

THE SENATE



Minutes of the meeting held on 3 June 2020

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 L. Camfield, Professor K. Hiscock, Professor W. Fraser and Professor L. Marsden), Academic Representatives (Dr A. Anka, Professor N. Boodhoo, Dr S. Broughton Micova, Dr F. Costa, Mrs K. Emerson, , Dr N. James, Dr J. Kirby, , Professor G. Parr, Professor A. Stephan, 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 ** (Mr C. Perry, Mr M. Marko and Ms A. Perez).

With: The Chair of UEA Council (Laura McGilvray), The Chief Resource Officer and University Secretary (Mr I. Callaghan), The Academic Director of Taught Programmes (Professor E. Sutton), Academic Director of Widening Participation (Professor H. Gillespie), Academic Director of UEA Doctoral College (Professor A. Grant), Academic Director of Admissions (Professor R. Harvey), Academic Director of Partnerships (Professor I. Dewing), Academic Director of Employability (Dr M. Aldrich), Director of IT (Mr M. Barry), Director of Student and Academic Services (Dr A Blanchflower), Assistant Registrar (Mrs L. Williams), Assistant Head of Corporate Communications (Mrs S. Lawson), Mr J. Goodwin (for minute 41), Ms V. Easson (for minute *45) and Mrs R. Price and Mrs C. Wheatland (for minute *42).

34. MINUTES

Confirmed

the Minutes of the meeting held on 26 February 2020.

35. STATEMENTS BY THE VICE-CHANCELLOR

- 1) It has become practice to have one of the independent members of the University Council in attendance as an observer at meetings of Senate. The Vice Chancellor welcomed Laura McGillivray, Chair of UEA Council to her first meeting of Senate.
- 2) The Vice Chancellor thanked those who were retiring as members of Senate for their contributions: Professor Lee Marsden, Professor Richard Hand, Dr Jonathan Kirby, Professor Kay Yeoman, Professor Nalini Boodhoo, Professor Simon Watts, Dr Mathias Neumann, Dr Helen Adcock, Alicia Perez and Martin Marko.

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- 3) The Vice Chancellor thanked all present for their contributions in rising to the challenge presented by the COVID-19 pandemic. The University decided to move all teaching on line on 13th March 2020, 10 days before the UK prime Minister announced the lock down. This meeting's agenda reflected the tremendous amount of work undertaken to respond to the situation. The Chair of Council, Laura McGillivray took the opportunity to say how impressed she and other Council members are with the speed in which the University has transformed itself to working online and thanked all members of Senate on behalf of Council.
- 4) The Vice Chancellor made a confidential statement relating to a new partnership.
- 5) The Vice Chancellor acknowledged the deep impact that the death of George Floyd and the civil unrest in the USA was having on the University's Black students and staff. These events were coming at a time when the disparity in risks and outcomes faced by Black staff and students from the COVID-19 virus had also received attention in the national press. It was critical that the impact of these events was acknowledged and that the University stood in solidarity with all Black staff and students at this time.

The work of the VC was undertaking in chairing the UUK advisory group on racial harassment was highlighted. The group will produce guidance in a few months on how universities should take a whole institution approach, led by the senior leadership, to tackle racial harassment. At UEA addressing and tackling racism was a focus of the work being undertaken by the University's Race Equality group and the working group established to respond to the Equality and Human Rights Commission report.

The difficulties experienced by staff in drafting messages and expressing themselves on this topic without causing inadvertent offence was highlighted by Alicia Perez. The Students' Union Officers and staff have volunteered to aid Heads of School and others in leadership roles in wording statements. The Students' Union were also encouraging students to make representations to their MPs.

36. DECLARATIONS OF INTEREST

None received.

37. BUSINESS CONTINUITY / COVID-19

Received

a verbal update on the business continuity measures taken in responding to the COVID-19 pandemic

(Senate was updated on a range of business continuity and other initiatives arising from the pandemic.

July Graduation ceremonies had been cancelled and consideration was being given as when competing students might be able to graduate in person. Recognising that final year students would be completing their degrees

without being able to celebrate with friends, Schools were being encouraged to organise virtual "end of year" events to mark the occasion.

The UK HE sector was facing a financial shortfall of about £3 billion arising from the pandemic. UEA was planning for a shortfall of around £30 million. Plans were being developed to mitigate this and to avoid the need for compulsory redundancies. Consultations were underway with the campus Trade Unions and University Council would consider options on 22nd June.

The shape of the academic year was to be changed with effect from 2020/21. In order to introduce some resilience an Autumn semester assessment period was to be introduced in January. This would result in more students having completed modular assessment earlier in the year. The Do Something Different Week festival would cease as a dedicated week, but the Do Something Different activities would continue spread throughout the year. A proposal to fix the Easter Spring break would be subject to an equality impact assessment but this would not be an issue for the next few years.

Work on the UEA Plan had been suspended for the time being and would resume in the Autumn. There had been much valuable work undertaken on creating a set of UEA values and in the outcomes from the Big Shift Days. The over-arching plan was to remain a top, dual intensive teaching and research University.

The University was involved in a collaborative research project involving the whole of the NRP to test and trace those with the COVID-19 virus. It would initially be run as a research trial on the NRP and if successful would be rolled out more widely.

The re-opening of campus had commenced following recent Government advice to do so and starting with research laboratories).

38. BUSINESS CONTINUITY MEASURES TAKEN TO COMPLETE 2019/20 DELIVERY OF TEACHING

Received

an update from the PVC Academic Professor Neil Ward on the work underway to complete the delivery of taught courses in 2019/20 including

- a) Assessment modifications
- b) Regulation and policy changes – see Minutes 56,57 and 58.

(A copy is filed in the Minute Book, ref. SEN19D048)

(Senate noted the scale of work undertaken after the 13th March by academic staff having to rapidly develop their Blackboard sites by moving teaching materials online, learning how to design and deliver online lectures and seminars and other events. For many it was a steep learning curve and a short timeframe in which to adapt. Over Easter the focus switched to assessment modifications and all remaining assessments were reviewed and modified. Senate noted that the response to the changes required had been and continued to be a credit to all involved, with all internal deadlines being met).

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39. PLANNING FOR TEACHING 2020/21

Received

a report and verbal update from the PVC Academic Professor Neil Ward on the work underway to plan for the delivery of taught courses in 2020/21

(A copy is filed in the Minute Book, ref. SEN19D031)

(Senate noted the guidance issued and the liaison work with Students' Union officers and staff and campus Trade Unions. Professor Ward was in regular contact with 17 other Universities and had contributed to the guidance work published by the QAA.

Senate members noted concerns about the ambition and scale of the work envisaged in the guidance document. The key challenge was about how to deliver face-to-face teaching in a social distanced way given the University's room stock. Courses would need to be re-designed to increase the blended learning content as 2m social distancing would mean that opportunities for face-to-face teaching were highly restricted. Blended course delivery would also build in resilience such that teaching could move on-line swiftly in the event of any further lockdowns. The guidance had been developed to share the rationale behind the future planned curriculum review to help staff contextualise their re-design of courses, modules and teaching for next year. Further more detailed guidance was being prepared.

Senate noted that a training course for staff to aid them in their redesign of course to include more blended and online materials was now live on the support tab of Blackboard. Senate noted that if the pandemic persisted into the Autumn, with the same Government restrictions in place as now, there were categories of students who might have difficulty in continuing their studies, for example those who were shielding, or whom were parents and home schooling their children.

Providing guidance for new students was also a challenge. The University was prioritising being a safe environment in which to study but applicants were looking for more certainty about what their overall University experience would be like and this was being worked on.

Senate members were content with the strategy and approach being taken).

40. VC TASKFORCE – PROJECT 17

Received

an oral report from the Vice Chancellor and Director of Student Services on a new additional project that had been created by the VC Taskforce and which was considering the support being offered to staff and students during the COVID-19 pandemic.

(Senate noted that unlike a number of Universities UEA was continuing to deliver the full range of services offered by Student Services now online and via telephone or video call. The main objective of Project 17 was to ensure that support materials were easily accessible and that all related activities were accessible from a single point and well signposted. The Project has a largely co-ordinating function rather than being a generator of new activity but has supported the delivery of a survey to students to complement that already

being planned for staff. It had identified another possible area for detailed exploration as being the impact on substance use (incl. alcohol) arising from the pandemic. Specific support for students working within the NHS was underway in collaboration with relevant Schools of Study. The SU are exploring ways of using the buddy scheme in the new Covid-19 environment to support students who were unable to leave the campus and also to help those experiencing loneliness).

41 EMPLOYABILITY

Received

the 2019/20 annual report reviewing the University's performance.

Considered

the 2020-25 Strategy and associated plan of work, noting the unpredictable context
(A copy is filed in the Minute Book, ref. SEN19D032)

(Senate was pleased to endorse the strategy, acknowledging the work that had been undertaken in its development and noted that it had been nominated for a national award. Graduate outcomes data was due to be published on 18th June but no comparative or benchmarked data would be available until the Autumn. The theme of employability had been given prominence in the guidance documents about redesigning courses and curriculum. Support for students had moved online and finalists were being prioritised as the job market was now very uncertain.

Senate noted that the main way in which data was captured asked students to reflect on their actions in the previous year and so information from final year and PGT students was missing from this data set and was sourced via other means. Careers Central were planning to promote the acquisition and enhancement of digital literacy skills in the forthcoming year in anticipation that remote and home working was likely to be a feature of the workplace now for some time).

RESOLVED

*42. WIDENING PARTICIPATION

This minute is confidential and attached as a separate sheet.

*43. DEGREE OUTCOMES STATEMENT

This minute is confidential and attached as a separate sheet.

*44. ASSESSMENT AND FEEDBACK

This minute is confidential and attached as a separate sheet.

*45. POSTGRADUATE RESEARCH STUDENT SUBMISSION RATES

This minute is confidential and attached as a separate sheet.

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46. STUDENT WELFARE REPORT

Reported

that one of Senate's responsibilities was to ensure appropriate provision was made to promote the welfare of students (Ordinance 3.10);

Considered

a report from the Director of Student Support Services and Senate is asked to provide feedback with regard to the current provision. (A copy is filed in the Minute Book, ref. SEN19D037)

(Senate welcomed the report which showed that Student Services were on average seeing 600 students per week with about 4% of the student population was being supported by the talking therapies team at any point in time. The last year had been challenging and the data presented showed the impact of the investment made by the VC Taskforce on Mental Health. The Service had also adapted well to delivering services online with the numbers of students being seen weekly not really changing when the University moved to on-line delivery of teaching. Staff had also reached out to support students who remained in University accommodation through the lock down. Feedback from the Enlitened App was proving useful in understanding how students were feeling in a timely manner so enabling action to be taken).

47. ADMINISTRATIVE EFFICIENCY AND EFFECTIVENESS

Reported

- (1) that one of Senate's responsibilities was to identify and advise the Executive Team on such actions as may be necessary or desirable to: ensure that the extent of regulation and the administrative services which support teaching, research, innovation promote efficiency and coherence of operation across the University, and avoid unnecessary complexity (Ordinance 3.14 (d)).
- (2) that the Operation Efficiencies (including Align) project work continued during 2019/20.
- (3) on assessment modifications taken during 2019/20 in response to the COVID-19 situation
- (4) that the University's Planning for Teaching 2020/21 project, initiated in response to the COVID-19 situation, has two work strands that have elements designed to address efficiency and effectiveness:
 - a) Curriculum and Assessment – Phase 1
 - b) Professional Services support/transformation.

(A copy is filed in the Minute Book, ref. SEN19D038)

48. SENATE MEMBERSHIP

Reported

that the terms of office of the following Senate members would expire on 31 July 2020 or were otherwise stepping down:

HEADS OF SCHOOLS

Professor Lee Marsden

FMH ACADEMIC REPRESENTATIVES

Dr Helen Adcock

HUM ACADEMIC REPRESENTATIVES

Professor Richard Hand

Dr Matthias Neumann

SCI ACADEMIC REPRESENTATIVES

Dr Jonathan Kirby

Professor Kay Yeoman

SSF ACADEMIC REPRESENTATIVES

Professor Nalini Boodhoo

Professor Simon Watts

Considered

the recommendation that the following members be approved:

HEADS OF SCHOOLS

Dr Jeremy Noel-Todd (until end of December when Alison Donnell returns and will resume as Head of School Representative)

FMH ACADEMIC REPRESENTATIVES

Dr Stephanie Jong

HUM ACADEMIC REPRESENTATIVES

Professor Matthew Woodcock

Dr Kaeten Mistry

SCI ACADEMIC REPRESENTATIVES

Dr Leanne Stoke

Professor A.Ganesan

SSF ACADEMIC REPRESENTATIVES

Dr Kate Russell

Dr Charlie Seger

RESOLVED

*49. HONORARY DEGREES AND AWARDS COMMITTEE

This minute is confidential and attached as a separate sheet.

50. HONORARY DEGREES AND AWARDS COMMITTEE MEMBERSHIP

Reported

- (1) that the membership of the Honorary Degrees and Awards Committee (HDAC) included two members nominated by Senate from its own membership.

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- (2) that one vacancy would be created this summer and so members of Senate were invited to nominate a fellow member to serve on this Committee for a three year period. A nomination form was made available on the Senate Blackboard site.
- (3) For reference the current membership was as follows:

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 Head of School:

- HUM – Dr Roger Baines (2021)
- FMH – Dr Kelly Walker (2022)
- SCI – Professor M. O'Connell (2022)
- SSF – Professor David Mead (2021)

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

- Professor Richard Hand (2020)
- Professor Kay Yeoman (2022)

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

The Activities and Opportunities Officer of the Union of UEA Students
- Ms Alicia Perez

The Director of Development - Mr David Ellis

Chief Resource Officer – Mr Ian Callaghan

Assistant Head of Corporate Communications – Mrs Sue Lawson

Head of Corporate Communications – Mr Mark Covell

Secretary - Assistant Registrar (Ms Lisa Williams)

- (4) That nominations were sought from the February Senate meeting but due to COVID-19 circumstances we are re-running the nomination process to ensure equality
- (5) No nominations were received by the deadline and so Senate members were given the opportunity to make nominations at the meeting.

Considered

the nomination of two volunteers: Professor Gerard Parr and Dr Neil James

Resolved

that Professor Gerard Parr and Dr Neil James be invited to join the Committee.

51. STUDENT PROTECTON PLANS

Considered

the report from the Head of Learning and Teaching (Quality), Mrs Laura Thompson. (A copy is filed in the Minute Book, ref. SEN19D040)

RESOLVED

52. TERMS AND CONDITIONS

Considered

a report from the Head of Learning and Teaching (Quality), Mrs Laura Thompson on the annual review of

- (1) the University's general terms and conditions; and those specific conditions associated with
 - (2) bursaries and scholarships: UG, PGT and Music
 - (3) UEA accommodation licences
 - (4) studying language classes: daytime classes and evening classes
 - (5) PGR study
 - (6) sports facilities: membership and use
- (A copy is filed in the Minute Book, ref. SEN19D041)

(The wording of Clauses 3 in the Accommodation license was questioned. It was agreed that it was preferable for all students to have the same termination period whether they were entering into an agreement at a distance or having seen the room in person. It was also considered preferable that this period should be 14 rather than 7 days).

Resolved

- (1) that the Chief Resource Officer review the wording of the Accommodation Licence Clause 3 prior to implementation in 2020/21;
- (2) to approve all other documents .

53. PROCEDURES FOR DEALING WITH ALLEGATIONS OF MISCONDUCT IN RESEARCH

Considered

a recommendation from the University Research Ethics Committee and the University Research Executive that an updated policy on Procedures for Dealing with Allegations of Misconduct in Research be approved and that the revised procedures be implemented with immediate effect. (A copy is filed in the Minute Book, ref. SEN19D042)

RESOLVED

54. POLICY FOR APPROVING THE INTEGRITY OF UEA RESEARCH AND INNOVATION RELATED ACTIVITIES AND FUNDING

Considered

a recommendation from the University Research Ethics Committee and the University Research Executive that an updated policy on Approving the Integrity of UEA Research and Innovation Related Activities and Funding be approved and that the revised procedures be implemented with immediate effect. (A copy is filed in the Minute Book, ref. SEN19D043)

RESOLVED

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55. SENATE COMMITTEES

Considered

- (1) recommendations from the Chair of the Learning and Teaching Committee that
 - a) that the Student Affairs Group be disbanded, having not met during 2019/20
 - b) that whilst the SSDC and SSDAC retain their separate identities, the currently separate memberships of the SSDC and SSDAC are combined to form one pool of trained individuals from which SSDC and SSDAC panels could be formed. (LTC19D119).
- (2) the membership and changes to membership of Senate Committees and Sub Committees for 2020/21. (A copy is filed in the Minute Book, ref. SEN19D044)

RESOLVED

*56. BUSINESS CONTINUITY: UNIVERSITY ASSESSMENT AND DEGREE REGULATIONS

This minute is confidential and attached as a separate sheet.

57. PLAGIARISM AND COLLUSION POLICY

Reported

that following student concerns about academic integrity arising from the COVID-19 situation, the investigative process had been rewritten to improve efficiency and now explicitly includes provision for the marker to establish the students understanding of the academic subject matter during the investigative meeting. The changes have been approved for implementation in 2019/20 by a quorate sub-group of the Learning and Teaching Committee. (A copy is filed in the Minute Book, ref. SEN19D045)

58. UNIVERSITY DISCIPLINARY AND INVESTIGATORY PROCEDURES

Reported

- (1) A temporary amendment to the University Disciplinary and Investigatory Procedures and Powers that high level plagiarism and collusion cases (suspected breach of Regulation 18) could be considered for summary determination from the Chair of the Senate Student Disciplinary Committee (SSDC) with the safeguards that.
 - a) this would only be considered where penalties will not result in the student having to leave the University; and.
 - b) students can request a full panel hearing should they not wish for their case to be summarily determined.

- (2) That the change is an extension from the current procedures and powers where summary determination applies only to medium and low level cases. It should improve the experience for students, by removing the need for a full online panel hearing unless this is absolutely necessary, as hearings can be stressful and cause delays for students progressing with their studies. This change was approved for implementation in 2019/20 and 2020/21 by a quorate sub-group of the Learning and Teaching Committee.

59. LEARNING AND TEACHING COMMITTEE

Received

a round-up report of the meetings of the Committee held on 22 January 2020 and 11 March 2020. (A copy is filed in the Minute Book, ref. SEN19D046)

60. ITEMS FOR REPORT

Received

items for report.

(1) Heads of Schools for 2020/21

(2) Union of UEA Students – Election 2020/21 Results

(A copy is filed in the Minute Book, ref. SEN19D047)

61. DATES OF MEETINGS IN 2020/21

Reported

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

Wednesday 4 November 2020 – 2pm

Wednesday 24 February 2021 – 2pm

Wednesday 2 June 2021 – 2pm