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Senate

Open Minutes

Date of meeting: **Wednesday, 13 March 2019**

Duration of meeting: **2.00pm to 4.50pm**

Location: **G5.05 High Wycombe Campus**

Attendance

Name	Faculty / Directorate	Category of membership
Nick Braisby	Vice-Chancellor's Office	Ex-officio (Chair)
Miriam Moir	Academic Registry	Secretary
Sean Mackney	Vice-Chancellor's Office	Ex-officio
Julie McLeod	Vice-Chancellor's Office	Ex-officio
Ellie Smith	Academic Registry	Ex-officio
Julie Irwin	Student Success	Ex-officio
Karen Buckwell-Nutt	Nursing & Allied Health	Ex-officio
Kevin Maher	Business, Law & Computing	Ex-officio
Lynn Viatge	Health Care and Social Work	Ex-officio
Paul Morgan	Human and Social Sciences	Ex-officio
Phil Wood	Aviation & Security	Ex-officio
Florin Ioras	Research	Ex-officio
Cass Davenport	Aviation & Security	Elected
Lauren Vincent	Art, Design and Performance	Elected
Lee Curtis	Health Care and Social Work	Elected
Lauren O'Shea	Students' Union President	Student Member
Georgia Nosal	Student's Union Vice-President	Student Member

Apologies

Name	School/Directorate	Category of membership
Helen Ayo-Ajayi	Nursing and Allied Health	Elected
Dearbhla Gallagher	Human and Social Sciences	Elected
Margaret Greenfields	Research & Enterprise Committee representative	Nominated

Richard Jones	Education Committee representative	Nominated
Sri-Kartini Leet	Art, Design & Performance	Ex-officio
John Mariampillai	Partnerships Board representative	Nominated
Rob Penhaligon	Media & Creative Industries	Elected
Russel Stone	Media & Creative Industries	Ex-officio
John Hathaway	Business, Law & Computing	Elected

Welcome / Apologies for absence

19.01 The Chair welcomed members to the Senate meeting. Apologies for absence were received.

Minutes of the meeting held on 5 December 2018

19.02 The open minutes of the Senate meeting held on 5 December 2018 were approved as an accurate record.

Status of actions from the 5 December 2018 meeting

19.03 It was noted that four actions arising from the meeting held on 5 December 2018 had been completed. One action required sign off by the Chair.

Chair's Actions taken since the previous meeting

19.04 No Chair's Actions were reported.

Vice-Chancellor's Report to Senate

19.05 Senate was informed of the good news that the University had three nominations for awards in the Student Nursing Times (following the award of student apprentice of the year in 2018), and two nominations in the WhatUni awards for best Students' Union and best provision for International students. Congratulations were extended to all those involved.

19.06 Attention was drawn to the ongoing Brexit turmoil which was reflected in a number of difficulties facing the sector:

- Potential shortfalls in funding dependent on the outcome of the Augar report into student funding
- Potential government focus on domestic policy following Brexit
- Pension reforms adding significant additional costs to universities' budgets - the Government is proposing to make additional funds available at FE level, but not to universities. The sector has expressed its concerns to the Government.

19.07 A slide detailing Income and Expenditure in Higher Education was presented to Senate. It clearly illustrated how the sector had become increasingly dependent on tuition fees, with 49.7% being derived from fees in 2016-17 compared to 30.9% in 2009-10. Staff costs constituted 54.7% of expenditure, and between 2014-5 and 2016-17 there had been a significant increase in staff expenditure. In terms of the average net liquidity expressed as days' expenditure, this had reduced from 127 days in 2014-15 to 81 days in 2019-21. Borrowing had increased from 19.8% of income in 2009-10 to 33.2% in 2016-17. In all, the illustrations showed the increased financial pressures

universities are under with increased costs, increased borrowing, and increased reliance on tuition fees which are declining in value in real terms. The slide is available on Blackboard with the papers for Senate.

- 19.08 It was confirmed that Professor John Brewer, PVC at St Mary's, Twickenham, has been appointed interim Deputy Vice-Chancellor, and will take up the position on 1 April.
- 19.09 The Vice-Chancellor highlighted his visit to Uxbridge College, and the potential for expanding links, particularly in sports, games development and health and social care.
- 19.10 Significant investment is being made into UCAV supporting the development of nursing programmes at Aylesbury, a new market. Work will be undertaken on a marketing campaign to attract student numbers starting in September 2019.

University Strategy

- 19.11 The Vice-Chancellor gave a presentation – Vision 2020 - to Senate. It highlighted the number of opportunities open to Bucks in terms of developing links with business, industry and partners.
- 19.12 The proposed vision is for Bucks to be “a leading University renowned for an education that is flexible, built around the needs of its students, and vocationally-based, ensuring their career success”.
- 19.13 Senate noted that the next steps will be for consultation over the strategic vision, and that all staff should be encouraged to take part in the debate.
- 19.14 The presentation is available on Blackboard with the papers for Senate.

Brexit Planning

- 19.15 A presentation outlining the planning being undertaken for Brexit in terms of recruitment, partnerships, research and enterprise, human resources, finance and data was given. The presentation is available on Blackboard under Senate papers.
- 19.16 It was noted that:
- Communications had been sent to prospective and current EU students
 - There will be some mechanisms in place for Government underwriting of Erasmus and Horizon 2020 projects
 - Bucks EU staff have been contacted about applying for settled status, and work over the status of EU student ambassadors was ongoing
 - Finance has plans to ensure continuity of goods and services
 - Bucks is following guidance from UUK over data and its storage
- 19.17 It was noted that further work needed to be undertaken on professional qualifications and their validity across Europe (eg nursing, social work and law) depending on the final Brexit deal.
- 19.18 The next stage is for scenario planning to take place, depending on whether the UK leaves the EU with or without a deal.
- 19.19 It was noted that some general information for all staff would be useful, particularly over travel abroad, and it was agreed that this should be produced.

ACTION: PVC Education

Update on recommendations from Annual Monitoring 2017-18 (SEN19.01)

19.20 Senate was reminded that Education Committee's Quality & Standards Report, part of Annual Monitoring for 2017-18, had made a number of recommendations to Senate for action during 2018-19. Paper SEN19.01 provided an update from Schools and Directorates on actions undertaken to date.

- Recommendation 1: Senate noted that there was much evidence of closer working between the Schools and Marketing in terms of recruitment strategies and initiatives, with areas of good practice identified.
- Recommendation 2: Schools were using Personal Tutors to encourage students with 2.2 profiles at Level 5 to aim for a 2.1.
- Recommendation 3: Different approaches were being taken in the Schools to promote BAME achievement. It was noted that the Directorate for Student Success had also undertaken work on this and could add some comments to the update. **ACTION: Director of Student Success**
- Recommendation 4: It was noted that participation rates in module evaluation was still poor, despite initiatives being taken to encourage take up. Students do not recognise the evaluation's value, and have low expectations of any actions being taken in response to their comments. Other mechanisms may have to be considered to ensure the University receives this valuable feedback.
- Recommendation 5: Preparations for the up-coming SAMMs are being undertaken in different ways, some as pre meetings, others as meeting of specific staff. The main meetings have been booked for the year.
- Recommendation 6: Concerns over quality issues at Partners has been raised with the Partner Tutors with actions requested. This is being monitored by the University Partnerships Board.

19.21 Senate noted and appreciated the amount of work which was being undertaken in all these areas. The next stage would be to evaluate the impact of these activities.

REF 2021: Update (SEN19.02) and Code of Practice (SEN 19.03)

19.22 An update paper on preparations for REF 2021 was received.

19.23 Senate noted that outputs from current and eligible former staff in nine potential Units of Assessment had been externally reviewed, and that these would now be considered alongside potential impact case studies.

19.24 Senate also received the draft REF2021 Code of Practice, a requirement of the REF submission, detailing the fair and transparent identification of staff and selection of outputs. The Code of Practice had undergone consultation with UET, HR, all academic staff and UCU.

19.25 It was noted that the Code proposes identifying academic staff on the Research with Education Bucks Academic Framework track, plus some on the Education with research track, as having significant responsibility for research. Heads of Schools will be involved in further identification of staff through the 2019 PDR process. Support for this process, and for proposals to move staff between BAF tracks, will be available from members of the REF steering group. It was noted that it would be useful to have some awareness-raising sessions clarifying the support available, and agreed that this should be arranged.

ACTION: Director of Enterprise & Research

19.26 Senate approved the *Code of Practice on selecting staff and preparing submissions to the Research Excellence Framework 2021* (draft v5.2 March 2019).

19.27 Thanks were recorded to Mel Nakisa, Senior Research Development Officer, for her hard work in the production of the Code of Practice.

TEF Update (SEN19.04)

19.28 An update on progress on the transition from provider to subject level TEF was given.

19.29 It was noted that the independent review consultation on the transition, to which Bucks had contributed, closed on 1 March, and that the outcome was expected in the summer of 2019.

19.30 The TEF Subject level categories to which Bucks will be submitting had increased to 14, with the inclusion of a new category of Performing Arts.

19.31 Champions for each subject have been identified, and a steering group will oversee the drafting of the 14 submissions, and timeline drawn up leading to final submission in mid-March 2020.

Extension to validation periods

19.32 Four papers were presented to Senate requesting extensions to validation periods for a number of programmes. Senate noted that such requests would normally only be received in exceptional circumstances, and expressed some concern that other routes to revalidate these programmes were not being taken. It was agreed that this would be raised with the Governance & Quality team in Academic Registry, and a proforma template for extension applications would be considered.

ACTION: Academic Registrar

19.33 (SEN19.05) Senate approved the extension of the validation period to August 2020 for the following Education and Training programmes, noting that the programmes are to be revalidated as apprenticeships but that the standard is awaited. There were no causes for concern with the quality of the programmes: the external examiner reports for the last three years were RAG rated as Green, and the last Ofsted report was "Good".

DE1AET2 Award in Education and Training

DE1AET2A Award in Education and Training

DE1DET2A Diploma in Education and Training

DE1CET2A Certificate in Education and Training

19.34 (SEN19.06) Senate considered the application for MA Education (not NMC accredited), PG Cert Education, Practice Teacher Award, and three Mentorship programmes, but did not approve the extension of validation based on the information provided, and the fact that the programmes had been previously extended. The Head of School was asked to revisit the application which would be considered by Chair's Action.

ACTION: Head of School, Human and Social Sciences

19.35 (SEN19.07) Senate approved the extension of the validation period to August 2020 for the following Tourism programmes, noting that the Tourism academic offer required a complete rebuild of the curriculum which could not be undertaken in the current validation timeframe. There were no causes for concern with the quality of the

programmes: the external examiner reports for the last three years were RAG rated as Green.

BS2TTM1 BA (Hons) International Travel & Tourism Management

BS2TMA1 BA (Hons) International Tourism Management with Air Travel

BS2TMA4 BA (Hons) International Tourism Management with Air Travel with FY

19.36 (SEN19.08) Senate approved the extension of the validation period to August 2020 for the following Performing Arts programmes, noting that the academic team planned to revalidate the programmes alongside the BA (Hons) Performing Arts in 2020. There were no causes for concern with the quality of the programmes, and a number of changes had been made recently to keep them updated through CAP.

MA2PEA1 MA Performing Arts

MA2PEA2 MA Performing Arts

External Examiner Approval Panel Report (SEN19.09)

19.37 Senate received the update from the External Examiner Approval Panel and endorsed the decisions made in each instance. **Senate requested that the form presenting this information should be reviewed.** (Amendment to Minutes recorded at Senate meeting on 5 June 2019)

Validation: recommendation of awards for approval (SEN19.10)

19.38 The report detailed recommendations to Senate of courses presented to Approval Panels and approved without conditions, and the dates of where courses approved with conditions had had those conditions met. In addition to those noted on the report, Senate was informed that the conditions for MB2RIM9 MSc Risk Management had been met and approved on 6 March 2019.

19.39 Senate endorsed the recommendations made in the report.

Report from Education Committee 30 January 2019 (Minutes)

19.40 The Minutes from the meeting held on 10 October 2018 had been circulated. The business of the Committee included:

- SU report on programme committees
- Degree classification consultation
- Guide for Associate Lecturers

Report from Research & Enterprise Committee 8 January 2019 and 19 February 2019 (Minutes)

19.41 The Minutes from the two meetings held had been circulated. The business of the Committee included:

- Building resilience for Research Supervisors
- New start ups for knowledge exchange in south wing at High Wycombe
- PRES
- Knowledge Exchange Framework (KEF) to be introduced in 2019 looking at impact on communities

Report from Academic Planning Committee 16 December 2018 and 14 February 2019 (Minutes)

19.42 The Minutes from the two meetings held had been circulated. Senate noted that a deadline of all programmes to be validated had been set as 5 June 2019.

19.43 Senate was reminded that the Minutes of these meetings were confidential and business sensitive.

Date of next meeting

19.44 Before closing the meeting the Chair expressed Senate's thanks to Lynn Viatge, Head of School for Health Care and Social Work who was leaving the University, for her contributions to Senate and to the work of the University.

19.45 The next meeting is on Wednesday 5 June 2019 at 2.00pm.