

THE SENATE



Minutes of the meeting held on 5 June 2019

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, Professor D. Edwards and Professor M. Searcey), Heads of Schools (Professor P. Dobson, Professor R. Jowett and Professor L. Marsden), Academic Representatives (Dr A. Avila-Merino, Dr S. Broughton Micova, Dr F. Costa, Mrs K. Emerson, Dr B. De La Igesia, Dr J. Kirby, Dr M. Neumann, Dr K. Walker, Professor A. Welch and Professor K. Yeoman), The Librarian (Mr N. Lewis), Director of Student Services (Dr C.J. Sharp), Ms C. Peasgood (CCN Representative) and the Student Representatives except for business marked ** (Ms G. Burchell, Ms J. Chapman and Mr M. Marko).

With: The Academic Director of Employability (Dr M Aldrich), Academic Director of Widening Participation (Mrs H. Gillespie), Academic Director of UEA Doctoral College (Professor A. Grant), Academic Director of Admissions (Professor R. Harvey), Director of Student and Academic Services (Dr A Blanchflower), and Head of Corporate Communications (Mr A. Stronach). And with Head of Programmes (Dr L. Bohn) and Project Manager (Mr T Freeman) for item 45 and the Joint Heads of the Careers Service Mr J Goodwin and Mrs J Schofield for item 40.

36. MINUTES

Confirmed
the Minutes of the meeting held on 27 February 2019.

37. STATEMENTS BY THE VICE-CHANCELLOR

- Welcomed Dr Matthew Aldrich to his first meeting of Senate having taken up post of Academic Director of Employability on 1 June 2019.
- Thanked all retiring members for their support of Senate during their period of appointment.
- Thanked all those involved in arranging and supporting the Eid Morning Prayer, Eid al-Fitr, celebrations at UEA on Tuesday 4 June. This was an open event and many Muslim families came to campus to celebrate with students and staff. UEA and uea(su) had worked with the UEA's Islamic Society to host Eid al-Fitr on the grounds overlooking the UEA Broad.
- Announced that there was to be an additional LTC meeting on 3rd July at which some revisions to General Regulation 13, Fitness for Study processes and Disciplinary procedures were to be considered. The revisions arising from the work of the VC Taskforce and from the experience of a recent disciplinary case. The recommendations from the LTC were to be then considered by the Vice Chancellor for approval as Chair of Senate on behalf of Senate for implementation next academic year.
- Briefed Senate on the Augar report which took a holistic view of post18 education and promoted life long learning. The proposal to invest in FE was welcomed.

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- The report contained many general positive statements made about HE but the proposals would see a freeze in the unit of resource. Although the report proposed a headline drop in University fees to £7,500, due to other proposed changes students would pay more for their degree courses over their lifetime than now. The report proposed that the difference in fee income received by Universities between the current fee (£9,250) and proposed fee (£7,500) would be made up by Government. The value of University degrees with a foundation year was questioned in comparison to access years offered by the FE sector.
- Reported that City College Norwich and Easton College, currently part of Easton and Otley College, and both partner colleges of the University, would be merging. The University would be working in close partnership with City College Norwich to ensure a successful future for the new venture.

38. CONFIRMATION OF CHAIRS ACTION

There was nothing to report.

39. DECLARATIONS OF INTEREST

There was nothing reported.

40 EMPLOYABILITY

Considered

- (1) the 2018/19 annual report reviewing the University's performance in the area of employability (A copy is filed in the Minute Book, ref. SEN18D029)
- (2) The proposed key themes in the draft employability strategy
- (3) A request for all Senate members to take forward the discussions of employability in their faculties and divisions about cementing links between employability and other areas of the university
- (4) a proposed commitment to a joined up and flexible approach to work-based learning to be offered to all UEA students

(Senate noted the recent release of the Complete guide league table which gave UEA a Graduate prospects score of 77% and ranked position of 59th based on historic DLHE data and the changes in reporting of graduate prospects which will be available from Spring 2020. Improving the University performance in this area remained a key priority and was to be a significant feature of the next UEA Plan.

The appointment of Dr Matt Aldrich as Academic Director of Employability was welcomed and it was noted that a second employability summit was being organised which would be focussing on the curriculum. A draft employability strategy was presented and comments were sought. Senate acknowledged that changes in curriculum and assessment design could happen during the delivery of a course providing students were consulted on the proposals for change and their feedback taken into consideration prior to a decision being made.

Senate also noted the valuable role played by Academic advisers and considered that some of the work around embedded wellbeing support teams might free up capacity for Academic Advisers to provide this support more

consistently across the University. There was discussion of the provision of self learning e-learning courses and other materials that would help students develop their digital skills and understanding of artificial intelligence. The Joint Head of Careers, the Librarian and the Academic Director (LTE) agreed to explore this further.

Senate also considered whether the plans presented would generate the desired step change in University performance in this area. All agreed that curriculum change would be required to generate the step change in performance. All agreed that “employability” was not a word to be used with students. Courses needed to create a culture and behaviours that helped students be “work ready” as well as incorporating relevant skills in the learning and assessment).

RESOLVED

*41. WIDENING PARTICIPATION

This minute is confidential and attached as a separate sheet.

*42. ASSESSMENT AND FEEDBACK

This minute is confidential and attached as a separate sheet.

*43. POSTGRADUATE RESEARCH STUDENT SUBMISSION RATES

This minute is confidential and attached as a separate sheet.

44. STUDENT WELFARE REPORT

Considered

- (1) a report from the Director of Student Support Services (A copy is filed in the Minute Book, ref. SEN18D033)
- (2) the feedback to be given in relation to the current provision.

(Senate welcomed the report and noted that more detail on the work of the VC Taskforce and Multi-agency group on suicide prevention would be shared at future meetings. One strand of this activity was the exploration of how embedded wellbeing support staff might be embedded in Schools/Faculties and Senate noted the intention to seek to pilot schemes from September 2019.

Senate was made aware that students were unhappy with the support on offer for students experiencing mental health problems at UEA and from the NHS nationally. However, it was noted that the perception of the UEA offer was worse than the reality and there was much that could be done by improving communications explaining the range of services on offer, how they were delivered, how they could be accessed and expectations around waiting times.

Senate was reassured that those with very urgent needs were able to be seen on the same day and those with urgent needs within 48 hours. Mental Health First Aid training was to be rolled out over the next 12 months so help both students and staff be better able to recognise the severity of need such

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that urgent support was sought as well as helping to build resilience. But noted also that

- there was confusion between and sometimes conflation of UEA and NHS waiting times
- that now that services were being provided into the early evenings and on Saturday mornings the measurement of waiting times required recalibration
- That there were no HEI sector benchmarks for waiting times
- That although they were a useful KPI it was the helpfulness and effectiveness of the intervention that was most important and yet difficult to capture and that methods to capture this were to be piloted next year.

Student members of Senate requested that future reports on student welfare included commentary from the UEA Accommodation Service and other services which had a welfare dimension).

45. REGULATORY AND ADMINISTRATIVE EFFICIENCY

Considered

a presentation from Dr Louise Bohn (Head of Programmes) on the work ongoing to improve administrative efficiency and coherence under the project titles of "Align" and "Fixing the Basics". A copy of the presentation has been saved in the Minute Book ref. SEN18D043.

(A strategic project team has been established to manage pan-University projects and reporting to a Major Programmes Board to monitor interdependences and have strategic oversight. The Align Project would be delivering £6m+ savings in the long term from a mixture of efficiency savings and re-design of service levels and had a phased delivery running September 2018 – July 2022. The "Fixing the Basics" project was designed to address some of the here and now issues causing delays and frustration and which take time and focus away from academic leadership, research, scholarship, teaching and service provision. Over 300 ideas had come forward which had been consolidated into 80 issues and a top 30 would be tackled in the first instance).

46. SENATE MEMBERSHIP

Reported

that the terms of office of the following Senate members would expire on 31 July 2019 or were otherwise stepping down:

HEADS OF SCHOOLS

Professor L. Marsden
Professor M. Searcey
Professor P. Dobson
Professor R. Jowett

FMH ACADEMIC REPRESENTATIVES

Dr K. Walker

SCI ACADEMIC REPRESENTATIVES

Dr R. Gray
Dr B. De La Iglesia

SSF ACADEMIC REPRESENTATIVES

Dr A. Avila-Alfonso
Professor K. Coventry

Considered

the recommendation that the following members be approved:

HEADS OF SCHOOLS

HUM - Professor L. Marsden (2020)
SCI – Professor K. Hiscock (2022)
FMH – Professor W. Fraser (Interim appointment)
SSF – Professor L. Camfield (2022)

FMH ACADEMIC REPRESENTATIVES

Dr N. James (2022)

SCI ACADEMIC REPRESENTATIVES

Professor G. Parr (2022)
Dr H. Pallett (2022)

SSF ACADEMIC REPRESENTATIVES

Dr A. Anka (2022)
Professor A. Stephan (2022)

RESOLVED

*47. HONORARY DEGREES AND AWARDS COMMITTEE

This minute is confidential and attached as a separate sheet.

48. APPOINTMENT OF MEMBER OF THE SENATE TO SERVE ON THE COUNCIL

Reported

- (1) that the Council includes amongst its membership two members of the Senate;
- (2) that the members are currently Professor Nalini Boodhoo (2019) and Dr Louise Bohn (2021);
- (3) that the term of office of Professor Nalini Boodhoo would end on 31 July 2019;
- (4) that nominations had been sought for the vacancy and one nomination of Professor Ratula Chakraborty by Professor Nalini Boodhoo had been received.

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Considered
the single nomination that had been received by the deadline

Resolved
that Professor Ratula Chakraborty be declared a member of Council without a ballot.

49. HONORARY DEGREES AND AWARDS COMMITTEE MEMBERSHIP

Reported

- (1) that the membership of the Honorary Degrees and Awards Committee (HDAC) includes two members nominated by Senate from its own membership.
- (2) that as a member of Senate until summer 2020, Professor Richard Hand, who had been nominated at the same time as Dr Kelly Walker last year will replace her in that position.
- (3) that members of Senate were invited to nominate a fellow member to serve on this Committee for the one vacancy, for a three year period, and were reminded of the current membership:

Member of the UEA Professoriate (Chair) - The Vice-Chancellor (Professor D. Richardson)

One Academic Representative From each of the four Faculties nominated by the relevant Faculty Executive, and who should not be the Dean:

- HUM – Dr Roger Baines (2021)
- FMH – Professor R Jowett (2019),
- SCI – Professor M. O’Connell (2019)
- SSF – Professor David Mead (2021)

Two members of nominated by the Senate from its own membership:

- Dr Jon Sharp (2019)
- Dr Kelly Walker (2019)

Up to two members co-opted by the Chair as required:

- Professor C. Bigsby
- Professor Richard Hand (2020)

The Welfare, Community and Diversity Officer of the Union of UEA Students - Ms Georgina Burchell

The Director of Development - Mr D Ellis

Assistant Head of Alumni, Conferences and Events - Ms M. Padmore

Secretary - Assistant Registrar (Ms L. Williams)

- (4) No nomination were received, therefore nominations were sought at the meeting.

Considered
the nomination of Professor Kay Yeoman by Professors Sarah Barrow and Frances Bowen at the meeting.

RESOLVED
to appoint Professor Kay Yeoman as the second member for a period of three years.

50. OPEN ACCESS POLICY

Considered
an updated set of Guidelines on Open Access for UEA, to be effective immediately, as recommended by the University Research Executive. (A copy is filed in the Minute Book, ref. SEN18D035)

RESOLVED

51. RESEARCH DATA MANAGEMENT POLICY

Considered
an updated policy on Research Data Management for UEA, to be effective immediately, as recommended by the University Research Executive. (A copy is filed in the Minute Book, ref. SEN18D036).

RESOLVED

52. GUIDELINES ON GOOD PRACTICE IN RESEARCH

Considered
updated Guidelines on Good Practice in Research to be effective immediately, as recommended by the University Research Executive. (A copy is filed in the Minute Book, ref. SEN18D037).

RESOLVED

53. OFS

Considered
a report from the Director of Academic Services. SEN18D038

Noted
(1) The work undertaken to address all requirements
(2) The request made for investment to address the risks identified by work on consumer protection law.

54. REPORT FROM THE ASSEMBLY

Received
An extract from the minutes of the Assembly meeting held on 22 May 2019 detailing the motions proposed and the discussion that took place. (A copy is filed in the Minute Book, ref. SEN18D039).

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Noted

The discussion of action UEA needs to take to move to carbon neutrality.

55. SENATE COMMITTEES – MEMBERSHIP

Considered

committee membership and membership changes for 2019/20. (A copy is filed in the Minute Book, ref. SEN18D040)

RESOLVED

56. LEARNING AND TEACHING COMMITTEE

Received

a round-up report of the meetings of the Committee held on 23 January 2019 and 13 March 2019. (A copy is filed in the Minute Book, ref. SEN18D041)

57. ITEMS FOR REPORT

Received

items for report. (A copy is filed in the Minute Book, ref. SEN18D042)

- (1) Heads of Schools for 2019/20
- (2) Union of UEA Students – Election 2019/20 Results

58. DATES OF MEETINGS IN 2019/20

Reported

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

Wednesday 6 November 2019 – 2pm
Wednesday 26 February 2020 – 2pm
Wednesday 3 June 2020 – 2pm

CONFIDENTIAL

*41. WIDENING PARTICIPATION

Considered

- (1) the confidential annual report. (A copy is filed in the Minute Book, ref. SEN18D030)
- (2) The summary data on access, retention, success and progression by WP groups and the aims and targets for addressing gaps.
- (3) Areas of concern on which Senate would like further details of activity underway to close gaps

(Senate welcomed the report and analysis and noted a downturn in retention with respect to POLAR4 students, an attainment gap with respect to BAME students, that mature students were out performing others overall and that on the whole performance gaps for disabled students were closing. Senate observed that some of these categories were so broad that differences in sub-categories could be masked by the headline data.

Senate supported the key priorities, strategic aims and objectives generated to address access and participation gaps for students with specific characteristics:

- a) Increasing access to Higher Education (HE) generally, and UEA specifically, for students from areas of lower higher education participation and a whole lifecycle approach to support retention, success and progression for these students at UEA.
- b) Increasing access to UEA for specific black, Asian and minority ethnic (BAME) students and a whole lifecycle approach to close the black attainment gap at UEA.
- c) Increasing access to UEA for mature students and supporting the student experience to level the playing field in terms of retention and success.
- d) Supporting the whole student lifecycle for disabled students, particularly in terms of ensuring success and progression, including particular focus on supporting students with mental health issues, learning difficulties or Aspergers Syndrome or other Autistic Spectrum Disorder.
- e) Commitments to increase understanding of and support for students with disrupted journeys to and through HE.
 - Increasing understanding of, and support for, students who experienced disruption in their education including having been in local authority care and/or from military families.
 - Increasing understanding of, and support for, students with different educational backgrounds including non-A level qualifications or significant breaks from education
 - Increasing understanding of, and support for, students facing additional pressures including estrangement from parents, being parents and/or having other caring responsibilities).

There was discussion of the impact the Augar recommendations might have and Senate noted that

- the WP successfulness of UEA's courses with foundation years required a review

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- concerns that changes in funding methodology might make us less experimental and more risk averse with initiatives
- that students would be repaying more
- that the reinstatement of maintenance grants could generate the opportunity to be more creative with bursary funds e.g. use the funding to offer internships, support for “year abroad” placements, support to join clubs and societies where equipment and travel might be prohibitive.

Student members commented that the cost of being a student was increasing and whilst the alternatives to bursary spend were exciting the ability for students to manage their own money was important. The implementation of the University’s Inclusive Education policy was considered to have a critical role in closing attainment gaps).

*42. ASSESSMENT AND FEEDBACK

Considered

- (1) a confidential report from Academic Director, Professor Kay Yeoman on coursework turnaround times. (A copy is filed in the Minute Book, ref. SEN18D031)
- (2) data on coursework turnaround time and e-marking take up
- (3) a plan of action for improving coursework turnaround times
- (4) the plan to pilot other third party e-marking tools that integrate with Blackboard during 2019/2020 with the aim of reaching a view on the merits of these tools for use from 2020/21

(Senate noted the disappointing slippage in coursework turnaround times from Senate’s confirmed policy that coursework should be marked ideally within 15 days and no later than 20 days. All but one School had work being returned after 20 days and overall only xx% was being returned within 15 days with 15 days now being the national standard for coursework return. Student members of Senate described how the impact of the slow return of marks and feedback was not just affecting the academic progress of students but in some instances their employability and that there was also an impact on their well-being.

In discussion Senate noted that there would be discussions with Schools about their assessment strategies in the context of the inclusive education policy recently approved by LTC and a desire for more inclusive, and authentic assessments that were proportionate to the credit weighting of modules and where the feedback could be usefully applied in future assessments. Diversification of assessment type was desirable. The University would also be supporting more e-marking packages next year in response to staff feedback.

It was considered that more guidance on how to practically work with the new Policy on the Moderation of Assessment would be helpful and also re-establishing the administrative reminders to markers as Day 15 approached. The proposed plan of action was supported and all members encouraged to support initiatives in their areas to remedy the situation during 2019/2020).

RESOLVED

*43. POSTGRADUATE RESEARCH STUDENT SUBMISION RATES

Considered

a confidential annual report from the PGR executive (A copy is filed in the Minute Book, ref. SEN18D032) with the following recommendations:

(a) That the following Schools are asked to continue to report during 2019-20, and to reflect more deeply with senior PGR colleagues on underlying data, demographics and possible actions, as Schools with large intakes where none of the four rolling average submission rates across four cohorts has exceeded 70%: DEV, EDU, HIS and PPL.

(b) That the following Schools are also asked to continue to report during 2019-20: ECO, HSC, SWK.

(c) That the following Schools are asked to produce an action plan in 2019-20 despite not having been asked to produce one during 2018-19: AMA.

(d) That the Chair of NBI Graduate School should be asked to meet with the PGR Director for the Earlham Institute to check if there are any learning points from the single student extension request causing their rate to dip below 70%; a formal action plan will not be required in this case.

(e) That a fuller review of submission rate trends, including best, intermediate and worst case submission rates, should be considered by the Doctoral College Executive (currently the Postgraduate Research Executive) during 2019-20 and its key conclusions reported to the 2020 June Senate.

(Senate noted the slight improvement across Schools overall as measured by the intermediate submission rate, but that very little improvement has been made in some areas, and supported all proposed actions. Senate expressed a desire to continue with this level of scrutiny being concerned both for the wellbeing of those individual students who were not completing within 4 years as well as this being a KPI used by Research Councils when considering our research environment).

RESOLVED

*47. HONORARY DEGREES AND AWARDS COMMITTEE

Considered

the confidential Honorary Degree nominations in the attached paper which are for award by UEA and Partner colleges from 2020/21. (A copy is filed in the Minute Book, ref. SEN18D034).

RESOLVED