

THE SENATE



Minutes of the meeting held on 7 November 2018

Present: The Vice-Chancellor (Professor D.J. Richardson) (in the Chair), Pro-Vice-Chancellor (Professor F. Lettice and Professor N. Ward), the Faculty Pro-Vice-Executive (Professor S. Barrow, Professor F. Bowen, and Professor D. Edwards), Heads of Schools (Professor P. Dobson, Professor R. Jowett, Professor L. Marsden and Professor M. Searcey), Academic Representatives (Dr H. Adcock, Professor N. Boodhoo, Dr S. Broughton Micova, Mrs K. Emerson, Dr B. De La Igesia, Dr R. Gray, Dr J. Kirby, Dr M. Neumann, Dr K. Walker, Professor S. Watts, Professor A. Welch, Director of Student Services (Dr C.J. Sharp), and the Student Representatives except for business marked ** (Ms G. Burchell, Ms J. Chapman and Mr M. Marko).

With: The Chief Resource Officer and University Secretary (Mr I. Callaghan), The Chief Operation Officer (Mrs J. Baxter), The Academic Director of Taught Programmes (Dr C. Matthews), Academic Director of Widening Participation (Mrs H. Gillespie), Academic Director of Pg Research Degree Programmes (Dr N. Watmough), , Academic Director of Admissions (Professor R. Harvey), Director of IT (Mr M. Barry),, Director of Student and Academic services (Dr A Blanchflower), Assistant Registrar (Mrs L. Williams), Head of Corporate Communications (Mr A. Stronach)

1. MINUTES

Confirmed

the Minutes of the meeting held on 6 June 2018.

2. CONFIRMATION OF CHAIR'S ACTION

Confirmed

Chair's action taken since the last meeting of Senate on 6 June 2018:

- a) changes to the Standing Orders of School Boards to reflect the Code of Practice on Student Representation as recommended by THE Learning and Teaching Committee
- b) revisions to the Harassment and Sexual or Physical Misconduct Policy as recommended by the Learning and Teaching Committee
- c) the appointment of a new Senate member for FMH – Professor Ailsa Welch and for HUM Dr Francisco Costa and Dr Sally Broughton Micova all with end dates of 2021.
- d) the appointment of Professor Richard Hand and Dr Kelly Walker on the Honorary Degrees and Awards Committee.

3. STATEMENTS BY THE VICE-CHANCELLOR

The Vice Chancellor

- (1) welcomed new members of Senate to their first meeting
- (2) reported that UEA's overall performance remained strong and had risen from 15th to 14th in the Times/Sunday Times' "table of tables".

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- (3) reported on the completion of the financial package which involved re-financing of the University's loans on more favourable terms and generated funds to invest in the campus and so support both staff and student success.
- (4) reported that the results of the staff survey had been distributed. The survey was proving to be a useful snapshot of staff views and opinions and a source of rich data. A key frustration was the University's IT infrastructure. A Working group was to be established to take forward some of the initiatives forward such as
 - addressing the gender pay gap
 - flexible working pilots
 - race equality work
- (5) reported that the University has signed a commitment to:
 - the Race Equality Charter, noting that the VC is working with SU colleagues and UUK on race harassment issues
 - the real living wage.
- (6) congratulated those involved in the successful CHASE and ARIES DTP bids
- (7) noted that the Review of Tertiary Education may have financial consequences for the University. The outcome of the review has yet to be published but some of the scenarios under discussion would have significant impact on UEA and other HEIs.

3. UPDATE ON CAMPUS REFURBISHMENT PROJECTS

Considered

an oral report from the Chief Operating Officer, Jenny Baxter:

- (1) construction of Building 60 is on track for it to be occupied next summer in time for the academic year 2019/20. The building will house science teaching laboratories and general teaching spaces.
- (2) the University is bidding for funding from the LEP to create an Institute of Productivity to sit beside Building 60 and provide facilities to educate the next generation of graduate engineers working in conjunction and collaboration with local businesses.
- (3) the planning work for Building Zero has been recently re-launched. This building will house Schools in HUM plus some other Schools/teams and was being designed to give the campus an arrival point and was likely to be situated around Founders Green. The construction of this building is the first stage in the project to refurbish the Lasdun Wall.
- (4) The refurbishment of the Lasdun Wall is the long term plan commencing with Arts I & II. However, until such time as staff and teaching activities move into Building Zero there would need to be refurbishment work undertaken and space issues would remain and everyone was thanked for their patience.
- (5) The creation of a new Faith Centre remained a priority and whilst the plans were taking shape it was noted that the project would require philanthropy to support its construction.

4. DECLARATION OF ANY CONFLICTS OF INTEREST

There were no declarations made.

*5. UNIVERSITY PERFORMANCE

This minute is confidential and attached as a separate sheet.

6. UEA PLAN

Considered

an oral presentation from the Chief Operating Officer on:

- a) The progress being made with developing the 2020-25 Plan
- b) The issues of prioritisation
- c) An update on the KPIs

(Senate noted that a clear framework was being developed for the next Plan building on the four pillars: student success, staff, success, research success and global success and having a clear structure differentiating the vision, the objectives, the implementation steps and the KPIs, PIs and contributory measures.

Work was underway considering what elements of the 2015-2020 Plan do not need to change as they remain relevant to the 2030 Vision and the emerging themes which will impact on the delivery of the vision. These included a range of things where UEA was having to respond and things we have consciously chosen to take forward, e.g

- Strengthening our values
- Enhancing the student experience
- Employability
- Enhanced civic role
- Social inclusion
- Sustainable development goals
- Post-Brexit world
- Tertiary education review
- Technological disruption.

Senate expressed their contentment with the approach being taken and looked forward to a fuller presentation at the February meeting).

7. FEEDBACK FROM COUNCIL ON THE REVIEW OF SENATE EFFECTIVENESS

Reported

at the meeting of Council on 8 October the Senate Effectiveness Review was considered. The following is the minute of that discussion:

“Council noted the detailed work that had gone into undertaking the review and thanked the parties concerned. On the specific point of membership (notably whether Heads of Schools should be added to the membership) Council considered the various arguments put forward which included:

- The impact on the size of Senate
- The role of Heads of Schools as “drivers and influencers of change and performance”
- The diversity of Senate
- The potential for conflict of interest between Senate’s role in maintaining and improving performance and Heads of Schools’ responsibility for delivering the academic mission of the University.

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On balance, it was agreed that the primary driver for adding Heads of Schools to Senate was one of communication and that there were alternative methods to deliver this – this should be the subject of Faculty Executive meetings receiving feedback from Faculty PVC's, for example. On that basis, it was confirmed that the need for communication to and from Senate would be emphasised and additional communication methods considered in conjunction with the Director of Communications. A review would take place in two years”.

(Senate noted that a number of recommendation had been enacted already

- New Senate members had attended an induction session
- The agenda and papers had been circulated 2 weeks ahead of the meeting
- Access to the Senate Blackboard site has been given to all Heads of School and Directors of Professional Services

Communication remained a key theme and it was agreed that a brief summary of Senate discussion would be published in the Lasdun within two weeks of each meeting. It was considered important that Faculty Executives discussed agenda items in advance of Senate meetings, then within two weeks of the meeting discussed what happened at Senate and that Faculty Executive members disseminated afterwards within their Schools and Faculties. Consequently, it was considered important that Faculty Executives aimed to meet at least fortnightly).

RESOLVED

that an item entitled “Feedback from Senate” should feature on the agendas of Faculty Executives, School Boards and the COO/CRO senior management team meetings within two weeks of the meeting.

8. UNIVERSITY RESEARCH ETHICS POLICY

Reported

that the University's Research Ethics Policy was last revised and approved by Senate in November 2016.

Considered

a recommendation from the University Research Executive and the University Research Ethics Committee that a number of amendments and revisions as set out in the paper be made to the University's Research Ethics policy. (A copy is filed in the Minute Book SEN 18D007).

RESOLVED

9. UNIVERSITY ETHICS REVIEW APPEALS PROCEDURES

Reported

that the University's Research Ethics Review Appeals Policy was originally developed in November 2006.

Considered

a recommendation from the University Research Executive and the University Research Ethics Committee that a number of amendments and revisions as set out in

the paper be made to the University's Research Ethics Review Appeals policy and that the new procedures be effective immediately. (A copy is filed in the Minute Book SEN 18D008).

RESOLVED

10. UEA RESEARCH INTEGRITY REPORT 2017/18

Received

the Annual Research Integrity Report 2017/18 which summarises activities undertaken to support and strengthen understanding and application of research integrity issues in the period 1.8.17 – 31.7.18. (a copy is filed in the Minute Book, ref. SEN18D009).

Considered

the recommendation from the University Research Executive and the University Research Ethics Committee that assurances be given to Council on:

- a) the activities undertaken to support and strengthen understanding and application of research integrity issues across the University; and
- b) that the processes in place for dealing with allegations of misconduct in research are transparent, robust and fair and are appropriate for the university's needs; and
- c) that the very small number of formal investigations of research misconduct undertaken mean that it is not possible to identify any trends and further analysis is not warranted.

RESOLVED

11. PROPOSED INSTITUTIONAL PARTNERSHIPS (1) WEST SUFFOLK COLLEGE AND (2) COLCHESTER INSTITUTE

Considered

a recommendation from Professor Neil Ward, as Chair of the Learning and Teaching Committee and acting on behalf of the Committee, that

- a) West Suffolk College; and
- b) Colchester Institute

be both approved as a partner institutions of the University for a period of up to five years. (A copy is filed in the Minute Book, ref. SEN18D004).

RESOLVED

12. ANNUAL REPORT FROM SENATE TO COUNCIL

Received

the confidential 2017/18 report from Senate to Council which went to the Council meeting on 25 June 2018. (a copy is filed in the Minute Book, ref. SEN18D010)

13. THE SENATE 2018/19

Received

- (1) the Senate – Membership. (a copy is filed in the Minute Book, ref. SEN18D012)
- (2) the Senate - Standing Orders (a copy is filed in the Minute Book, ref. SEN18D013)

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14. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

Received

statements of the University's policies on reserved areas of business and confidentiality. (a copy is filed in the Minute Book, ref. SEN18D014)

15. LEARNING AND TEACHING COMMITTEE

Received

- (1) a round up report from the Learning and Teaching Committee from its meetings on 20 June 2018 and 17 October 2018. (a copy is filed in the Minute Book, ref. SEN18D015)
- (2) the confidential LTS Plan of Work. (a copy is filed in the Minute Book, ref. SEN18D016)
- (3) the LTC Plan of Work (a copy is filed in the Minute Book, ref. SEN18D017)

16. DATES OF MEETINGS IN 2018-2019

Reported

that the remaining dates for meetings in 2018-2019 were:

Wednesday 27 February 2019
Wednesday 5 June 2019

17. DATE OF NEXT MEETING

Reported

That the next meetings of the Senate was scheduled for Wednesday 27 February 2019.