

UNIVERSITY OF LEICESTER

MEETING OF SENATE

Minutes of a meeting held on
Wednesday 9 November 2016

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Present: The President and Vice Chancellor (Chair)

Professor Atkinson	Professor Martin
Dr Barton (vice Professor Mattingly)	Mr A Mitchell
Professor Chakraborti	Professor Monks
Professor Clark	Dr Norman
Professor Coleman	Professor O'Brien
Dr Dickinson	Professor Pritchard
Professor Du Bois	Professor Purnell
Dr S Dudley	Professor Radnor
Professor Ellis	Professor Schwabe
Professor England	Professor Scott
Professor Fry	Dr Shaw
Dr L Gibson	Professor Tansey
Professor Gillespie	Ms Taylor
Professor Hainsworth	Professor Wardlaw
Dr Hewitt	Dr Williams
Ms R Holland	Professor Wood
Professor Ketley	Dr Wynn
Dr Lewis	

In attendance: Mr M Luke (UCU), Mr B Welsh (Unison), Registrar and Secretary, Academic Registrar (Secretary) and Mr A Petersen (Assistant Secretary)

Apologies for Absence were received from Mrs Bailey, Professor Baker, Professor Barstow, Professor Dixon, Dr C Gibson, Professor Griffiths, Professor Heckel, Professor London, Professor Mattingly, Professor Peel and Professor Robinson

UNRESERVED (ONLY) BUSINESS

16/M20 **STANDING BUSINESS**

(a) Declarations of Interest

There were no declarations of interest.

(b) Membership and Powers of Senate

Senate received its Membership for the 2016/17 academic year and its powers as set out in Ordinance 10.

(c) Standing Orders

Senate considered its Standing Orders for the conduct of its business and meetings in the 2016/17 academic year. Senate noted that the Standing Orders provided a clear framework for the exercising of Senate's powers and **approved** them for 2016/17.

(d) Minutes of the previous meeting

Senate considered the minutes of meetings held on 29 June 2016.

Senate **approved** the minutes as an accurate record of each meeting.

(e) Matters Arising

Arising from M12, Senate noted that the implementation of the revised system for Personal Tutoring was underway, with guidance and training resources being developed by the Leicester Learning Institute.

Arising from M15(b) Senate noted that the University had received its initial metrics from HEFCE for the 2017 Teaching Excellence Framework exercise (TEF 2). The metrics focussed in the three core areas of Teaching Quality, Learning Environment and Learning Gain. The metrics were drawn from national data held by HEFCE, including NSS and DELHE results. A university's rating would be derived from the number of positive and negative flags in the metrics on the basis of z scores. A TEF Working Group had been established to develop the contextual submission to accompany the metrics, which provided an opportunity to highlight strengths and demonstrate what action the University was taking in the light of any issues highlighted through the data.

Arising from M15(f) Senate noted that following the completion of the consultation process the University Council had approved the proposal to disestablish the Vaughan Centre for Lifelong Learning as a department of the University at its meeting in September 2016.

Arising from M16(e) Senate noted that the President and Vice-Chancellor had taken action on behalf of Senate to approve the titles of the three newly created Schools in the College of Arts, Humanities and Law as follows:

School of Business

School of History, Politics and International Relations

School of Media, Communication and Sociology

(f) Chair's Business

The President and Vice-Chancellor welcomed members to the first meeting of Senate in the 2016/17 academic year.

The President and Vice-Chancellor informed members that the agenda for this meeting had been structured differently in order to more effectively engage academic leaders with issues of learning, teaching, assessment and research, in line with Senate's core Ordinances and to streamline the business of Senate. The first section of the revised agenda summarised those actions which require Senate's approval, however did not require extensive discussion. This allowed the core of the meeting to consider more substantial items of academic strategy and the oversight of academic risk.

The President and Vice-Chancellor also reported the following:

(i) BREXIT

The President and Vice-Chancellor was a member of a UUK Group which regularly visited the European Commission and other key bodies in Brussels to inform the

dialogue and decisions regarding UK Higher Education in light of BREXIT. Although there was evidence of the UK government taking account of the feedback from the sector in some areas, it was noted that the European Commission did not appear to favour the concept of a 'soft BREXIT' at present and therefore UUK was analysing a number of scenarios in terms of the future of UK Higher Education in light of this.

(ii) International Student Immigration

The UK Government was considering a number of potential measures with respect to international student immigration. These included potentially linking an institution's ability to recruit international students to its performance in certain measures such as the TEF, or alternatively linking it to the rate of visa refusal, thus penalising institutions with a high rate of refusals. It was noted that the proposals had not yet been developed in detail, however the direction of travel indicated that it would be a more challenging international recruitment environment in the future. The President and Vice-Chancellor noted that this reinforced the importance of developing strategic links internationally in order to provide a means of addressing and mitigating this uncertainty.

(iii) Institutional Transformation

The President and Vice-Chancellor expressed thanks on behalf of ULT to members of Senate for their engagement with and support for the ongoing process of Institutional Transformation.

(g) Amendments to Statutes and Ordinances

The Committee received a paper which proposed a number of changes to Statutes and Ordinances arising from a review of the Council Membership. Senate noted that the amendments removed the Chancellor from the membership and also reduced the number of Pro-Vice-Chancellors (PVCs) sitting on Council. It was noted that this was in line with national CUC guidance, and would also allow the governing body to hold the Leadership Team more effectively to account. Senate noted that Council would still retain oversight of strategic themes relating to individual PVC portfolios through regular reporting. Senate also noted that its representation on Council would not be altered.

Senate **endorsed** the proposals for consideration by Council.

(h) Summary Report of items for approval

Senate considered a summary report of business for consideration arising from reports from subsidiary Committees and other areas where Senate's approval is required. Senate noted that the full Committee reports were included within the papers, and the purpose of the Summary Report was to bring these together in order to allow for swifter consideration and therefore streamline the remainder of the agenda.

Terms of Reference for subsidiary committees for 2016/17

Senate considered and **approved** the following:

Academic Policy Committee (including minor amendments as set out in the summary report)

Cont/...

Postgraduate Research Policy Committee

Enterprise Strategy, Policy and Performance Committee (including minor amendments as set out in the summary report)

Research Strategy, Policy and Performance Committee (including minor amendments as set out in the summary report)

Senate Regulation 11 governing student discipline

Senate considered proposed amendments to Senate Regulation 11 governing Student Discipline.

Senate noted that a review of student discipline and associated regulations, policies and procedures had taken place over the course of 2016. The report and recommendations of the review had not yet been finalised as it was pending the publication of the national revised Zellick guidelines which was due shortly. However, it had been agreed that the amendments to regulations should be presented for approval ahead of the main report as they were not contingent upon the outcome of the Zellick report, and it would be helpful to be able to implement these immediately in order to clarify a number of areas in the existing regulations.

The amendments expanded and clarified a number of definitions to confirm that publication in any media that causes offence is defined as misconduct. The amendments also clarified reporting lines within various processes and revised the penalties that could be imposed, particularly in cases of cheating in examinations. Also introduced was the ability for a Head of Department to issue a departmental level warning before escalation to full student disciplinary procedures.

Senate noted that under the definitions of misconduct what could be considered 'offensive' could be regarded as a subjective judgement and therefore recommended that the relevant entry in the Regulation be reviewed to ensure that it contained a suitable objective measures.

Subject to the above clarification, Senate approved the **amendments** to Senate Regulation 11 for immediate implementation.

Honorary Degrees

Senate considered a report of the meeting of the Honorary Degrees Board held on 2 November 2016. Senate noted the nominations of candidates for the award of honorary degrees and distinguished honorary fellowships as set out in the report and **approved** these for submission to Council.

It noted that although a strong mix of nominations had been received Senate would encourage members of the University to continue to submit further nominations in future rounds.

It was also noted that as part of the celebrations of the centenary of the Eligibility of Women Act, a number of the nominees would be invited to receive their Honorary Degrees in 2018. Senate welcomed this proposal however agreed that it was important to ensure that this did not result in a significantly uneven gender split of recipients in this or other subsequent years.

Appointment of Authorised Officers

Senate **approved** the appointment of Mr Nigel Siesage, College of Medicine, Biological Sciences and Psychology to act as an Authorised Officer for the investigation of issues of both academic- and non-academic discipline under Senate Regulation 11.

University Orators

Senate noted the resignation of Professor Campbell from the role of University Orator before the end of his term, and noted that Professor Shipley would take his place at the January degree ceremonies. Senate noted that Professor Shipley had been approved by Senate to be an Orator from 2018.

Senate expressed its thanks to Professor Campbell for his many years of service to the University, including those as Orator, and wished him the best for his retirement.

16/M21

BUSINESS TO CONSIDER

(a) Curriculum Transformation

Senate considered a report and received a presentation from Dr Graham Wynn, Academic Director for the College of Science and Engineering, and Academic Lead for the Curriculum Transformation project. It was noted that, as the academic authority within the institution, oversight of this major change project rested with Senate.

Senate noted that the principles underpinning the project had been approved at its meeting in November 2014. The project aimed to implement an effective, inclusive and accessible curriculum that addresses the educational requirements of all University of Leicester students, supporting their learning and enabling them to succeed, in accordance with the University Learning Strategy. This would be achieved through:

- Amendments to the structure of the academic year;
- Increasing the hours of study per credit to 10;
- Harmonising module credit values to 15/30 wherever possible;
- Reduce the overall assessment loading on students, with a particular focus on reducing the number of formal examination hours.

The project would allow for the development of a more streamlined curriculum which allowed for greater sharing of modules across programmes, and greater embedding of employability and wider student development activities within programmes

The Project was being managed by a small team headed by the Academic Lead, with formal governance provided through a Steering Group and Working Group. The team had met with all programme teams on campus in order to support them in the process and identify issues for consideration within the project.

Senate noted that as a result of recent Consumer Rights Legislation it had become necessary to alter the original timescale for Curriculum Transformation. Under the new timeframe in 2017/18 all modules would shift to 10 hours per credit and a small number of departments would implement a new curriculum. However, the majority of departments would defer implementation of full Curriculum Transformation until 2018/19. Senate noted that guidance for 2017/18 Curriculum Planning would be circulated shortly.

Senate was pleased to note that a small number of Departments had already been through the process. This had clearly demonstrated the engagement of programme teams with the aims of the project, with the revised curricula including reductions in examination rates, a greater variety of assessment and clearer embedding of employability content.

Senate also noted that the multiphase roll out would require detailed consideration of the impact upon major and minor combinations that spanned departments. A sharing matrix demonstrating where modules were shared across programmes had been developed and Senate noted that this could be of significant additional value in the future in order to identify opportunities for further interdisciplinary developments.

Senate welcomed the work that had been undertaken to date and the positive manner in which programme teams were engaging with the aims and process of Curriculum Transformation. Senate discussed that in light of the new consumer rights legislation there would need to be amendments to the University's wider academic planning process and timeframe, and noted that this issue was under active consideration. Senate also noted that it would be helpful to develop a plan for reviewing the outputs of the project following completion.

Senate expressed its particular gratitude to Dr Wynn for his leadership of this critical strategic project and for the positive and developmental approach that the Project Team had taken in supporting departments and programme teams going through Curriculum Transformation.

(b) Risk Register and Risk Appetite Statement

Senate received an extract from the Risk Register with specific reference to those areas which fell under Senate's remit namely Learning, Research, Enterprise and Internationalisation. Senate noted that the ultimate responsibility for the review of risk within the institution rested with the University Council, however Senate had a specific role in terms of oversight of those areas which fell under its Ordinances. Senate noted that it would receive extracts from the updated register at future meetings.

Senate agreed that it was helpful to receive the register in this format and considered it in detail. Senate agreed that although the reference to the development of the Pathways Project had been removed it would be appropriate to reflect that there was still a level of risk associated with the delivery of the new model and this should be reflected in the register. Senate also noted that the impact of Institutional Transformation upon the support of individual students, particularly at doctoral level, had been recognised and was being addressed.

Senate noted that it was appropriate for an extract of the register to be presented to Senate at future meetings, however agreed that it would be helpful for the full register to be shared separately in order to allow members of Senate to consider how the risks identified might be mitigated at the level of individual schools.

Senate agreed that the full register would be shared as part of the planning process, and that any queries or comments relating to specific entries should be addressed initially to the Academic Registrar.

Senate also received the University's Risk Appetite Statement. Senate noted that this was a further part of the institution's compliance requirements and had been

considered in detail by the University Leadership Team. Senate **endorsed** the statement for submission to Council.

16/M22 **BUSINESS TO NOTE**

(a) Reports from Committees

(i) Academic Policy Committee

Senate received the reports of the meetings of the Academic Policy Committee held on 14 September and 14 October. Senate noted that those elements which required approval had already been considered under item M20(h).

Senate noted the themes of work for the Committee over 2017/18 which included revisions to Senate Regulations 5 (undergraduates) and 7 (Mitigating Circumstances), as well as redesigning the module evaluation process and overseeing preparations for the TEF.

Senate also noted the Committee's oversight of strategic themes such as Curriculum Transformation and the National Student Survey. For the latter, Senate noted that the NSS question set for 2017 had changed and included a greater emphasis upon the student voice and overall learning environment. In light of this Senate agreed that it was essential to ensure that there were effective measures in place to ensure that students were informed of actions that had been taken in light of their feedback.

Senate noted the Committee's ongoing oversight of programme development, approval, monitoring and review as detailed in the reports. Senate also noted the appointment of External Examiners, as detailed in the reports.

Senate **approved** the reports.

(ii) Postgraduate Research Policy Committee

Senate received a report of the meeting that had been held on 3 October 2016. Senate noted that those elements which required approval had already been considered under item M20(h).

Senate noted that the Committee had reconsidered the issue of whether Emeritus Professors should be permitted to act as supervisors for doctoral students. The Committee had agreed that as Emeritus staff had no contractual relationship with the University and therefore it was not appropriate for them to hold such a critical role. The Committee agreed that the current Senate Regulations governing this issue were appropriate.

Senate also noted the work underway by the Committee to implement the recently approved policy on PGR students who teach. Senate also noted the Committee's consideration and approval of the annual reports from Newman University and Bishop Grosseteste University for whom the University acts as a validating body for research degrees.

Senate **approved** the report.

(iii) Career Development Advisory Board

Senate received a report of the meeting that had been held on 18 October 2016.

Senate was pleased to note an improvement in the University's performance in the Destinations of Leavers from Higher Education survey, which had also contributed to the improvement of this metric within league table rankings. Senate also noted that small further enhancements in these key employment rates could make a substantial difference to overall performance and encouraged all departments to continue their work with the Career Development Service to further engage students with employability activities.

Senate **approved** the report.

(iv) Enterprise Strategy, Policy and Performance Committee

Senate received a report of the meeting that had been held on 26 October. Senate noted that those elements which required approval had already been considered under item M20(h).

Senate noted the Committee's development of a revised consultancy strategy. The revised strategy clarified a number of points including the role of the Head of Department in approving consultancy arrangements and the specific requirements with regard to insurance. Senate noted that the final draft would be presented for approval at a future meeting of Senate.

Senate also noted the Committee's development of a HEIF Knowledge Exchange Strategy and the development and approval of College level enterprise strategies.

Senate **approved** the report.

(v) Research Strategy, Policy and Performance Committee

Senate received a report of the meeting that had been held on 13 October. Senate noted that those elements which required approval had already been considered under item M20(h).

Senate noted the Committee's ongoing oversight of preparations for the next REF exercise and the continuing development of College level research strategies.

Senate **approved** the report.

(vi) Honorary Degrees Board

Senate received a report of the meeting that had been held on 2 November. Senate noted that those elements which required approval had already been considered under item M20(h).

Senate **approved** the report.

(b) University Officer Appointments

Senate received for information a list of all University Officer level appointments that had been made since 1 August 2016. Senate noted that it would receive regular reports on new appointments at future meetings.

(c) Programmes Approved and Withdrawn

Senate received a list of programmes and pathways that had been approved in principle, in full and withdrawn.

16/M23 **DATES OF FUTURE MEETINGS**

Senate noted the dates of its remaining meetings in the 2016/17 academic year as follows:

Wednesday 8 March 2016, 2:00pm

Wednesday 28 June 2016, 2:00pm

DURATION OF MEETING: One Hour and Thirty Minutes

CHAIR