

Senate Minutes

Date 03rd July 2019

Location Acland, 201

Time 14:00 to 16:00

Attendees

Prof. Simon Jarvis	Deputy Vice Chancellor (Chair)
Prof. Michael Luger	PVC / Dean of BaM
Prof. John Nuttall	Pro Vice-Chancellor and Dean of HASS (alt)
Josef Mueller	Director of RILC
David Willey	Chief Operating Officer
Helena Ramalho	Registrar (alt)
Sue Shutter	Pro Vice-Chancellor Human Resources
Darren Tysoe	Chief Information Officer and Director of Information Services
Carl Teigh	Finance Director
Prof. Mark Allinson	Head of Academic and Educational Development
Jonathan Strauss	Director of Marketing, Recruitment and Admissions
Adrian Thornley	Representative of BaM
Dr. Isabel Canto de Loura	Representative of BaM
Dr. Olaf Jubin	Representative of HASS
Tristan Tull	Representative of HASS
Dr. Victoria Pastor Gonzalez	Representative of RILC
Liz Beavers	Representative of Professional Services Staff
Rachel Azzopardi	Representative of Professional Services Staff

In attendance

Richard Reger	Head of Governance (Secretary)
Jenny Bannocks	Governance Advisor & Secretary to Committees (Minutes)

1. Apologies for absence

Apologies were received from Prof. Aldwyn Cooper, Prof Paul Ryan and Dr. Steven Quigley (Prof. John Nuttall and Helena Ramalho as alternates).

2. Declaration of interests

No declarations of interest were made.

3. Minutes of the previous meeting

3.1. Minutes of the meeting on the 03rd April 2019

3.1.1. Accuracy

The minutes were **approved** as an accurate record of the meeting on the 03rd April 2019.

Action Updates:

Senate 18/19 – 3.1. The Student Union President to request that the Student Union issue a communication, noting their concern around academic misconduct and the consequences of plagiarism and using ‘essay mills’.

As no student representatives were present at the meeting, and no communication had been received from the SU President, the Chair noted that this action would remain ongoing.

Status: On-going

Senate 18/19 – 3.2. The Secretary to publish the Senate Committee dates for 2019/20, following confirmation of the graduation date for 2020, and to roll these dates forward for the next 2 academic years.

The Chair noted that this had been completed.

Status: Closed

Senate 18/19 – 3.3. The Head of Governance to amend the Senate standing orders to allow the committee to continue its business, if the meeting is deemed inquorate.

The Head of Governance noted that this would be further discussed under item 12, and could be closed.

Status: Closed

Senate 18/19 – 3.4. All members to consider the membership of Senate, and to send any suggested amendments to the Head of Governance prior to the next meeting, for consideration with the Chair of Senate. Any suggested amendments will be presented to the committee at the next meeting of Senate in July 2019.

The Head of Governance noted that this would be further discussed under item 12 and could be closed.

Status: Closed

Senate 18/19 – 3.5. The Secretary to add English Language Requirements to the agenda of the next meeting of the Academic Regulations Scrutiny Panel on the 16th May 2019.

The Secretary confirmed that the changes to English Language Requirements had been reflected in the draft Academic Regulations 2019/20 under item 6, and so the item could be closed.

Status: Closed

Senate 18/19 – 3.6. The Secretary to add ‘student attendance and impact on educational results’ to the SLTC agenda for its meeting on the 06th June 2019.

The Chair noted that this had been presented to SLTC where different views had been discussed. The matter had been referred to the Student Retention and Progression Working Group chaired by the PVC/Dean HASS for further consideration.

Status: Closed

Senate 18/19 – 3.7. Directorate to investigate the relationship between University of Northampton and Regent College to ensure there is no confusion for applicants.

The Head of Governance reported that this had been raised at the Board of Trustees and was being duly considered by the Directorate, however the action should remain ongoing.

Status: On-going

Senate 18/19 – 2.3 The Chief Information Officer to investigate if a dashboard of metrics, relating to University KPIs as well as those the University will be assessed on externally, can be created and presented to Senate at future meetings.

The Chief Information Officer reported that the KPIs have been further discussed in relation to the redraft of the Strategic Plan, and once agreed, these will feed in to the metrics on the dashboard. This will be presented to Senate at its meeting in November 2019.

Status: On-going

Part A: Items for Discussion and/or Approval

4. Student matters

No student matters were raised.

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

5.1. Chair's Report

5.2. TEF Outcome

The Chair reported the following items to Senate:

- National Student Survey (NSS): Results had been released earlier that day, and a brief analysis had been carried out. He summarized the University's performance as follows:
 - [REDACTED]
 - The exception to this is Learning Resources which had an overall score of 85.7 and significantly above benchmark.
 - When considering scores at programme level for overall satisfaction, there have been some improvements. BA Fashion Marketing, BA Interior Design and BA Screenwriting and Producing recorded particularly high results and should be congratulated.
 - BA Global Management recorded a much lower score for overall satisfaction than the previous year, a drop of [REDACTED]. Further analytics will be carried out to determine how this can be improved. Given this programme represents approximately 35% of the total final year students, its performance has a major impact on the overall institutional performance.
 - Scores from the BA International Business programme were consistent over the last 3 years in the high 80s/low 90s.
 - The NSS results will have an impact on future TEF Submissions.

The Chair highlighted that Programme leadership can greatly impact the scores, and encouraged colleagues to discuss results further within their teams.

- TEF Result: The University were rated Bronze against TEF measures, which was the original position suggested by the metrics. The committee discussed the result and noted the following:
 - Although it is argued that the metrics are not relevant to Regent's students' demographics, it is clear that these drive the award decision.
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - The TEF Rating will be valid for 2 years.
 - A proposal has been made for a Subject level TEF, which is currently being piloted and is under discussion in the sector.
 - If the Subject level TEF goes ahead, the University will need to consider submissions (and the relevant metrics) for the following programmes that are likely to meet the minimum student number:
 - BA Global Management and BA International Business
 - Fashion Marketing
 - Psychology

- Although the Bronze award does not necessarily reflect the quality of learning and teaching at the University, it is important to consider these results (in conjunction with the NSS results above), and any improvements that can be made.
- Strategic Plan: The Strategic plan was presented to colleagues at a recent town hall meeting as well as the Staff Conference on the 27th June 2019. This will be presented to the Board of Trustees on the 17th July 2019 for final approval. Members noted the following:
 - The Planning & Information Officer is currently working on the KPIs to accompany the strategic plan.
 - A 5-year financial plan will also form part of the Strategic plan.
- Graduation Ceremonies:
 - There will be 5 ceremonies on Friday the 12th and Saturday the 13th July 2019, taking place in Marylebone Church and on campus in Tuke Hall.
 - There will also be a number of honourary Senior Fellowships awarded.
 - Colleagues are asked to encourage students to attend the graduation ball on the Saturday evening.
- Student Recruitment:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - Where institutions have particularly good NSS / TEF results, this can be used to promote programmes and drive applications. The absence of these is not necessarily detrimental to the University, but the general perception of the brand is important for word of mouth recommendations, particularly through a student's family network.
- SEATs:
 - The new system is now being trialed and will be implemented for September 2019. A number of questions from staff will be reviewed and drafted into a set of 'FAQs' ahead of the implementation.
- Office for Students (OfS):
 - In order to continue registration with the OfS, the University must complete a Unistats return. This is currently being prepared to meet the deadline.
- Refectory:
 - The building work in the refectory, which includes the new mezzanine floor, has now been completed. There are a number of snagging issues which are being resolved, however this space will be fully utilized from September 2019.
- Visiting Titles:
 - The following visiting titles were tabled at the meeting for noting by Senate:

Name	Title	Period of Conferment	Start	Faculty
[REDACTED]	Prof. of Mental Health and Gender	3 years	September 2018	HASS
[REDACTED]	Visiting Professor	3 years	September 2018	HASS

██████████ ██████████	Visiting Professor	2 years	01 May 2018	BaM
██████████ ██████████	Visiting Research Fellow	12 Months	07 May 2019	BaM – Transnational Studies
██████████ ██████████	Visiting Researcher	12 Months	16 th January 2019	BaM – Transnational Studies
██████████ ██████████ ██████████	Visiting Researcher Fellow	12 Months	15 th January 2019	BaM – Transnational Studies
██████████ ██████████	Visiting Researcher	18 months	14 December 2018 to 30 June 2020	BaM – Transnational Studies

- The Chair informed members that there may be some other applications in the pipeline, however these would be presented to the Senate meeting in the autumn.

The Committee **noted** the Chair's report.

6. Draft Academic Regulations 2019/20

The Chair presented the draft Academic Regulations 2019/20, noting that proposed changes were driven by comments from External Examiners and a review of wording and process from colleagues, prior to consideration of the Academic Regulations Scrutiny Panel (ARSP). The committee discussed the draft and noted the following:

- The ARSP had agreed a proposal to reduce the number of resit attempts from 4 to 3 (meaning that students who *retake* a module, would not have a resit opportunity). Evidence shows that students reaching this stage are unlikely to pass and so the panel had deemed the financial risk of losing such students as low.
 - The Chair noted that this had not been included in the 2019/20 draft, as Registry and SITS required more time to develop processes to support this change. He noted however that it is important to identify where students are *retaking* a module, to ensure the mark is capped, and that this regulation must be included in the academic regulations for 20/21.
- Attendance regulations have been amended to reflect the introduction of SEATs.
 - A member commented that the current regulations have not been followed, and students are still being allowed to progress even where attendance is low.
 - The Chair clarified that for students with a visa, their attendance is closely monitored in line with UKVI requirements, and where this falls below the required amount, they are referred to a suspension panel. For other students with low attendance, they are flagged at Progression Boards who have the power to withdraw them after considering their academic merit. It was suggested that further guidance / communication to members of progression boards may be needed to ensure they use this power as required.
 - The new SEATs system will monitor student attendance on a weekly basis, allowing the University more frequent contact with students regarding their attendance.
 - There were different views on whether there is a link between attending classes and performance in exams / assignments – low class attendance has caused staff dissatisfaction, however there may be some students who are able to work alone and still pass assessments.
 - It was suggested that further consideration is needed around why students do not attend classes, particularly in light of the NSS and TEF results.

[REDACTED]
[REDACTED]
[REDACTED]

The Committee noted the update.

New Action: Senate 18/19 4.4. [REDACTED]
[REDACTED]
[REDACTED]).

8.1. Academic Policies for Senate Ratification

Senate ratified the academic policies presented.

8.2. Academic Policies for Senate Review and Approval

- 8.2.1. Student Complaints Policy
- 8.2.2. Student Disciplinary Policy
- 8.2.3. Student Representative Policy

A member questioned if the policy should refer to the fact that students may be asked to leave a meeting, where confidential business items arise. It was noted that this is present in the standing orders of each committee, however for completeness, this would also be referenced in the policy.

New Action: Senate 18/19 – 4.5 The Secretary (with the HoSS), to add a section to the Student Representation Policy, referring to the standing orders which state that students may be asked to leave a meeting, where confidential business items arise.

- 8.2.4. Under 18s Safeguarding Policy
- 8.2.5. European Credit Transfer Policy

The committee **approved** the academic policies presented.

9. Recommendations from SPSP for Programme Suspensions and Discontinuations

The Chair of SPSP presented the paper, noting that these requests had been presented to the SPSP by the Faculty PVC / Deans. The panel had scrutinized the proposals and were now recommending discontinuation of the programmes to Senate.

Senate **approved** the discontinuation requests.

10. Committee Standards

The Head of Governance presented the paper, noting that this had been prepared by the Governance Advisor, with invaluable input from colleagues across the University. He noted that the aim of the paper was to set expectations around committee processes and to streamline these, particularly for committees reporting up through the governance structure.

He highlighted some key points as follows:

- Deadlines for papers to be sent to the Secretary is 3 weeks before the meeting, and a final set of papers will be circulated to members 2 weeks before. It was noted that there is some flexibility around these deadlines, and colleagues should communicate regularly with the Secretaries.
- Quick reference guides for Chairs and Secretaries had been included within the appendices of the paper.
- New templates for committee agendas, minutes and papers had been drafted.
- Some basic guidance on reporting writing, had been included in 5.4 of the paper.

A member noted that on page 19 '6.1. Meeting Attendance', it states that those members not attending sufficient meetings will be considered to have made a de facto resignation and questioned how many meetings were 'sufficient'. The Chair reminded members that meetings are scheduled in advance, and colleagues have a responsibility to commit to these dates. A member suggested that attendance levels should be 75% to align with the student attendance and the Head of governance indicated that 50% was the criteria used for the Board and its committees.

The Committee **approved** the paper.

11. Annual Promotions and Professorial and Readership Summary Report

The PVC / Director of HR presented the report and noted that a recent meeting of the Equality, Diversity and Inclusion Steering Group had discussed how the University could further support women moving in to leadership. She highlighted that the University already promote the Aurora and Springboard programmes which specifically look to support woman at work, and there may be further opportunities to address their development, through the new myTalent performance management system.

A member questioned if the report could be broadened to look at other protected groups as well. The PVC / Director of HR replied that with the implementation of CoreHR, further reporting may be possible.

The Chair noted a comment that the report should refer to 'sex' rather than 'gender' as this was the official protected characteristic. The PVC / Director of HR agreed to pass this on to the team.

Members were asked to remind colleagues to complete the CoreHR registration process.

The committee **noted** the report.

12. Proposed Amendments to Academic Governance Structure (Committee Memberships, Terms of Reference and Standing Orders)

The Head of Governance presented the paper, noting that the HaSS membership on committees had been amended according to the earlier communication around the 3 school structure. This paper would now be revised according to the Chair's earlier comment, and suggested that the paper is signed off by Chair's Action. He suggested that in order to allow more flexibility in the memberships, academic representatives on committees should not be limited to job roles, but to a member of a senior level staff (for example, Head of Programme or above). This would be applied to both Faculties and RILC, and would allow a wider scope of colleagues to be involved with the committee structure.

The Chair noted that Senate had agreed it could continue its business if it became inquorate, and suggested that further consideration was needed around the constitution of Senate to ensure sufficient academic representation.

The Committee **agreed** for the paper to be revisited and signed off by Chair's Action.

New Action: Senate 18/19 4.6. The Secretary and the Governance Office to revise the Academic Governance Structure document and to consider how academic colleagues are represented on the committees. Once finalised, this will be signed off by Chair's Action.

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

The Head of Governance presented the paper and noted that the University is reviewing its risk register with a view to reducing the number of risks. He noted that a revised version would be presented to the next meeting of Senate.

A member requested that any additional or new controls to risk can be highlighted in italics for ease of reference.

A member noted that risk SE 3 was not included in the paper, and the Head of Governance confirmed that it is still a risk.

The committee **noted** the update.

Part B: Items for Noting

14. Minutes of the Senate Committees and Standing Bodies

- 14.1. Senate Research – 22 May 2019
- 14.2. Academic Regulations Scrutiny Panel – 16 May 2019
- 14.3. Academic Regulations Scrutiny Panel – 11 June 2019
- 14.4. Senate Quality Assurance and Enhancement – 23 May 2019
- 14.5. Senate Quality Assurance and Enhancement – 12 June 2019
- 14.6. Senate Student Experience – 05 June 2019
- 14.7. Senate Portfolio Scrutiny Panel – 01 May 2019
- 14.8. Senate Portfolio Scrutiny Panel – 04 June 2019
- 14.9. Senate Learning and Teaching – 06 June 2019

Senate **noted** the minutes of the Senate Committees and Standing Bodies.

15. Reports from the Faculty and Institute Executive Committees

- 15.1. Business and Management
- 15.2. Humanities, Arts and Social Sciences
- 15.3. Regent's Institute of Languages and Culture

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

16. Conferment Lists

- 16.1. Finalist Board – 12th June 2019
- 16.2. Finalist Board – 18th June 2019

The Chair highlighted that the conferment list for the PG Certificate in Higher Education originally circulated had included a list of all graduates, and as such a paper had been tabled showing just the recent graduates of this programme considered by the Board of Examiners. A member questioned how Senate should discuss these papers, and if any further analysis could be provided. The Chair noted that Senate had delegated the responsibility for the conferment lists to the Registrar and External Examiner(s) and Senate is being asked to ratify the decisions and to confirm that due process had been followed. The Chair also noted that the presentation of the lists also gave Senate an opportunity to consider the distribution of awards (degrees plus exit awards) across the programmes. The expectation was that programme teams would be reviewing the degree classification distribution as part of annual monitoring and quality assurance.

The committee noted that the timing of the exam boards and Senate should be considered, to ensure that the conferment lists are formally ratified ahead of graduation ceremonies.

Senate **noted** the conferment lists.

Closing Items

17. Confidentiality

No items of confidentiality were raised.

18. Risk management update

No items of risk were raised.

19. Any other business

19.1. Diligent Software

The Head of Governance reported that the University are moving from Boardpad to Diligent as their service provider for accessing committee papers electronically. He noted that this was an interim measure, and as such no new users would be signed up to this service. He added that existing users would continue to access papers via Diligent, and electronic copies would be sent out to all members via email. In the meantime, he would discuss further options with the Chief Information Officer.

19.2. Thanks

The committee noted that this would be the last Senate meeting for both Prof. Simon Jarvis and Prof. Michael Luger, and extended their thanks for their time and contribution to the University.

20. Next meeting

- Wednesday 20th November 2019, 14.00 – 16.00

Item	Action Required	Staff responsible	Due Date
New Actions:			
Senate 18/19 – 4.1.	The Quality Office to remove the references to the Academic Misconduct Panel, in the Academic Regulations 2019/20, prior to publication.	Registrar	ASAP
Senate 18/19 – 4.2.	Senate members to send any typographical amendments in the Academic Regulations 2019/20, to the Senior Quality Office (HR) after the meeting.	All members	ASAP
Senate 18/19 – 4.3.	The ARSP to consider a redrafting of the Academic Regulations, following the comments of Senate, and including reducing the number of attempts to three, i.e. no resit allowed for a retake in time for the publication of the Academic Regulations 2020/21.	ARSP / Secretary	Academic year 2019/20
Senate 18/19 – 4.4.	[REDACTED]	Secretary	ASAP
Senate 18/19 – 4.5.	The Secretary (with the HoSS), to add a section to the Student Representation Policy, referring to the standing orders which state that students may be asked to leave a meeting, where confidential business items arise.	Secretary	ASAP
Senate 18/19 – 4.6.	The Secretary and the Governance Office to revise the Academic Governance Structure document and to consider how academic colleagues are represented on the committees. Once finalised, this will be signed off by Chair's Action.	Secretary / Chair	ASAP
On-going Actions:			
Senate 18/19 – 3.1.	The Student Union President to request that the Student Union issue a communication, noting their concern around academic misconduct and the consequences of plagiarism and using 'essay mills'.	SU President	ASAP
Senate 18/19 – 3.7.	Directorate to investigate the relationship between University of Northampton and Regent College to ensure there is no confusion for applicants.	Chair	06 th June 2019
Senate 18/19 – 2.3	The Chief Information Officer to investigate if a dashboard of metrics, relating to	Chief Information Officer	3 rd April 2019

	University KPIs as well as those the University will be assessed on externally, can be created and presented to Senate at future meetings.		
Closed Actions:			
Senate 18/19 – 3.2.	The Secretary to publish the Senate Committee dates for 2019/20, following confirmation of the graduation date for 2020, and to roll these dates forward for the next 2 academic years.		
Senate 18/19 – 3.3.	The Head of Governance to amend the Senate standing orders to allow the committee to continue its business, if the meeting is deemed inquorate.		
Senate 18/19 – 3.4.	All members to consider the membership of Senate, and to send any suggested amendments to the Head of Governance prior to the next meeting, for consideration with the Chair of Senate. Any suggested amendments will be presented to the committee at the next meeting of Senate in July 2019.		
Senate 18/19 – 3.5.	The Secretary to add English Language Requirements to the agenda of the next meeting of the Academic Regulations Scrutiny Panel on the 16 th May 2019.		
Senate 18/19 – 3.6.	The Secretary to add 'student attendance and impact on educational results' to the SLTC agenda for its meeting on the 06 th June 2019.		