
Meeting: SENATE
Date and Time: Wednesday 16 October 2019 at 2.15 pm
Venue: Council Chamber

Present Prof I White (Vice-Chancellor and President), (Chair)

Prof B Morley (Deputy Vice-Chancellor & Provost)	Prof M McManus (Elected by Professoriate)
Prof J Knight (Pro-Vice-Chancellor (Research))	Prof C Mitchell (Elected by Professoriate)
Prof P Lambert (Pro-Vice-Chancellor (Learning & Teaching))	Prof D Stanton Fraser (Elected by Professoriate)
Prof C Wilson (Vice-President, Student Experience) (from minute 14641)	Prof A Zalewska (Elected by Professoriate)
Prof N Brook (Dean, Faculty of Science)	Dr R Branston (Elected by Academic Assembly)
Prof D Galbreath (Dean, Humanities & Social Sciences)	Dr M Carley (Elected by Academic Assembly)
Prof G Hawley (Dean, Faculty of Engineering & Design)	Dr J Darling (Elected by Academic Assembly)
Prof B Squire (Acting Dean & Head of School of Management)	Dr M Garcia (Elected by Academic Assembly)
Ms K Robinson (University Librarian)	Dr S Gheduzzi (Elected by Academic Assembly)
Prof B Rayton (Chair of CPAC)	Dr M Harney (Elected by Academic Assembly)
Prof J Barnett (Elected by Professoriate)	Dr F Laughton (Elected by Academic Assembly)
Prof S Bending (Elected by Professoriate)	Dr L Milligan (Elected by Academic Assembly)
Prof D Bird (Elected by Professoriate)	Dr D Moon (Elected by Academic Assembly)
Prof T Ibell (Elected by Professoriate)	Dr G Ravelli (Elected by Academic Assembly)
Prof H Logemann (Elected by Professoriate)	Dr J Troyer (Elected by Academic Assembly)
	Ms R Osman (Students' Union Education Officer)
	Ms J Zhou (Students' Union Postgraduate Officer)
	Ms A Willingham (Students' Union Student Rep)

Observers:

Prof A Heath	- Academic Director, Centre for Learning & Teaching
Prof R Kelsh	- Member of the Senate Effectiveness Review Group
Prof R Lingwood	- Chair of Senate Effectiveness Review Group
Ms C Slack	- Head of Student Voice and Engagement

In Attendance:

Dr J Harris	- Director of Academic Registry
D Howells (minute 14645)	- Head of Undergraduate Admissions & Outreach
Ms A Pater	- Deputy Director (Academic Governance & Compliance) (Secretary)

Apologies: Apologies for absence were received from Ms E Alcock, Prof J Bradshaw, Dr R Chawla-Duggan, Prof J Davenport, Dr N Johnston, Prof G Sankaran, Dr J White and Prof S White.

ACTION

The Vice-Chancellor welcomed everyone to the meeting, especially the new members. He reported that items of reserved business (minutes 14663 – 14669) would be taken at the end of the meeting after the students had left. The item on the Deputy Independent Postgraduate Advisor would be deferred until the next meeting.

14639 DECLARATIONS OF INTEREST

The Chair asked for any declarations of interest concerning the business to be discussed. There were none.

14640 MEMBERSHIP, TERMS OF REFERENCE AND STANDING ORDERS

Senate:

- 1) NOTED paper S19/20-001 setting out its membership and functions;
- 2) APPROVED the addition of Vice-President (Student Experience) as a member of Senate *ex-officio*, with immediate effect.

Dr C Wilson then joined the meeting.

14641 MINUTES OF THE PREVIOUS MEETING

Senate APPROVED the minutes of the meeting on 5 June 2019 (S19/20-002) as a correct record of the proceedings, with one amendment to minute 14638, agreed following the meeting, as below:

‘A member had raised a question about the University-wide implementation of workload allocation modelling, including the general principles underlying the current development of the model. The Deputy Vice-Chancellor explained that there was a framework but that there was the possibility of flexibility around the framework. More information would be available in October.’

The Deputy Vice-Chancellor and Provost reported that he had recently held a meeting with Heads of Department or their nominees about workload planning. He chaired the workload allocation management group which had been working over the last year to establish a University framework for the workload allocation. This allowed some flexibility, as agreed at Faculty/School level. This group, which included the PVCs, the Deans or a nominee and a Head of Department/Division from each Faculty and the School, working with the notional 1,613 hours per year, aimed to ensure that workloads were equitable and took into account staff health and wellbeing. The average workload of full-time staff in 2018/19 was around 1,600- 1,700 hours, with variation above and below this figure. It was stated that the responsibility for assigning workloads rested with the Head of Department. He would circulate the notes of the recent meeting to Senate and welcomed any further comments, either directly to him or at the next Senate meeting.

DVC

The minutes were later signed by the Chair.

14642 MATTERS ARISING

- 1) Minute 14609 – the Statute changes had been approved by the Privy Council in July.
- 2) Minute 14614 - Council had approved the Annual Statement on Research Integrity.
- 3) Minute 14615 – Council had approved the establishment of a Research Institute of Advanced Automotive Propulsion Systems. The Chair thanked Prof Hawley in particular for his work on this project.

14643 FORMAL REPORT OF THE VICE-CHANCELLOR

The Vice-Chancellor introduced his report on key issues facing the University (paper S19/20-003). He thanked everyone involved in the many events since the last meeting: including graduation, open days, admissions, induction, conferences and the 'Our University, Our Future' engagement exercise.

He also thanked everyone involved in developing the revised student discipline and complaints policies and procedures and revised staff and student dignity and respect policy and procedure, all of which were now in effect.

He thanked Prof Steve Egan, who would be retiring, for all his contribution to the work of the University. A Chief Operating Officer post was being established.

He reported that the University would be developing a Climate Action Framework and setting up a working group to include members of the University community with relevant expertise.

The Students' Union thanked the University for all its help with student accommodation issues at the start of term.

Senate NOTED the report.

14644 CURRICULUM TRANSFORMATION - ASSESSMENT REGULATIONS

The Pro-Vice-Chancellor (Learning & Teaching) presented paper S19/20-004 on Assessment and Award regulations for UG and PGT courses. He reported that phase 1 of Curriculum Transformation was complete and thanked everyone who had been involved. This was now at a critical stage and he would be asking academic departments and professional services for further feedback. The regulations were clear, accessible, and concise. He thanked Prof Andrew Heath who had led on this. He set out the recommendations in the paper and explained it was now important to agree these and move on to the next phases. Prof Heath emphasised that the changes were substantial and staff needed to be aware of these in their marking.

Issues raised in discussion included:

- The need to monitor marking effects using the new rules and be aware of potential grade deflation;
- The possibility of large numbers of students trailing assessments needing manual tracking; it was reported that this was being looked at and that departments could specify they did not wish to allow a particular trailing assessment;
- the balance between semesters; the 15-credit influence; and how much flexibility there would be; it was noted that ULTQC had considered this, and there was one department considering 15-credits. Prof Lambert said staff and student workload would be monitored;
- departments were moving on with design but were not sure all the framework had been published; eg umbrella units for options; Prof Lambert said remaining issues would be discussed further and published;
- Regarding 5.9, whether a student requesting to trail would have this granted; this would be a student choice in principle, although sometimes would not be possible;
- that in IMCs reassessments it would be only the replacement mark that counted;

- a question on progression thresholds on integrated masters; whether these should be allowed by exemptions. Some had professional requirements but many others did not. It was noted that student choice should be respected. Prof Lambert said the wording could be considered further at ULTQC and that this issue would be brought back to Senate after wider institutional consideration;
- The wording in 5.10 about 35% would be reconsidered;
- A request for the wording on "independent study" be reconsidered, and specifically whether the threshold of 70% was required for both the course average and dissertation for a distinction in PGT courses, or whether this could just for the course average (along with similar thresholds at 60% for merit). Professor Heath indicated he would consult with Directors of Studies about this change;
- The need to monitor marking of PGT courses with the move to a 50% pass mark;
- The issue of rounding to integers on transcripts at course year, but real values later on for overall course average;

The Chair proposed that these and further details could be agreed at ULTQC under recommendation 2 below.

Senate:

- 1) APPROVED the set of assessment regulations for UG and PGT courses to use after these courses are transformed;
- 2) AGREED ULTQC could approve non-substantive changes to these regulations, should the need arise, after further feedback from staff and students;
- 3) APPROVED the principle of allowing all students the opportunity to retake an assessment, if that assessment was affected by approved Mitigating Circumstances;
- 4) APPROVED some additional considerations around the academic framework that was approved in February 2019 (Paper S18/19-079).

PVC
(L&T)

14645 UNDERGRADUATE AND POSTGRADUATE REGISTRATIONS – 2019

Senate CONSIDERED and NOTED papers S19/20-005A-B presented by the Deputy Vice-Chancellor and Provost.

On undergraduate numbers, it had been a very successful year. Just over 100 additional undergraduate students had been registered (mostly Home): 3245 Home/EU and 454 overseas. He thanked all those involved in recruitment and admissions, and also ahs who arranged temporary accommodation for some students on campus and also in the YMCA, which was of a high standard and was offered free including food vouchers with a free bus pass. Applicant behaviour was becoming less predictable. The Students' Union asked for disaggregated figures for WP groups; these would be sent.

More detailed information on applicants would also be available in February.

DVC

Postgraduate numbers were under target, except for Science and School of Management, although they were still arriving and numbers were higher than in 2018. The on-line programmes were very successful.

14646 NATIONAL STUDENT SURVEY

The Pro-Vice-Chancellor (Learning & Teaching) presented paper S19/20-006 regarding the NSS. The University had risen to 17th for overall satisfaction. The method of delegating actions to Faculties and departments to communicate with students had worked well. Assessment and Feedback ratings still needing improving but he thanked everyone involved for the improvement this year.

There were comments on the bunching of institutions within the table, and on study space.

Senate NOTED the report.

14647 EFFECTIVENESS REVIEW OF SENATE

Prof Rebecca Lingwood, the external Chair of the Effectiveness Review, was observing the meeting as part of the review. She introduced herself and presented paper S19/20-007 with an update on the work of the Steering Group. She explained the composition of the group with its mix of gender, disciplines and seniority, that it had just held its third meeting that day and that invitations were being sent out to focus groups. Surveys had also been sent out. The group members had split into five pairs to review groups of committees and boards of studies. She invited volunteers to work with Rob Branson on Boards of Studies.

A web page had been set up to provide ongoing updates at;
<https://www.bath.ac.uk/teams/senate-effectiveness-review-2019-20/>
and there was an email to contact: senateeffectivenessreview@bath.ac.uk.

Senate NOTED the report and the Vice-Chancellor thanked Prof Lingwood.

14648 TEF SUBJECT REVIEW

The Pro-Vice-Chancellor (Learning & Teaching) presented paper S19/20-008; he explained there was still uncertainty about TEF: Dame Shirley Pearce had undertaken a review but no report had been published. It was therefore difficult to organise a full dry-run, but two departmental and one Faculty dry-run were nearly complete. The Deputy Vice-Chancellor emphasised the importance of complying with the requirements.

Senate NOTED the report.

14649 MINUTES OF BOARD OF STUDIES OF ENGINEERING & DESIGN

The Chair had agreed a request made in advance from a member to discuss the item on curriculum transformation and marketing deadlines in minute 1695 (vii) of the Board of Studies of Engineering & Design on 17 July 2019 (paper S19/20-025D):

‘(vii) Course information for inclusion in the UG Prospectus and for marketing and promotion of the CT, courses (for entry in autumn 2021) will be required by early September but at that stage we will be nowhere near to having fleshed out curricula and course content. This is a serious concern and a real risk to student recruitment. ‘

Prof Lambert said he took this issue seriously and had set up a working group chaired by Andy Pitchford, including the Chief Marketing Officer and Directors of Administration, to consider the details and timings. Course details were needed for the digital prospectus in January/February and it was anticipated that S/FLTQCs paperwork would be ready in time

PVC
(L&T)

It was AGREED that further discussion take place after the meeting.

14650 LEARNING, TEACHING AND QUALITY COMMITTEE MEMBERSHIP

Dr Wilson had left the meeting before this item.

Prof Lambert presented paper S19/20-013.

Senate APPROVED the revised composition of University Learning, Teaching and Quality Committee, to include the Vice-President (Student Experience) and delete the SU President, with immediate effect.

HoS

14651 FITNESS TO PRACTISE POLICY

Prof Lambert presented paper S19/20-014.

Senate APPROVED the minor amendments to the Fitness to Practise Policy as set out in the appendix to the paper.

HoS

14652 URGENT BUSINESS

Senate NOTED paper S19/20-015.

The Chair reported that he had also appointed Prof Julie Barnett from Senate to Court until 31 July 2022.

HoS

14653 ACADEMIC PROGRAMME WITHDRAWALS ANNUAL SUMMARY

Senate NOTED paper S19/20-016 setting out course withdrawals.

14654 CHANGES TO RESEARCH CENTRES ANNUAL REPORT

Senate NOTED paper S19/20-017 with changes to research centres.

14655 REPRESENTATIVES ON OUTSIDE BODIES ANNUAL REPORTS

Senate NOTED paper S19/20-022 with reports from representatives on outside bodies.

14656 FORWARD PROGRAMME OF BUSINESS

Senate NOTED the draft programme of business (paper S19/20-023).

14657 COUNCIL

Senate NOTED the minutes of the meeting of Council on 16 May 2019 (paper S19/20-024).

14658 MINUTES OF BOARDS OF STUDIES

Senate RECEIVED the minutes of the following meetings of Boards of Studies (paper S19/20-025-029):

- Faculty of Engineering & Design, 26 June, 12 July and 17 July 2019
- Faculty of Humanities & Social Sciences, 22 May, 26 June, 5 July and 18 September 2019
- Faculty of Science, 22 May, 26 June, 12 July 2019
- School of Management, 22 May, 26 June, 12 July 2019
- Boards of Studies (Doctoral), 19 June, 17 July 2019.

14659 EXECUTIVE BOARD

Senate RECEIVED a summary report from the Executive Board meetings held in July-September 2019 (Paper S19/20-030).

14660 MINUTES OF SENATE AND JOINT SENATE/COUNCIL COMMITTEES

Senate RECEIVED minutes of the following meetings of Senate and Joint/Senate/Council Committees (papers S19/20-031-039):

- Academic Programmes Committee on 29 May and 18 July 2019
- Academic Staff Committee on 17/19 June 2019 (reserved business)
- Courses and Partnerships Approval Committee on 17 July 2019
- Curriculum Transformation Committee on 22 July, 24 July and 29 July 2019
- Equality and Diversity Committee on 6 June 2019
- Learning, Teaching and Quality Committee on 21 May and 16 July 2019
- Research Committee on 21 May and 16 July 2019
- Senior Academic Appointments Committee (reserved business) on 26 June 2019
- University Doctoral Studies Committee on 23 May, 25 July and 12 September 2019.

14661 CALENDAR OF MEETINGS 2019/20

Senate NOTED the remaining meeting dates of Senate for the year, which would be held in the Council Chamber as follows, at 2.15pm unless otherwise stated:

20 November 2019
5 February 2020
22 April 2020
3 June 2020

14662 ANY OTHER BUSINESS

There was none.

The student members then left the meeting and Senate proceeded to consider reserved business.

The meeting concluded at 4.25pm