

## THE SENATE



### Minutes of the meeting held on 7 June 2017

Present: The Vice-Chancellor (Professor D.J. Richardson) (in the Chair), Pro-Vice-Chancellor (Professor F. Lettice and Professor N. Ward), the Executive Deans of Faculty (Professor J. Collier, Professor D. Edwards, Professor P. Gilmartin and Professor Y. Tasker), Heads of Schools (Professor P. Dobson, Professor L. Marsden and Professor M. Searcey), Academic Representatives (Dr H. Adcock, , Dr A. Avila-Merino, Professor K. Coventry, Dr B. De La Iglesia, Professor M. Frenneaux, Dr J Kirby, Dr D. Nowell-Smith, Dr K. Schaller, Dr T. Smith and Dr K. Walker), Director of Student Services (Dr C.J. Sharp), Ms C. Peasgood (CCN Representative) and the Student Representatives except for business marked \*\* (Mr T. Antoniou-Phillips, Ms M. Colledge and Ms J. Swo).

With: (Chair of Council (J Greenwell) and Independent member of Council (J Clayton) as observers.

Registrar and Secretary (Mr B. J. Summers), Academic Director of Taught Programmes (Dr C. Matthews), Academic Director of Learning and Teaching Enhancement and Academic Director of Widening Participation (Mrs H. Gillespie), Academic Director of Pg Research Degree Programmes (Dr N. Watmough), Academic Director of Partnerships (Professor I. Dewing), Academic Director of Admissions (Professor R. Harvey), Director of Learning and Teaching Services (Dr A Blanchflower), Assistant Registrar (Mrs L. Williams), Head of Corporate Communications (Mr A. Stronach) and Senior Administrative Assistant (Mrs R. Phillips). Director of Research and Enterprise Division, (Helen Lewis) and Joint Head of Careers (J Goodwin) for items 32, Head of Planning (Dr G Fincham) for item 31 and Head of Post graduate Research Services (Dr V Easson) for item 33 and 37.

### 29. MINUTES

#### Confirmed

the Minutes of the meeting held on 1 March 2017.

#### Reported

(1) Re: SEN16M003 Min 18 discussion. It had been clarified that in 2015, the EPSRC began to allocate Doctoral Training Partnership (DTP) funding every two years, using an algorithm based on the comprehensive profile of EPSRC research grants and fellowships at the host institution. The grant portfolio was calculated using the amount of funding remaining on an institution's grants at a census date, which UEA narrowly missed. This only affects DTP funding and UEA was still eligible to apply for EPSRC research grants, fellowships and Centres for Doctoral Training (CDT)).

(2) Re: SEN16M003 Min 17. It was reported that since the last meeting of Senate the Executive Team had determined that the relaxation of the SSR was just one approach Faculties could employ to generate savings and that Faculties could make their target savings in academic delivery using other means or in combination with relaxing the SSR.

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### 30. STATEMENTS BY THE VICE-CHANCELLOR

The Vice Chancellor

(1) commented on the strong University performance seen in the Complete University and Guardian league tables. The Vice Chancellor wished to recognise that this success was achieved through the efforts of all staff and students. Senate members were thanked for the part they played and were invited to pass on this appreciation to their colleagues.

(2) thanked those members of Senate whose terms of office were ending and for whom this was their last meeting.

and reported

(3) the approval on behalf of Senate of nominations for Professor Emeritus awards for award in 2016/17.

(4) the approval on behalf of Senate of the Learning and Teaching Committee's recommendations that changes be made to the Bachelors and Integrated Masters award regulations to be introduced with immediate effect:

- a) Final-year students will be compensated automatically if they fail only one module (of up to 30 credits) which is not designated as core, if they have achieved a stage average aggregate of at least the pass mark; they will have the opportunity to apply to take reassessment if they wish to.
- b) Progressing (non-final year) students will be compensated automatically if they fail only one module (of up to 20 credits) which is not designated as core, if they have achieved a stage average aggregate of at least the pass mark; they will have the opportunity to apply to take reassessment if they wish to.
- c) Following reassessment, students will be compensated automatically if their reassessment outcome is a fail in only one module (of up to 20 credits in progressing years and 30 credits in the final year) which is not designated as core, if they have achieved a stage average aggregate of at least the pass mark, using the capped reassessment mark(s) where appropriate.

### \*31. UNIVERSITY PERFORMANCE

This minute is confidential and attached as a separate sheet.

### \*32. EMPLOYABILITY

This minute is confidential and attached as a separate sheet.

### \*33. FULL-TIME PhD SUBMISSION RATES

This minute is confidential and attached as a separate sheet.

34. ANNUAL REPORT ON ENGAGEMENT ACTIVITIES

Considered

a report on the University's performance in relation to engagement from Professor Yvonne Tasker. (A copy is filed in the Minute Book, ref. SEN16D028)

(Senate noted that the University's performance was strong and there was much activity underway. The main challenge was to ensure that all engagement activity was aligned with either research impact activities or other elements of the UEA Plan.)

Resolved

- (1) the continuation of the current approach for a further academic year;
- (2) that an interim evaluation of the approach be undertaken in Autumn 2017 following the finalisation of REF guidance (external) and revision of UEA 'Green Book' (internal).

\*35. ASSESSMENT AND FEEDBACK

This minute is confidential and attached as a separate sheet.

36. DO SOMETHING DIFFERENT WEEK

Considered

the recommendations of the Learning and Teaching Committee.

- (1) that the Do Something Different Week (DSDW) continues to run for the next two years.
- (2) that a planning committee is created, chaired by Head of Learning and Teaching Services(Quality), with student membership, to plan DSDW 2018 and DSDW 2019.
- (3) that the week is run in the same format as during 2016/17, on a voluntary basis, for all undergraduate students.
- (4) that further consideration be given to the DSDW offer being extended to taught postgraduate students.
- (5) consideration is given to the means of improving participation rates and the number and range of activities offered by Schools
- (6) that the DSDW be combined with the Global Opportunities week and other such similar events.
- (7) that DSDW is scheduled in Spring Semester week 6 going forward.

(A copy is filed in the Minute Book, ref. SEN16D030)

(Senate members were invited to share their reflections on the DSDW report and their experiences of it. These would be brought to the Executive Team, who would take into consideration the resource implications when making a decision on the recommendations from the Learning and Teaching Committee.

The following points were made in discussion:

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- a) The University was in the vanguard of giving students something very different – an opportunity to explore a rich variety of learning opportunities outside their course. Only Edinburgh and Sheffield were doing something similar. It had the potential to be a strong unique selling point for UG recruitment.
- b) The feedback and evaluation showed that
  - 150 scheduled events, with 65 unique activities
  - the number who engaged was low (682 students participated and there were 2,472 event bookings) but this number significantly exceeded that when Edinburgh first launched their version.
  - those who engaged were significantly pleased to have done so 95% of participants rated event 7-10 (on a scale 1 low to 10 high) and qualitative comments were positive
  - the majority of those delivering courses found the experience worthwhile and enjoyed taking part.
  - the headline event “The art and science of murder” which involved staff from all four Faculties was well received.
- c) That there were problems experienced in this first year of delivery which could be addressed on future iterations. Areas for improvement and enhancement had been identified.
- d) The confusion over PGT participation – it was a UG focussed event but as teaching is shared in many areas there was confusion over whether or not PGT teaching continued during DSDW e.g. IM students sharing modules with PGT students.
- e) The fact that not all students could engage – for example those on placements or on courses with a non-standard academic year.
- f) that anecdotal evidence suggested that some students took the opportunity of DSDW to be somewhere other than on campus and as a result attendance at some other School events was negatively affected. Though it was also noted that students who were not at UEA that week could have been doing something equally valuable.
- g) A suggestion that it was the concept of a dedicated week that was problematic and whether the activities of the week be spread out over a longer period. Though it was also noted that this would cause other problems as potentially impact and momentum would be negatively impacted. Branding up other related activities as “Do Something Different” was considered a useful suggestion to sustain the momentum beyond the one week.
- h) Uncertainty over how the DSDW fitted into the student opportunities programme
- i) Uncertainty as to the relationship with the Students’ Union “Give it a go” sessions and “awareness weeks”. It was noted that the Students’ Union had difficulty in putting on sessions during DSDW on top of their standard suite of events and activities. If the week was to continue consideration would need to be given to helping and supporting the Students’ Union in delivering events.

- j) That whilst it was acknowledged that the awareness raising of the DSDW in the staff and student communities had not reached everyone and may partly explain the low engagement it was considered useful to better understand why students did not engage. A lack of science events was considered a contributory factor.

In summary Senate concluded that the Executive Team would need to consider the following points in order to determine the future of this project.

- (1) To clarify, determine and agree on the purpose of the DSDW and how this helps deliver the UEA Plan. For example should it be more employability focussed? It was thought that if the purpose was clear the event would receive more support from staff across the University in promotion and in providing events.
- (2) To have a more rounded discussion of the academic staff time resource and other resource required to deliver a successful and engaging DSDW
- (3) An evaluation of the DSDW against other alternative suggestions for using the week to improve and enhance the student experience.)

37. NEW POSTGRADUATE RESEARCH AWARDS – PROFESSIONAL DOCTORATES

Considered

- (1) the approval of two new doctoral level awards with associated postgraduate exist awards:
  - a) Professional Doctorate (ProfD) in Health and Social Care
  - b) Doctorate in Educational Psychology (EdPsyD)  
and the proposed new exit awards are, respective to the awards above:
  - c) Professional Master's (ProfM) in Health and Social Care
  - d) Postgraduate Diploma in Educational Psychology (PGDipEdPsy)
- (2) the Award Regulations for these degrees
- (3) amendments to the General Regulations for Official and Academic Dress.

(A copy is filed in the Minute Book, ref. SEN16D031)

**RESOLVED**

38 REVIEW OF SENATE STANDING ORDERS

Considered

- (1) the Standing Orders; and
- (2) the following recommendations
  - a) That the membership list be amended to include three members of the Students Union
  - b) That the sections on Conduct of Business, Voting and Suspensions of Standing Orders be merged and simplified.

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- c) That the Honorary Degrees and Appointments Committee be re-named the Honorary Degrees and Awards Committee and the Honorary Chairs and Readers Committee be re-named the Honorary Appointments Committee.
- d) That in respect of honorary degrees the Registrar and Secretary shall draw the attention of all Heads of School and Directors of Central Divisions to the Standing Order, rather than the Assembly.
- e) To remove the provision for making Service degrees.
- f) That in relation to proposals to confer the title of Emeritus Professor or Reader Emeritus they shall be considered by the Honorary Degrees and Awards Committee and the Committee shall submit its recommendations to Senate.
- g) That the section on appointments to a University Chair or Readership be removed.
- h) That the three year extendable period of committee membership will not apply to membership that arises by virtue of the role held by an individual.
- i) That each committee and sub-committee shall have a Chair appointed by the Vice-Chancellor and that the reference to vice-chairs is removed.
- j) That the reference to the old Statute 29 be removed.
- k) That the Honorary Appointments Committee is formally recognised by Senate as a sub-committee of the University Promotions Committee
- l) That the membership of the Honorary Appointments Committee be as follows:
  - Pro Vice Chancellor (Research) (Chair)
  - Executive Dean of the Faculty of Science
  - Executive Dean of the Faculty of Medicine and Health Sciences
  - Head of the John Innes Centre
  - Head of the Institute of Food Research
  - Head of the School of Biological Sciences
  - One member co-opted by the Chair as required
  - Secretary: HR Manager
- m) That the Honorary Appointments Committee and processes for recommending honorary appointments be reviewed during 2017/18 with the description of the current process being included in the Standing Orders as detailed in Appendix A.
- n) That the revised Standing Orders as detailed in Appendix A and incorporating the above changes are approved.

(A copy is filed in the Minute Book, ref. SEN16D032)

**RESOLVED**

39. CHANGES IN GOVERNANCE AROUND LEARNING TEACHING AND THE STUDENT EXPERIENCE

Considered

- a) the creation of a new Widening Participation Committee as a sub-committee of the Learning and Teaching Committee and the membership and Terms of Reference for this new sub-committee
- b) the creation of a new Student Sport and Physical Activity Committee as a sub-committee of the Student Experience Committee and the membership and Terms of Reference for this new sub-committee
- c) ceasing the work of the Travel and Expeditions Committee, a sub-committee of the Student Experience Committee, and dissolving the Committee
- d) changes in the membership and terms of reference of the Student Experience committee and Student Affairs Group
- e) changes in membership and terms of reference to UEA Joint Board of study for Partner Institutions
- f) changes in membership and terms of reference to University of Suffolk Joint Academic Committee.

(A copy is filed in the Minute Book, ref. SEN16D033)

**RESOLVED**

40. SENATE MEMBERSHIP

Reported

that the terms of office of the following Senate members would expire on 31 July 2017 or are otherwise stepping down:

HEADS OF SCHOOLS

FMH

Professor R. Jowett (2017)

ACADEMIC REPRESENTATIVES

HUM

Dr R. Denison (2017) (Lecturer Rep)

FMH

Dr H. Adcock (2017) (Lecturer Rep)

Professor M. Frenneaux (2017)

SCI

Professor D. Andrews (2017)

SSF

Dr L. Biggart (2017) (Lecturer rep)

Dr D. Watson (2017)

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Considered  
the recommendation that the following members were approved:

### HEAD OF SCHOOL REPRESENTATIVES

FMH  
Professor R. Jowett (2020)

HUM  
Professor Alan Finalyson (covering Professor Lee Marsden's Study Leave)

### ACADEMIC REPRESENTATIVES

HUM  
Professor Richard Hand (AMA) (2020)  
Dr Mathias Neumann (HIS) (2020)

FMH  
Professor M. Frenneaux (2020)  
H. Adcock (2020)

SCI  
Professor K. Yeoman (2020)

SSF  
Professor Simon Watts (2020)  
Professor Nalini Boodhoo (2020)

Please note that from the 2016/2017 Academic year all Academic Directors  
*may attend Senate and have the right to debate, but not to vote.*

**RESOLVED**

#### 41. SENATE COMMITTEES – MEMBERSHIP

Considered  
the recommendations in the report. SEN16D034 (Divider J)

**RESOLVED**

#### \*42 HONORARY DEGREES AND APPOINTMENTS COMMITTEE

This minute is confidential and attached as a separate sheet.

#### 43. CONFERMENT OF AWARD BY SENATE

Reported  
that the Vice Chancellor had exercised his power to effect a decision by Chair's  
Action with regard to Senate's degree awarding powers. The degree of MB BS  
has been conferred upon Ms Nishama Pillai with effect from July 2013 in order  
to correct a procedural irregularity.



44. LEARNING AND TEACHING COMMITTEE

Received

a round-up report of the meetings of the Committee held on 25 January 2017, 15 March 2017 and 10 May 2017. SEN16D036

45. ITEMS FOR REPORT

Received

the items for report. SEN16D037

- (1) Heads of Schools for 2017/18
- (2) Union of UEA Students – Election 2017/18 Results

46. DATES OF MEETINGS IN 2017/18

Reported

that the dates of the Senate meetings had been confirmed as:

Wednesday 8 November 2017 – 2pm  
Wednesday 28 February 2018 – 2pm  
Wednesday 6 June 2018 – 2pm