

Senate Minutes

Date 14th November 2018

Location Acland, 201

Time 14:00 to 16:00

Attendees

Prof. Aldwyn Cooper
Prof. Simon Jarvis
Prof. Michael Luger
Prof. Paul Ryan
Josef Mueller
David Willey
Caroline Dowler
Dr. Steven Quigley
Darren Tysoe
Carl Teigh
Mark Allinson
Tatiana Doronina
Karim Henide
Adrian Thornley
Dr. Olaf Jubin
Mike Peel
Dr. Victoria Pastor Gonzalez
Liz Beavers
Rachel Azzopardi

Vice-Chancellor (Chair)
Deputy Vice-chancellor
PVC / Dean of BaM
Pro Vice-Chancellor and Dean of HASS
Director of RILC
Chief Operating Officer
Director of Marketing, Recruitment and Admissions
Registrar
Chief Information Officer and Director of Information Services
Finance Director
Head of Academic and Educational Development
President of the Student Union
Vice President of the Student Union (Academic Affairs)
Representative of BaM
Representative of HASS
Representative of HASS (alt)
Representative of RILC
Representative of Professional Services Staff
Representative of Professional Services Staff

In attendance

Richard Reger
Jenny Bannocks

Head of Governance (Secretary)
Governance Advisor & Secretary to Committees (Minutes)

Opening Items

1. Apologies for absence

Apologies were received from Sue Shutter, Isabel Canto de Loura and Tristan Tull (Mike Peel attended as alternate).

2. Declaration of interests

No declarations of interest were made.

3. Minutes of the previous meeting

3.1. Minutes of the meeting on the 18th July 2018

3.1.1. Accuracy

The minutes were approved as an accurate record of the meeting on the 18th July 2018.

3.1.2. Action Updates

Senate 17/18 – 5.1 The Secretary to amend the minutes of the 19th April 2018 prior to uploading these on to the University intranet.

The Secretary confirmed that this had been completed.

Status: Closed

Senate 17/18 – 5.2 The DVC to ensure that the academic regulations 2018/19 are updated to state that the condonement rule will not apply to those students studying on a top-up degree.

The DVC confirmed that this had been completed.

Status: Closed

Senate 17/18 – 5.3 The Representative for Professional Services (LB) to send the Registrar the programme names of those missing on the list in C2, page 46 of the Academic Regulations 2018/19.

The Representative for Professional Services (LB) confirmed that this had been completed.

Status: Closed

Senate 17/18 – 5. The DVC to ensure the Academic Regulations 2018/19 are updated as per the committee discussions, and for these to be published on the University intranet and internet.

The DVC confirmed that this had been completed.

Status: Closed

Senate 17/18 – 5.5 The Registrar to correct the reference to RILC on page 5 of the Institutional Overview Report 2016/17.

The Registrar confirmed that this had been completed.

Status: Closed

Senate 17/18 – 5.6 The Registrar to amend the Timetabling Policy to include the RILC 'Associate Director' within the responsibilities.

The Registrar confirmed that this had been completed.

Status: Closed

Senate 17/18 – 5.7 The Chief Operating Officer to ensure that the Student Representation Policy is updated in line with the committee discussions, and for this to be signed off by Chair's Action, in time for the start of the academic year 2018/19.

The COO confirmed that this action had been completed and the Chair's Action would be presented under item 5.2 of the agenda.

Status: Closed

Senate 17/18 – 5.8 The Director of HR to present a report to Senate on academic promotions by gender, supported by contextual data.

The Chair noted that the action had been completed, and a report would be presented under item 10 of the agenda.

Status: Closed

Senate 17/18 – 5.9 The Head of Governance to remove the reference to the 'Quality Handbook' within the Risk Register, and to replace this with 'Academic Regulations'.

The Head of Governance confirmed that this had been completed.

Status: Closed

Senate 17/18 – 5.10 The Registrar to check that all BA International Events Management graduating students had been included on the conferment lists.

The Registrar confirmed that he had investigated this concern, and had found that there were 8 students from the BAIEM programme who had not been included in the conferment list from the 19th June 2018, presented to Senate on the 18th July 2018.

He explained that these students should have been included in the conferment list presented to Senate back in the early Spring but had not been included in the original list as at the time of the Finalist Board, they had work experience hours missing on their study record. These hours were subsequently confirmed and Chair's Action took place to ratify their awards. The students were notified, the record system was updated and the students graduated. Unfortunately, due to the turnover of staff within the Exams and Assessment teams, the updated conferment list had not been produced in time for the last Senate meeting. He assured the committee that an updated list would be presented to the Chair of Senate for sign off by Chair's action.

Status: Closed

New Action: Senate 18/19 – 1.1: The Registrar to request an updated conferment list from the Finalist Board of the 19th June 2018, to include all the graduating students from the BA International Events Management programme at that time, for sign off by Senate Chair's Action.

Matters Arising:

The DVC noted that at the last meeting, the Chair had reported he was due to meet with the University Minister in September, and asked if this had yet taken place. The Chair noted that this meeting had not yet been possible, however it was increasingly important, particularly in considering the implications of the TEF Metrics for Regent's.

Part A: Items for Discussion and/or Approval

4. Student matters

No matters were raised by the student representatives.

The Chair informed members that he had been made aware of external sources offering assignment help to Regent's students. He emphasized that this is considered as cheating, and a message had been sent out to students to iterate that this was unacceptable and detrimental to the institution.

The committee **noted** the update.

5. Chair's Report including any Chair's Actions

5.1. Chair's Report

The Chair presented the report, and highlighted the following:

- Agreement has been reached regarding the legal case with Regent University Virginia Beach.
- An Alumni giving campaign will be launched next week.
- The University has now been approved for Office for Students registration.
- Following the QAA visit on the 25th October 2018, a draft report has been received for review by the University. Once finalised, this will be made available on the QAA website and will be presented to Senate at its next meeting.
 - Members noted the key indicators from the QAA report focused on retention, and this would be reviewed the following year. The committee noted that a draft

retention strategy had been produced, and this area would also be addressed in the upcoming TEF submission. The Head of Academic and Educational Practice (HAED) agreed that continuation represented a significant area of work for the TEF preparations, and one focus of the submission would be why the HESA figures are not representative of the University. He added that employment was also an area of work in preparation for the TEF submission.

New Action: Senate 18/19 – 1.2: The DVC to present the final QAA report at the next meeting of Senate on the 06th February 2019.

5.2. Chair's Action – Amendments to the Student Representation Policy following Senate action 17/18 – 5.7

A member noted that there are times when student representatives are urgently required, such as for the QAA visit, and clarification was requested on where this list of representative names is held. The Student Representatives noted that there had been some changes to how the elections were managed, and this list was now held by Student Services. The COO agreed to talk to the Head of Student Services, to discuss how the team can work together with the SU to ensure a definitive list of Student Representatives is made readily available.

New Action: Senate 18/19 – 1.3.: The COO to talk to the Head of Student Services, to discuss how the team can work with the SU, to ensure a definitive list of Student Representatives is made readily available.

5.3. Chair's Action – Regent's Admissions Policy

The committee **noted** the report and Chair's Actions.

6. National Student Survey Results

The PVC / Dean of HASS presented the paper, highlighting that the University had moved up 56 places in the overall ranking of Universities to joint 36th place. He noted that faculty action plans had been drawn up in response to the results, and these would be monitored to address any issues that had been raised.

He added that there had been good participation in the survey, however there would be further consideration of how to increase student engagement for future surveys, such as scheduling a launch event with the Student Union.

The DVC drew member's attention to the Recommendations in the report on page 37, bullet point 4, and advised caution with assumptions around when it is most likely to obtain negative / positive opinion. The PVC / Dean of HASS clarified that the intention was to try and obtain positive responses early on in the process.

The committee **noted** the report.

7. Student Recruitment

The COO presented the report and noted the following recruitment updates:

Autumn 2018:

- [REDACTED]
- [REDACTED]
- [REDACTED]

Spring 2019:

- Applications for January 2019 are [REDACTED]
- Deposits for January 2019 are [REDACTED]
- There are a higher number of conditional offers being issued, as applicants need to meet entry requirements.

[REDACTED]
[REDACTED]
[REDACTED].

A member questioned if there was any information regarding retention figures as yet. The DVC replied that following a brief analysis, these were currently as expected. He highlighted an improvement in BaM retention figures from level 3 to level 4, which was very positive, as this was a major area of concern for the University, however figures at this level in HASS did not reflect the same trend. He noted that a meeting had been scheduled to discuss how retention is managed and monitored, and what further analysis and strategic planning is needed in this area. The PVC / Dean of HASS added that the Retention and Progression Working Group is also looking at this issue and focusing work on particular areas across the University.

The committee **noted** the report.

8. Suspension of MA Fashion Buying & Merchandising and MA Fashion Journalism

The PVC / Dean of HASS presented the paper, noting that this was a programme suspension notification, however a discontinuation request would also be received at the next meeting of Senate, in line with Academic Regulations. He explained that these programmes had been replaced by the new MA Fashion (with pathways), due to run from September 2019.

The committee **noted** the update.

9. Code of Practice for Research Integrity

The Head of Academic and Educational Development (HAED) presented the paper, noting that Regent's University is a member of Universities UK (UUK), and an expectation of this membership is to be compliant with the Concordat to Support Research Integrity. In response to this expectation, a task and finish group was formed to draft the Code of Practice. This was reviewed and agreed by the SRC on the 10th October 2018, and is now presented to Senate for final approval.

A member questioned if University policy captures what the University considers as acceptable sources of funding. Members suggested that this would be in a separate policy, and the Chair noted that the integrity of donors is often of interest to the Student Union. He noted that this would be further discussed at the Development Committee scheduled for the following week.

The committee **approved** the paper.

10. Academic Promotions – Contextual Report

The DVC presented the paper on behalf of the PVC / HR who had sent her apologies. He noted that a request had been made at the last meeting for a breakdown of academic promotions by gender.

A member noted that 'gender' is not a protected characteristic, and that any text or policies should refer to 'sex' instead.

The committee reviewed the report and noted the following:

- There are currently more male Principal Lecturers than female. This may be attributed to a high number of these being within the BaM Faculty, who have a higher proportion of male teaching staff.
- There is currently a much higher number of male Professors than female (13:2). The Chair noted that this is not balanced, and female colleagues should be encouraged to apply for this title.

The committee **noted** the report.

11. Senate Draft Annual Summary Report

The committee **approved** the report for presentation to the Board of Trustees at its next meeting.

12. Proposed Amendments to Committee Terms of Reference

- 12.1. Senate Quality Assurance and Enhancement Committee and the Institutional Overview Panel

The committee **approved** the paper.

The Chair noted that there would be a review of the Senate Portfolio Scrutiny Panel and its terms of reference, to enable the panel to be more proactive in coordinating the University's portfolio of programmes.

13. Review of the Risk Register for Academic / Student Experience Related Risk

The Head of Governance presented the paper noting that LT.4 'Failure to achieve progression, continuation and retention targets' represents the highest risk in this area. The committee noted the controls and work being carried out to improve this area of the risk register.

The committee **noted** the paper.

Part B: Items for Noting

14. Approval of Visiting Professors

The DVC presented the paper, noting that the University had now approved the conferment of 3 Visiting Professors, 1 in the BaM Faculty and 2 in the HASS Faculty. He highlighted that one of the requests presented in the paper does not hold a professorship within their current environment, and so an external source was also asked to review the application as part of the process.

The Chair noted that Visiting Professors allow the University to enhance the student experience, by bringing in outstanding people to contribute to the learning environment. Members noted that a number of other visiting titles are possible, such as Visiting Fellow, Visiting Researcher as well as Honorary Positions.

The committee **noted** the paper.

15. Minutes of the Senate Committees and Standing Bodies

- 15.1. Academic Regulations Scrutiny Panel – Annual Summary Report 2017-18
- 15.2. Senate Quality Assurance and Enhancement – 11 October 2018
 - 15.2.1. SQAEC Annual Summary Report 2017-18
- 15.3. Senate Learning and Teaching Committee – 17 October 2018
 - 15.3.1. SLTC Annual Summary Report 2017-18
 - 15.3.2. SRC Annual Summary Report 2017-18

A member questioned if the PhD Scholarships would be offered every year. The DVC replied that communication had been sent to staff requesting project proposals and 14 were received. He noted that the number and quality of PhD applications had been low, and only 1 had made the deadline. He added that applications for the second enrollment period in March 2019 will be accepted, but following this the SRC will reconsider if the scheme should continue. The HAED added that it was never intended to be an on-going scheme, but was more to raise awareness of the PhD programmes available.

15.3.3. SSEC Annual Summary Report 2017-18

15.3.4. SPSP Annual Summary Report 2017-18

Members noted that the minutes for the SPSP, SRC and SSEC would be presented at the next meeting of Senate on the 06th February 2018.

Senate **noted** the minutes and annual summary reports of the Senate Committees and Standing Bodies.

16. Reports from the Faculty and Institute Executive Committees

16.1. Business and Management

16.2. Humanities, Arts and Social Sciences

A member questioned bullet point 3 of the report, which stated that applications for September 2019 were still not open, and stated that applications had been opened on the 08th October 2018. The PVC / Dean of HASS agreed to correct the wording of the report.

New Action: Senate 18/19 – 1.4.: The PVC / Dean of HASS to correct the wording of the HASS Faculty Executive Report, to note the applications for September 2019 had opened on the 08th October 2018.

16.3. Regent's Institute of Languages and Culture

Senate **noted** all reports from the Faculty and Institute Executive Committees.

17. Conferment Lists

17.1. **Finalist Board – 17th October 2018 (paper)**

Senate **noted** the conferment list.

Closing Items

18 Confidentiality

No items of confidentiality were identified.

19 Risk management update

No items of risk were identified, other than those already discussed as part of the Risk Register under item 13.

20 Any other business

20.1 HASS Academic Representative – announcement and welcome to Tristan Tull.

20.2 University Strategy:

The Chair informed members that the Directorate and the Board of Trustees are working together to develop the University Strategy, which is scheduled to be in place by the end of the 2018/19 academic year. He added that this would be informed by wide consultation, and would be strategically aligned with the results of the recent culture survey. He noted that at the recent Board / Directorate away day, colleagues had considered a number of potential scenarios to focus the strategic direction of the University; these included focusing on particular groups of students (UK /

International), expanding work in public benefit, becoming an absolute luxury brand and engaging more in distance learning. He confirmed that leadership would also form part of the strategy, and added that Saxton Bampfylde had been recruited to find his successor as Vice Chancellor, for which consultation would take place in early 2019. He noted that the search is likely to cover international and UK markets, so the search may take longer than anticipated, but an individual should be identified in time for the December 2019 Board of Trustees meeting.

The committee **noted** the update.

21 Next meeting

- Wednesday 06th February 2019, 14.00 – 16.00

Item	Action Required	Staff responsible	Due Date
New Actions:			
Senate 18/19 – 1.1	The Registrar to request an updated conferment list from the Finalist Board of the 19 th June 2018, to include all the graduating students from the BA International Events Management programme at that time, for sign off by Senate Chair's Action.	Registrar	06 th February 2019
Senate 18/19 – 1.2	The DVC to present the final QAA report at the next meeting of Senate on the 06 th February 2019.	DVC	06 th February 2018
Senate 18/19 – 1.3	The COO to talk to the Head of Student Services, to discuss how the team can work with the SU, to ensure a definitive list of Student Representatives is made readily available.	COO	06 th February 2018
Senate 18/19 – 1.4	The PVC / Dean of HASS to correct the wording of the HASS Faculty Executive Report, to note the applications for September 2019 had opened on the 08 th October 2018.	PVC / Dean of HASS	06 th February 2018
On-going Actions:			
N/A	N/A		
Closed Actions:			
Senate 17/18 – 5.1	The Secretary to amend the minutes of the 19 th April 2018 prior to uploading these on to the University intranet.		
Senate 17/18 – 5.2	The DVC to ensure that the academic regulations 2018/19 are updated to state that the condonement rule will not apply to those students studying on a top-up degree.		
Senate 17/18 – 5.3	The Representative for Professional Services (LB) to send the Registrar the programme names of those missing on the list in C2, page 46 of the Academic Regulations 2018/19.		
Senate 17/18 – 5.4	The DVC to ensure the Academic Regulations 2018/19 are updated as per the committee discussions, and for these to be published on the University intranet and internet.		

Senate 17/18 – 5.5	The Registrar to correct the reference to RILC on page 5 of the Institutional Overview Report 2016/17.		
Senate 17/18 – 5.6	The Registrar to amend the Timetabling Policy to include the RILC 'Associate Director' within the responsibilities.		
Senate 17/18 – 5.7	The Chief Operating Officer to ensure that the Student Representation Policy is updated in line with the committee discussions, and for this to be signed off by Chair's Action, in time for the start of the academic year 2018/19.		
Senate 17/18 – 5.8	The Director of HR to present a report to Senate on academic promotions by gender, supported by contextual data.		
Senate 17/18 – 5.9	The Head of Governance to remove the reference to the 'Quality Handbook' within the Risk Register, and to replace this with 'Academic Regulations'.		
Senate 17/18 – 5.10	The Registrar to check that all BA International Events Management graduating students had been included on the conferment lists.		