Senate Meeting

Wednesday 8 June 2022 at 2.15pm

Council Chamber/Virtual meeting via TEAMS

Present:

Professor Ian White, Chair
Dr Peter Allen
Dr Fran Amery
Professor Julie Barnett
Dr Rob Branston
Professor Nick Brook (remote)
Professor James Davenport (remote)
Professor Matthew Davidson (remote)
Dr Sabina Gheduzzi
Professor Julian Chaudhuri
Dr Rita Chawla-Duggan
Professor David Galbreath (remote)
Professor Sarah Hainsworth
Dr Marion Harney
Dr Alan Hayes
Professor Momna Hejmadi
Professor Tim Ibell
Dr Nigel Johnston
Professor Robert Kelsh (remote)
Dr Fran Laughton
Professor Guy McCusker
Dr David Moon
Kate Robinson (remote)
Dr Paul Shepherd (remote)
Sid Singh
Professor Brian Squire
Professor Danae Stanton-Fraser
Dr John Troyer (remote)
Luca Volentir
Annie Willingham
Professor Cassie Wilson
Dr Steve Wharton
Professor Lorraine Whitmarsh

Dr Jun Zang (remote)

In attendance:

Ian Blenkharn, Director of Education and Student Services
Dr Chris Bonfield, Director of CLT
Professor Bruce Rayton, Director of Recruitment and Admissions (remote)
Rachel Sheer, Director of Academic Registry
Charlie Slack, Head of Student Voice and Engagement, SU

Apologies:

Professor Andrea Abbas
Professor Phil Allmendinger
Professor Steve Brammer
Professor Marcelle McManus
Jacob Withington

Secretariat:

Emily Commander, Secretary
Katie Anderton, Member of secretariat
Jane Eyles, Member of secretariat
Caroline Pringle, Member of secretariat

Introductory items

15143 - Welcome and Quorum

The Chair welcomed members and attendees and made a formal note of attendance to ensure that quorum was maintained throughout the meeting.

15144 - Declarations of Interest

The Director of Education and Student Services, who was in attendance at the invitation of the Chair, declared an interest in item 15158. It was agreed that they would leave the meeting for this item.

15145 - Minutes of the Previous Meeting – S21/22 – 87

The open minutes of the previous meeting of Senate held on 6 April 2022 were <u>approved</u>.

15146 - Actions and Matters Arising – S21/22 – 88

Senate <u>noted</u> the action log.

The Pro-Vice-Chancellor (Education) provided Senate with updates on the following actions:

1. <u>Updated Terms of Reference for the Education Board and EQSC (minute 15046)</u>

Senate had previously approved Terms of Reference for the Education Board (minute 15046). It had been agreed that the Terms of Reference for the Education Board and EQSC would require updating as the flow of business became more apparent. The Terms of Reference had not yet been finalised, but a joint meeting would be taking place in September, after which the EQSC Terms of Reference they would be brought to Senate for approval and the Education Board Terms of Reference for context.

2. Costs of Inspira (minute 15112)
   The University was currently spending €130,000 per annum (equivalent to €6,50 per student).

The Pro-Vice-Chancellor (Education) addressed Senate on a matter arising in relation to examination uploads. After the semester 1 assessments there had been a number of late submissions from students uploading online assessments. Following this, the late submission process was changed and students were informed that a fixed amount of time would be allowed after examinations to upload assessments.

At the end of semester 2 there had been further late submissions. There was some evidence to suggest that some of these were due to genuine technical reasons, for example, a lack of internet service in some areas over the submissions deadline. EQSC, the SU and the Deans had agreed that it would be appropriate to extend the individual mitigating circumstances (IMC) deadline by a week to allow the late submissions panel to consider *bona fide* cases where there had been technical difficulties in uploading assessments. They therefore sought Senate's approval to delegate the power to the Pro-Vice-Chancellor (Education) to temporarily suspend Regulation 15.

The following points were raised in discussion:

- The SU thanked Academic Registry for the speed of its response to the issue.
- The IMC deadline for students with any non-technical reason for late submissions was 8 June. If evidence of a technical issue existed at the time, it should already have been presented to the panel. Academic Registry was working on guidance for the IMC panels.
- Academic Registry would provide a list of relevant students to the panels and would also be writing to all students with a rejected submission.
- 40% of late submissions came from first year students: there were plans in place to look at how to minimise this going forwards.

Senate approved the delegation of authority to the Pro-Vice-Chancellor (Education) to make the necessary changes to temporarily suspend Regulation 15 for this year for the affected group of students.

Part I: Items in this part of the agenda are for discussion

15147 - Institutional update – S21/22 – 89

The Vice-Chancellor presented the institutional update and thanked colleagues at the University and The SU for their work over the year.

The Vice-Chancellor stated with great regret that Police Scotland had found a body which was believed to be that of missing PG student Bilin Chen. He thanked Student Services, Security, and the teaching staff who had been involved in the case. The University had also been in contact to express sincere condolences with Bilin's family, who had expressed their sincere thanks.

The Vice-Chancellor informed Senate that there had been a fire that morning in the kitchen of a flat in Polden. Fortunately, University staff and emergency services responded quickly and there were no injuries.

The University was ranked 179 in the recent QS rankings. Time would be spent considering this in detail over the coming months as the University was keen to maintain its international profile. He congratulated Dr Ruth Webster who had recently won the Royal Society of Chemistry's 2022 Dalton Division early career award: Sir Edward Frankland Fellowship. The Pro-Vice-Chancellor (Research) congratulated all colleagues who had won significant grants and prizes.

The Pro-Vice-Chancellor (Education) informed Senate that Ofsted had performed an unannounced visit in May in relation to the degree apprenticeship programmes. The University was still awaiting the final report, but the initial findings suggested that Ofsted would like to see more understanding between university governance and degree apprenticeships: accordingly, in due course, reports would be brought to Senate.

The University was also preparing for the TEF submission, which would be likely to take place in early 2023.

15148 - Research Excellence Framework (REF) – S21/22 – 90

The Pro-Vice-Chancellor (Research) presented paper S21/22 – 90 on the REF results. The following points were noted:

- Many more colleagues had been submitted compared with the 2014 REF (763 compared with 462).
- The University's GPA had increased from 2014.
- 92% of research was classed as world-leading (compared with 82% in 2014).
- Comparisons between 2014 and 2021 had to be taken with caution as there was a significant change in submissions.
- Overall, there were some very pleasing results for the University but also challenges in some areas.
- There was a need to focus on 4* research impacts and outputs if the University wanted to improve its ranking.
- The Pro-Vice-Chancellor (Research) would be speaking with departments about targets for the next REF.

15149 - Framework for Research Entities – S21/22 – 91

The Pro-Vice-Chancellor (Research) presented paper S21/22 – 91, which set out a proposed framework for Research Institutes, Beacons, Centres and Groups, with associated changes to Ordinances.

The following points were raised in discussion:

- The Framework aimed to articulate the difference between the various research entities, and to use these going forwards to drive an improvement in the University's research presence, to build an inclusive research culture, and to appropriately fund research.
- Ordinances were not 'permissive' and removing Ordinance 4 would not prevent departments from structuring themselves in any particular way.
- It was important that the University was tagged in research to improve citations. Consistency was also important, and the Framework was designed to help this.
- It was suggested that the policy should state that the 'appropriate department' should be referenced in any research, rather than the 'home department'.
- Minor typographical errors were noted for correction.

Senate approved the adoption of the Framework for Research Institutes/Beacons/Centres and Groups, subject to some amendments to wording, and agreed to recommend to Council the removal of Ordinance 4.

15150 - Statement on Research Integrity – S21/22 – 92

The Pro-Vice-Chancellor (Research) presented paper S21/22 – 92 which set out the University's Statement on Research Integrity. There were no comments or questions.

Senate agreed to recommend to Council the Statement on Research Integrity.

15151 - Sabbaticals– S21/22 – 93

The Pro-Vice-Chancellor (Research) presented paper S21/22 – 93. This proposed a number of changes to Ordinances concerning sabbaticals, most notably allowing staff on sabbatical to receive up to 100% of their normal salary.

In response to questions, it was confirmed that the sabbatical scheme would eventually be expanded to included teaching, as well as research, colleagues.

Senate agreed to recommend to Council amendments to Ordinances in relation to sabbaticals.

15152 - Curriculum Transformation – S21/22 – 94 (A and B)

The Pro-Vice-Chancellor (Education) gave an update on Curriculum Transformation. The following points were raised in discussion:

- Discussions were taking place with the group looking at the workload allocation model, but resourcing would likely be a local issue that the HoDs would need to address.
- A pre-delivery checklist was being developed in consultation with HoDs to support departments.

The Director of Academic Registry and Dr Laughton presented paper S21/22 – 94B which set out:

- The full text of PGT Assessment Regulations version 22-23.1 for use in academic year 2022/23 by CT courses in the Faculty of Engineering & Design.
- Specifications for generic Postgraduate exit awards.

- The direction of intended further work to take place across summer / autumn 2022 on undergraduate assessment regulations for 2023/24 and for a subsequent version of postgraduate taught assessment regulations for 2023/24.
- A proposal that authority be delegated to the Chair of EQSC to approve work undertaken by the Director of Academic Registry across summer 2022 to implement regulation change to NFA-PGT, NFA-UG, and IMCA documentation related to the implementation of agreed assessment regulations changes.

The following point were raised in discussion:

- The assessment regulations were much shorter and framed around six core rules.
- The 50% pass mark brought the University in line with the sector.
- Senate members welcomed the proposal to be able to grant postgraduate exit awards to those students who left before completing their dissertation.

Senate approved:

- The PGT Assessment Regulations version 22-23.1 for use in academic year 2022/23 by CT courses in the Faculty of Engineering & Design.
- Specifications for generic Postgraduate exit awards.
- The direction of intended further work to take place across summer / autumn 2022 on undergraduate assessment regulations for 2023/24 and for a subsequent version of postgraduate taught assessment regulations for 2023/24.
- The delegation of authority to the Chair of EQSC to approve work undertaken by the Director of Academic Registry across summer 2022 to implement regulation change to NFA-PGT, NFA-UG, and IMCA documentation related to the implementation of agreed assessment regulations changes.

15153 - Assessment – S21/22 – 95 (A and B)

The Pro-Vice-Chancellor (Education) presented papers S21/22 – 95A and 95B which set out the six action points for assessment and feedback, to be delivered in the academic year 2022/23 as a transitional year to academic year 2023/24 and beyond. This built upon discussions which had previously taken place at Senate regarding assessments (minute 15097).

The following points were raised in discussion:

- It was important to remember that students would have a very different experience of assessments from the staff that set them. There was a need to ensure that students were not put under too much pressure when the process was redesigned.
- The School of Management offered to be involved in the pilot project for in-person invigilated exams.

Senate noted the six action points for assessment and feedback and noted that EQSC would consider the direction of travel to simplify arrangements for the delivery of summative examinations in support of agreed guiding principles. Senate approved the disposition of revision and assessment days for the 2022/23 academic year chart.

15154 - Degree outcomes – S21/22 – 96

Senate noted the update to the PGT outcomes paper, which had previously been considered at Senate on 6 April 2022.

15155 - Courses of study – S21/22 - 97

The Pro-Vice-Chancellor (Education) and the Director of Academic Registry presented paper S21/22 – 97 which outlined a proposed strategy for course approval and amendment processes post-Curriculum Transformation and sought approval for the relevant changes necessary to implement the first phase of this approach in 2022/23.

The following points were raised in discussion:

- The return to light touch annual monitoring was welcomed.
- There had been external input throughout the process.
- There was further work to be done in terms of reinstating a programme of review.

Senate approved, with effect from 1 August 2022:

- the merger of Curriculum Transformation Committee (CTC) functions into Courses and Partnerships Approval Committee (CPAC), including relevant revisions to CPAC and S/FLTQC Terms of Reference;
- the adoption of the draft *Academic Framework (10 Credits)* for use with all new and transformed courses;
- the retention of the current academic framework under the new title *Academic Framework (6 Credits)* for continued use with pre-transformed courses;
- revisions to University of Bath award titles and levels of credit within the Framework for Higher Education Qualifications (FHEQ);
- revisions, including title change, to *QA3 Approval of New Courses of Study;*
- revisions, including title change, to *QA4 Amendments to Courses of Study and Units and Approval of New Units.*

15156 - Student complaints and dignity and respect – S21/22 – 98

The Pro-Vice-Chancellor (Student Experience) presented paper S21/22 – 98, which set out revised policies in respect of the Student Complaints procedure, the Dignity and Respect policy and the Dignity and Respect procedure. The Pro-Vice-Chancellor (Student Experience) explained that there had been engagement with a wide range of stakeholders and the proposed changes aimed to address potential or perceived conflicts of interest, long investigation processes, a perceived lack of support, and concerns from staff that investigations were stacked in favour of students.

In response to questions, it was confirmed that the University could not prevent students from appointing lawyers, but that under the procedures any such lawyer would only be able to be present in a support capacity and would not be allowed to represent the student or speak on their behalf.

Senate approved the Student Complaints procedure and the proposed amendments to Student Regulation 7 and Student Regulation 8.

Senate agreed to recommend to Council the Dignity and Respect Policy and Procedure.

15157 - Regulations for 2022/23 – S21/22 – 99

The Head of Governance introduced paper S21/22 – 99 which set out the proposed Regulations for the 2022/23 academic year. They explained that next year the Regulations would be shared in advance so that Senate could engage in a full and thorough review.

In response to questions, it was noted that an amendment to the Regulations could be brought back to Senate next year if the University wished to change its position on the use of e-scooters on campus.

Senate approved the Regulations for the 2022/23 academic year.

Senate noted that a full review of the Regulations would take place in 2022/23.

Senate approved the delegation of authority to the Pro-Vice-Chancellor (Education) to approve amendments to the Regulations for Student Apprentices in time for the start of the 2022/23 academic year.

15158 - Senate matters – S21/22 – 100 (A – C and combined appendix)

The Director of Education and Student Services left the meeting.

The Head of Governance introduced paper S21/22 – 100A. There were no comments or questions. Senate:

- Approved the proposal to remove the provisions for the co-option of members to Senate and to replace them with provisions to allow regular attendance;
- Approved the regular attendance of the Director of Education and Student Services at Senate;
- Approved the proposal to remove provisions in relation to casual vacancies and to replace them with vacancies for full terms;
- Approved the proposal for handling a likely period of parental leave required by a member of Senate and noted the intention to bring forward a Senate parental leave policy in the 2022/23 academic year;
- Noted that proposals would be brought forward in 2022/23 to rationalise the mechanisms for Senate to appoint its members to committees, executive bodies and statutory bodies of the University;
- Approved the proposal to simplify the election mechanism by which members of Senate were appointed to Council;
- Approved the proposal to fix the term of Senate members of Council at three years, irrespective of the duration of the remainder of their term on Senate;
- Approved the amendments to the Standing Orders; and
- Agreed to recommend to Council the amendments necessary to implement these changes, with an effective date of 1 August 2022.

The Director of Education and Student Services rejoined the meeting.

The Head of Governance introduced paper S21/22 – 100B. There were no comments or questions. Senate noted Council's appointment of external facilitators to conduct an effectiveness review, and the possible involvement of Senate members in that review. Senate noted an update on Council proposals to reduce itself in size.

The Head of Governance introduced paper S21/22 – 100C. There were no comments or questions. Senate approved the amendments to Senate's Standing Orders.

15159 - Ordinances – S21/22 – 101

The Head of Governance introduced paper S21/22 – 101. Senate agreed to recommend to Council further corrective amendments to the Ordinances.

Part 2: Items in this part of the agenda are to be confirmed, rejected or referred back without debate

15160 - Course approvals – S21/22 – 102

Senate approved the following new courses for a 2023/24 start on the recommendation of the Curriculum Transformation Committee:

- the MSc Strategic Retailing, to commence in 2023/24
- the MSc Biotechnology (Healthcare Technologies) and MSc Biotechnology (Sustainable Biotechnologies), to commence in 2023/24
- the MSc Biotechnology with Entrepreneurship, to commence in 2024/25
- the MSc Zero Carbon Futures, to commence in 2023/24

15161 - Graduation Ceremonies – S21/22 – 103

Senate approved the dates for Graduation Ceremonies in 2022/23 and noted that the Calendar of Statutory meetings was therefore confirmed.

15162 - Committee chairs – S21/22 – 104

Senate approved the appointment of the Chair of the Academic Ethics and Integrity Committee.

15163 - Safeguarding – S21/22 – 105

Senate noted an update on safeguarding.

15164 - Workforce update – S21/22 – 106

Senate noted an update on the work and wellbeing survey.

Part 3: Items in this part of the agenda are for noting without discussion

1516 - Student Case Monitoring Data (Academic Appeals) – S21/22 – 108

Senate noted the annual monitoring data in relation to academic appeals in 2020/21 and the operation of Regulation 17, on the recommendation of EQSC.

15166 - Academic dress

Senate <u>noted</u> that the Director of Academic Registry has not approved any changes to academic dress in 2021/22.

15167 - Awards – S21/22 – 110 (A - C)

Senate <u>noted</u> the Awards made in 2022:

A. Teaching Awards
B. Prize Committees
C. Blues Awards

Senate requested that the relevant Department or School be listed, as well as the student names.

15168 - Access and Participation Plan – S21/22 – 111

Senate <u>noted</u> the OfS-driven changes to Access and Participation Plans (APP) and the approach taken by the University.

15169 - Committee effectiveness – S21/22 – 112

Senate <u>noted</u> a report on committee effectiveness, following the self-assessment exercise undertaken by Senate committees. The low response rate from some committees was noted; Senate was informed that each committee would be asked to examine its results and formulate actions for improvement, including improving the response rate.

15170 - New software – S21/22 – 113

Senate <u>noted</u> an update on new board pack software for Senate.

15171 - Minutes of Boards of Studies – S21/22 – 114 (A – E)

Senate <u>received</u> the following minutes of Boards of Studies:

A. Faculty of Science – 18 May 2022
B. School of Management – 6 April 2022 and 18 May 2022
C. Faculty of Humanities and Social Sciences – 6 April 2022 and 18 May 2022
D. Faculty of Engineering and Design – 2 March 2022 and 6 April 2022
E. Board of Studies (Doctoral) – 23 March 2022 and 27 April 2022

15172 - Committee minutes – S21/22 – 115 (A – F)

Senate <u>received</u> the minutes of the following meetings of Senate committees and Joint Senate/Council Committees:

A. Curriculum Transformation Committee 16 May 2022
B. Education, Quality and Standards Committee 17 May 2022
C. Research and Knowledge Exchange Committee 8 March 2022

15173 - Minutes of Education Board – S21/22 – 116

Senate <u>received</u> the minutes of the meetings of the Education Board held on 9 May 2022.

15174 - Minutes of Council

Senate noted the minutes of the Council meeting of 23 March 2022.

15175 - Programme of Meetings for 2022/23 – S21/22 – 117

Senate noted the programme of meetings of Senate for 2022/23 and the annual plan of work.

- Monday 26 September 2022 at 9am: Senate half-day away day
- Wednesday 5 October 2022 at 2.15pm
- Wednesday 16 November 2022 at 2.15pm
- Wednesday 1 February 2022 at 2.15pm
- Wednesday 19 April 2022 at 2.15pm
- Wednesday 7 June 2022 at 2.15pm

15176 - Any Other Business

There was no other business.

Senate Meeting

Reserved business

Wednesday 8 June 2022 at 2.15pm

Council Chamber/Virtual meeting via TEAMS

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Introductory items

15177 – Minutes of the Previous Meeting – S21/22 – R37

Senate approved the minutes of the items of reserved business from the previous meeting of Senate held on 6 April 2022.

Part I: Items in this part of the agenda are for discussion

15178 – Withdrawals – S21/22 – R39

Senate noted the cases where the Director of Academic Registry had used delegated authority to suspend students' studies or terminate their registrations.

Part 2: Items in this part of the agenda are to be confirmed, rejected or referred back without debate

15179 – Candidate for the Degree of Doctor of Science (DSc) – S21/22 – R40

Senate approved a recommendation from the Vice-Chancellor to award the degree of Doctor of Science.

Part 3: Items in this part of the agenda are for noting without discussion

15180 – Senate Vacation Powers and Urgent Business Procedure – S21/22 – R41

Senate noted one reserved item agreed under the Senate Vacation Powers and Urgent Business Procedure (SUB21/22 – 14).

15181 – Staff and academic chairs – S21/22 – R42

Senate noted a report on academic staff appointments, promotions, and resignations.

15182 – Minutes of Boards of Studies – S21/22 – R43 (A – E)

Senate received the minutes of the reserved business of the following Boards of Studies:

      A. Faculty of Science – 18 May 2022

B. School of Management -6 April 2022 and 18 May 2022
C. Faculty of Humanities and Social Sciences – 6 April 2022 and 18 May 2022
D. Faculty of Engineering and Design – 6 April 2022
E. Board of Studies (Doctoral) – 23 March 2022 and 27 April 2022

15183 – Minutes of Committees – S21/22 – R44 (A – B)

Senate <u>received</u> the minutes of the reserved business of the meetings of the Academic Staff Committee on 4 and 5 May 2022.

15184 – Any Other Business

The Vice-Chancellor paid tribute to all members of Senate for their work in guiding the institution through the year. He also expressed particular thanks to the following members, for whom it was their last meeting, recognising the very great contributions that had been made:

- Professor Andrea Abbas

- Professor Julie Barnett

- Dr Rob Branston

- Professor Nick Brook

- Dr Rita Chawla-Duggan

- Professor James Davenport

- Professor David Galbreath

- Dr Nigel Johnston

- Professor Marcelle McManus

- Professor Bruce Rayton

- Sid Singh

- Dr John Troyer

- Luca Volentir

- Annie Willingham

- Jacob Withington

The meeting finished at 4.37pm.