 2021 (C)
- Research and Knowledge Exchange Committee meeting of 29 June 2021 (C)
- University Doctoral Studies Committee meeting of 29 July 2021 (E)

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[15027 – Calendar of Meetings for 2021/22 – S21/22](#)

Senate noted the programme of meetings of Senate for 2021/22.

- Wednesday 17 November 2021 at 2.15pm
- Wednesday 2 February 2022 at 2.15pm
- Wednesday 6 April 2022 at 2.15pm
- Wednesday 8 June 2022 at 2.15pm



### 15028 – Any Other Business

Dr Branston raised the issue of lecture notes being shared online without consent on StuDocu. He had found his teaching notes there and enquired whether any assistance was available to remove it, given the time-consuming nature of the task.

Professor Hejmadi responded that removal would be prioritised, and the legal aspects were being considered by the Academic Integrity working group. Where students were identified they could be asked to remove the content.

The following suggestions were made:

- The issue should be included in the welcome to students and in the Academic Integrity Initiative Test.
- A message should be sent to all students on licensing of work and that permission was not given for this activity and that essay miles were illegal.
- Consideration should be given to providing a central resource for removing teaching materials posted illegally.
- Senate members were asked to share their experiences with the Interim Pro-Vice-Chancellors (Education).