

# THE SENATE



## Minutes of the meeting held on Wednesday 4 November 2015

Present: Pro-Vice-Chancellors (Professor D. Petley and Professor N. Ward (in the Chair), the Executive Deans of Faculty (Professor J. Collier, Professor P. Gilmartin, and Professor Y. Tasker), Head of Schools (Professor V. Moulton), Academic Representatives (Dr H. Adcock, Professor S. Church, Dr M. O'Connell, Dr S.D. Laycock, Professor F. Lettice, Professor N. Spalding), Director of Information Services (Mr J. Colam-French), Dean of Students (Dr A. Grant), Director of Information Services (Mr J Colam-French), Ms C. Peasgood (CCN Representative) and the Student Representative except for business marked \*\* (Mr C. Rand).

With: the Academic Director of Taught Programmes (Dr A. Longcroft), Academic Director of Learning and Teaching Enhancement (Mrs H. Gillespie), Academic Director of Pg Research Degree Programmes (Dr N. Watmough), Academic Director of Partnerships (Professor I. Dewing), Director of Learning and Teaching Services (Dr A Blanchflower), Assistant Registrar (Mrs L. Williams) and Senior Administrative Assistant (Mrs R. Phillips) and for Minute \*7 Academic Director of Admissions (Dr R. Harvey), Head of Admissions (Ms A Delany), Director of Admissions, Recruitment and Marketing (Mrs A. Bingley), Director of Planning, (Mr I Callaghan) and Assistant Registrar (BIU) (Dr G. Fincham),

Apologies: The Vice-Chancellor (Professor D.J. Richardson), Executive Dean of Faculty (Professor I. Harvey), Heads of Schools (Professor V. Lattimer, Professor G Schofield), Academic Representatives (Professor D. Andrews, Dr L. Biggart, Dr R. Denison, Dr J. Drugan, Professor M. Frenneaux, Dr T. Smith, Dr J. Turner, Dr D. Watson, Student representatives (Mr L. McCafferty, Ms J. Swo) and The Registrar and Secretary (Mr B. J. Summers),

### 1. MINUTES

Confirmed

the Minutes of the meeting held on 10 June 2015.

### 2. STATEMENTS BY THE VICE-CHANCELLOR

Deputising for the Vice Chancellor as Chair, the Pro-Vice Chancellor:

- (1) welcomed new members of Senate, Professor Stephen Church and Ms Jo Swo and noted that this would be the last meeting for two members of Senate who were retiring from the University. Professor Val Lattimer (Head of HSC) and Dr Annie Grant (Dean of Students) were retiring in November and December respectively. Both were thanked for their valued contribution to the University and their work on Senate. It was noted that with Dr Grant's retirement Senate was losing one of its longest-standing members, Dr Grant having been a member of Senate for just over 11 years.
- (2) reported on the conclusion of the national pay negotiations between the Universities and Colleges Employers Association (UCEA). Salaries will increase by 1% except for those on the lowest eight spine points, who will receive an increase of up to 2.65% to ensure all workers would receive the Living Wage for the year to 31 July 2016. The new rates of pay will be backdated to 1<sup>st</sup> August 2015.

04.11.2015  
Min. 2

- (3) thanked the many staff who were involved in last month's review by the Quality Assurance Agency (QAA). The Higher Education Review (HER) took place from 12-16 October 2015 and examined the quality of the learning opportunities and student support processes at UEA. The review report is due to be published on 20 November 2015.
- (4) reported the rise in the University's Times Higher Education World University Rankings 2015-16 world ranking. The University improved its position from 198th to 149th place in the rankings placing it firmly within the top one per cent of higher education institutions worldwide.
- (5) reported on the latest information regarding the Government's Green Paper and the Teaching Excellence Framework. The Vice Chancellor had met with Jo Johnson, the Minister for Higher Education, on 16 October and was able to discuss the proposed Teaching Excellence Framework (TEF) and Green Paper due for publication sometime this Autumn. The Green paper will cover: teaching excellence; widening participation; the operation of competition (facilitating entry and exit); regulatory structures; and the delivery of research funding.

The objective of the TEF is to elevate the status of teaching alongside research. The first TEF (TEF#1) has to be completed by next Spring. It is anticipated that there will be work to develop value-added measures for future TEFs. The Minister recognises the difficulties with the DLHE, and would like to use earning data from HMRC, but this will not be available until 2017. TEF#1 will be organised at the institutional level, rather than by disciplines. The TEF will not involve metrics alone, and institutions will be required to make a submission, with a narrative statement, which will be reviewed by a panel of experts. It may include issues of good practice in widening participation and measures to incentivise teaching excellence. The Minister was firmly of the view that the TEF should be linked to the ability of an institution to raise tuition fees in line with inflation.

The Comprehensive Spending Review (CSR) is due towards the end of November which will set government departmental budgets for the next four years from 2016/17 onwards. It is rumoured that the science budget will be ring-fenced, but with no uplift for inflation. This leaves a remaining £7billion of non-science budget in BIS that could potentially need to be reduced by between £3.25billion and £5 billion.

- (6) confirmed that the Senate meeting planned for January would go ahead with the Green Paper, TEF, CSR and UEA Plan being the main items.

### 3. NOTIFICATION OF CHAIRS ACTION

#### **Honorary Degrees and Appointments Committee**

Reported

that two nominations of Senate members to be Senate representatives on Honorary Degrees and Appointments Committee (HDAC) had been received. Professor Fiona Lettice and Dr Maria O'Connell were duly appointed with their membership of HDAC running in line with their membership of Senate. The Vice Chancellor would be chairing HDAC during 2015/16.

4. UEA PLAN 2016-2020

Reported

on the development of the UEA Vision 2030 and the 2016-2020 operational plan. (A copy is filed in the Minute Book, ref. SEN15D017)

(Senate noted that the UEA Plan was still in draft form and under consideration in various fora across the University. The University Policy Half-day on 18 November and Council Strategy Day on 30 November would be key opportunities for refining the Plan. Senate noted:

- the focus on staff and the professional development of staff and considered that the Staff Survey due in Spring 2016 could be used as an opportunity to gather feedback from staff on their training and professional development needs and aspirations. The need to be able to easily and systematically record staff training and professional development activities to be able to monitor and review this objective was also noted.
- that the clear objectives about the development of the physical estate needed to be mirrored with similarly clear objectives in relation to the University's digital infrastructure.
- that with student success at the heart of the plan more needed to be said about student support including
  - enhancements in the infrastructure around Year Abroad and Year in Industry courses
- that the Plan should acknowledge that some investment may be required in administrative and other support services to support a growing student population in addition to the planned growth in academic staff numbers).

5. ON-LINE LEARNING STRATEGY

Considered

a University on-line learning strategy. (A copy is filed in the Minute Book, ref. SEN15D001).

(Senate noted that with more than 30 on-line courses in the pipeline on-line learning was a rapidly developing part of the University's offer and acknowledged that a strategy was needed. It was important in these early stages of on-line development that any strategy was kept under review. It was noted that an additional key principle of an on-line learning strategy should be that the mode of teaching should be that which most suited the subject and student cohort).

RESOLVED

to approve the strategy with the inclusion of the a fourth strategic principle referencing the suitability of the mode of delivery and learning with the subject and student cohort.

\*6. UNIVERSITY PERFORMANCE

Considered

the University's current and future performance following three recent reports:

- (1) **Admissions performance 2015 and plans for 2016**  
This minute is confidential and is attached as a separate sheet.
- (2) **Performance in Key Domestic League Tables**  
This minute is confidential and is attached as a separate sheet.

- (3) **National Student Survey 2015**  
This minute is confidential and is attached as a separate sheet.
- (4) **Good Honours 2015**  
This minute is confidential and is attached as a separate sheet.
- (5) **Assessment and Feedback**  
This minute is confidential and is attached as a separate sheet.
- (6) **Small modules**  
a report on progress in reducing the number of modules with low student enrolment. (A copy is filed in the Minute Book, ref. SEN15D006)

7. GUIDELINES ON GOOD PRACTICE IN RESEARCH

Considered

an updated set of Guidelines on Good Practice in Research following a bi-annual review. (A copy is filed in the Minute Book, ref. SEN15D007)

**RESOLVED**

8. RESEARCH DATA POLICY

Considered

an updated policy on Research Data Management for UEA. (A copy is filed in the Minute Book, ref. SEN15D008)

**RESOLVED**

9. UNIVERSITY SEMESTER DATES 2016/17 – 2021/22

Considered

semester dates for the academic years 2016/17 – 2021/22. (A copy is filed in the Minute Book, ref. SEN15D009)

**RESOLVED**

10. UEA RESEARCH INTEGRITY REPORT 2014-15

Considered

the report. (A copy is filed in the Minute Book, ref. SEN15D015)

**RESOLVED**

11. THE SENATE 2015/16

Received

(1) the Senate – Membership. (A copy is filed in the Minute Book, ref. SEN15D010)

(2) the Senate - Standing Orders (A copy is filed in the Minute Book, ref. SEN15D011)

12. 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. SEN15D012)

**SEN15M001 - OPEN**

13. LEARNING AND TEACHING COMMITTEE

Received

a round up report from the Learning and Teaching Committee from it's meeting on 24 June 2015. (A copy is filed in the Minute Book, ref. SEN15D013).

14. DATES OF MEETINGS IN 2015-2016

Reported

that the remaining dates for meetings in 2015-2016 are:

Wednesday 13 January 2016  
Wednesday 17 February 2016  
Wednesday 8 June 2016

15. DATE OF NEXT MEETING

Reported

that the next meeting of the Senate was scheduled for Wednesday 13 January, 2016. This is an 'if necessary' meeting.

16. ANNUAL MONITORING STATEMENT: OFFA/HEFCE

Reported

that the University had submitted its joint Access Agreement and Widening Participation Strategic Assessment Annual Monitoring statement to OFFA and HEFCE in respect of its activities in 2012-13. SEN15D016

\*\*17. DEGREE OF DSc

Considered

the confidential and reserved approval of the award of DSc. (A copy is filed in the Minute Book, ref. SEN15D014)

**RESOLVED**