

# Senate

30 October 2019, 14:15 to 16:30

Board Room, Poole House, Talbot Campus

## Attendees

### Board members

Jacky Mack, Jack Guymer, John Vinney, Katherine Appleton, Carol Clark, Karl Rawstrone, Catherine Angell, Tim Lloyd, Dermot McCarthy, Esteves Luciana, Jane Murphy, Michael Silk, Keith Phalp, Julie Northam, Mandi Barron, Stephen Tee, Lois Farquharson, Sam Porter, Lenrick Greaves, Laura Roper, Ade Balogun, Shanti Shanker, Y T McIntyre-Bhatty

### Apologies

Jim Andrews, Michael Barry, Graham Beards, Samantha Leahy-Harland, Dinusha Mendis, Tim Rees, Kerstin Stutterheim

## Meeting minutes

### 1. APOLOGIES

Members were welcomed to the first meeting of the academic year and apologies were noted as above.

The Chair welcomed the two newly elected representatives; Dr Shanti Shanker (FST Academic Staff) and Ms Laura Roper (Professional and Support Staff) respectively. The Chair also welcomed Dr Lois Farquharson, Prof Sam Porter and Ms Samantha Leahy-Harland, who had been appointed to the membership by virtue of the positions they held at the University.


### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 3. MINUTES OF PREVIOUS MEETING OF 12 JUNE 2019

#### 3.1. Accuracy/approval of previous minutes

The minutes of the previous meeting were approved as an accurate record.

 Item 3.1 - Senate Minutes - 12 June 2019 - unconfirmed.pdf

#### 3.2. Matters Arising

There were no matters arising from the previous meeting.


#### 3.3. Report of Electronic Senate meeting of 2 to 9 October 2019

The Chair reported that one comment had been received in relation to the Faculty Academic Board (FAB) Terms of Reference, which had been referred to the meeting for further consideration under item 3.4.3. Specifically, it was queried if it would be more inclusive for all Professional and Support staff to be members of FAB, as it was for academic staff, rather than the current number of four to be determined by ballot.

**Noted:** The report of the Electronic Senate meeting of 2 to 9 October 2019 was noted.

 Item 3.3 - E-Senate Report held 2 to 9 Oct 2019.pdf

#### 3.4. Terms of Reference and Membership

 Item 3.4 - (Cover Sheet) ToR and Membership.pdf

**For Approval**


J Mack

##### 3.4.1. Senate Terms of Reference and Membership

Minor amendments had been made to the Terms of Reference to reflect changes to job titles.

**Approved:** The Committee approved the Terms of Reference and noted the Membership.

 [Item 3.4.1a Senate Terms of Reference.pdf](#)

 [Item 3.4.1b Senate Membership 2019-20.pdf](#)

### 3.4.2. Academic Standards and Education Committee Terms of Reference

Minor amendments had been made to the Terms of Reference to reflect changes to job titles. The membership had also been updated to include the addition of a nominated Deputy Chair if the nominee was not from within the core membership.

Mr Greaves highlighted that ASEC had approved a change to the number of student representatives to four students, allowing one representative per Faculty. Noting the change, Prof McIntyre-Bhatty highlighted the importance of ensuring the breath of student constituencies were represented, i.e. undergraduate, postgraduate, full-time and part-time.

**Approved:** The Committee approved the Terms of Reference subject to the above amendment relating to the number of student representatives.

#### **Post meeting addendum:**

Following the meeting, it was confirmed that the change relating to the number of student representatives had been approved by ASEC at its meeting on 16 October 2019. However, the change had not been reflected in the version of the Terms of Reference presented to Senate; this has since been rectified.

 [Item 3.4.2 - ASEC Terms of Reference.pdf](#)

### 3.4.3. Faculty Academic Board Terms of Reference

Following the comment raised at e-Senate, Senators considered and approved the proposal for the FAB membership to be amended to include all Professional and Support staff, rather than four Professional and Support staff to be determined by ballot.

**Approved:** The Committee approved the Terms of Reference.

 [Item 3.4.3 - FAB Terms of Reference.pdf](#)

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## 4. VICE-CHANCELLOR'S COMMUNICATIONS

### 4.1. HE Sector and BU2025 Update

#### BU2025

The Strategic Plan; BU2025, was in its second year of implementation. The Chair reported that the University Executive Team (UET) had met with Faculty and Professional Service teams, and had hosted other staff engagement events with members of the University Leadership Team (ULT). A conference on Embedding Excellence was held at the start of the academic year, focussing on Programme Leadership and NSS preparations. In addition, several development events had been held with the professoriate over the course of the year.

#### HE Sector

The external context was changing rapidly and had been in a state of flux since the last Senate meeting in June 2019. There had been further change of Government Ministers; Chris Skidmore, who was temporarily reshuffled to Health after being replaced by Jo Johnson, had been reappointed to the Minister of State for Universities, Science, Research and Innovation. Gavin Williamson had been appointed to the Secretary of State for Education, replacing Damian Hinds. It was expected that there would be further ministerial changes following the news that the UK was set for a general election on 12 December 2019.

The outcome of the Independent Review of the Teaching Excellence and Student Outcomes Framework (TEF) had yet to be published, having been expected before the end of the summer. It had been widely reported that sector responses to the review were critical of the plan to introduce TEF at subject level. In the meantime, the Office for Students (OfS) had been asked to press ahead with subject level TEF in 2020.

There had been no news on the implementation of the review into post-18 education and funding. It was expected that more information would be provided in the Spring.

There had been mixed performance in terms of the University's league table positions. The disappointing 2019 NSS results had resulted in a drop in the the Times and Sunday Times rankings. However, the University had improved its ranking in the Times Higher Education World University Rankings 2020, moving up from 501-600 to 401-500. This was considered a significant achievement and important in the context of the BU2025 vision of achieving worldwide recognition as a leading university.

## 5. FOR DISCUSSION

### 5.1. National Student Survey Results

The University's overall satisfaction score had decreased from 81.26% to 78.31% with the sector average improving slightly from 83.48% to 83.65%. As a result, the University was now 5% below the sector average compared to 2% in the previous year.

As with the previous year, the underlying data at programme and department level remained variable. At programme level, 12 programmes had improved their overall satisfaction by at least 10%, whereas nine programmes had seen their overall satisfaction decline by at least 10%. A total of six programmes had received overall satisfaction results of less than 50%.


The percentage of students who were actively dissatisfied had increased by 2.2% to 11.7% compared to an average of 8.1% for institutions in England. The three worst performing areas were in relation to *Assessment and Feedback*, *Organisation and Management*, and *Student Voice*.

There was some discussion about the variability of the results in terms of year on year performance at programme level. At a sector level, it was considered that performance was often volatile and minor changes in results were not uncommon. The largest differences were not always an indicator of a systemic issue and could be due to a variety of reasons; for example, an issue which happened in the previous year that had since been addressed. Instead, it was considered that programmes with consistently low NSS scores posed a greater risk to the University.

Prof Tee cited staff recruitment, which was a national issue for health-related programmes, as one of the primary causes for the decline in overall satisfaction observed for programmes within the Faculty of Health and Social Sciences (FHSS). A plan had been put in place and it was anticipated that results would improve in future iterations of the NSS as a result. The Chair highlighted that BU2025 aimed to provide a more robust delivery model in terms of building capacity and creating resilient teams.

**Noted:** The National Student Survey Results 2019 were noted.

 [Item 5.1 - \(Cover Sheet\) NSS 2019 Analysis.pdf](#)

 [Item 5.1 - NSS 2019 Analysis.pdf](#)

### 5.2. Implementation of NSS Corporate Plan

The Executive Deans provided an update on the implementation of the NSS Corporate Plan, which had been developed in response to the results of the NSS 2019.


In terms of the actions outlined in the Corporate Plan, Prof Phalp reported that a number of issues had been captured in the Faculty's Annual Monitoring and Enhancement Review (AMER) Action Plans. The Faculty was in the process of identifying the best methods to evidence and monitor progress against actions to ensure these had been completed and successfully put in to place.

Dr Farquharson reported that all actions identified in the NSS Corporate Plan had been reflected across the Faculty's AMER Action Plans. It was noted that an update on the Action Plans would be made at each Faculty Executive and Faculty Academic Standards and Education Committee (FASEC) meeting to ensure close monitoring of progress against actions.

There was a lot of emphasis on improving communication between staff within the Faculty of Media Communication (FMC). A new mentoring scheme for Programme Leaders had been implemented across the Faculty following a successful pilot. The scheme fed into the 'Critical Friend' system which had been put in place to help programme teams develop their AMER Action Plans. Dr Van Raalte added that the Action Plans would be reviewed on a regular basis to ensure progress was being made against actions.

In terms of FHSS, Prof Tee explained that the NSS results highlighted discrepancies in the student experience between students based at the Lansdowne, Yeovil and Portsmouth campuses. The Faculty had since invested resources into a number of areas to try and ensure equity across each campus. It was noted that there was a degree of volatility in relation to NHS placements which were sometimes outside of the Faculty's control. Nevertheless, it was reported that there would be an increased emphasis on improving communication and support for students on placements, including those returning from placement.

 [Item 5.2 - \(Cover Sheet\) implementation of NSS Corporate Plan.pdf](#)

 [Item 5.2 Implementation of NSS Corporate Plan.pdf](#)

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## 6. FOR APPROVAL/ENDORSEMENT

### 6.1. Prevent Duty Annual Report

The report had been aligned against guidance published by the OfS which provided eight questions as prompts for governing bodies when considering if a provider was showing 'due regard'. There were no serious incidents to report and no changes had been made to the operating context.

It was highlighted that the Prevent Duty had been aligned to the University's Wellbeing policies for students and staff and applied to everyone in the BU community. It was reported that the University would be working closely with the Students' Union in 2019/20 to support the requirements of the University in meeting the Prevent Duty.

Ms Nairn-Smith reported that the University was due to respond to an on-going consultation in relation to the review of the Prevent legislation.

**Endorsed:** Senate endorsed the Prevent Duty Annual Report to the University Board.


### 6.2. Senate Annual Report

The Senate Annual Report 2018/19 had been produced to strengthen the University Board's oversight of academic governance to include assurances on how Senate and its sub-committee were reviewing their own effectiveness and ensuring that academic quality was maintained.

Ms Mack reported that it was the first year of the new Senate committee structure following approval by Senate in June 2018. Based on the Senate model, e-meetings had been successfully introduced for ASEC in 2018/19. The new online committee management system; 'Admincontrol', was being implemented in a phased approach for Senate and its sub-committees in 2019/20, with ASEC and Senate moving to the new system at the beginning of the academic year.

**Endorsed:** Senate endorsed the Senate Annual Report to the University Board.

 Item 6.2 Senate Annual Report (Cover Sheet).pdf

 Item 6.2 - Senate Annual Report to Board 2018.19.pdf

For Endorsement

### 6.3. Academic Quality Annual Report

Following consideration and endorsement by ASEC on 16 October 2019, the Academic Quality Annual Report provided Senate with a summary evaluation of evidence relating to the maintenance of quality and academic standards in 2018/19.

The reported provided robust assurances on the comparability and appropriateness of standards at the University, with only one of the 276 External Examiner reports registering a negative response in relation to standards and quality questions. Whilst there was no comparable sector information, it was considered the University would be in a strong position in this respect when compared against other providers.

**Endorsed:** Senate endorsed the Academic Quality Annual Report to the University Board.

 Item 6.3 - (Cover Sheet) Academic Quality Annual Report 2018-19.pdf

 Item 6.3 - Academic Quality Annual Report 2018-19.pdf

For Endorsement

## 7. FOR NOTE

### 7.1. Updated Access and Participation Plan


The draft Access and Participation Plan (APP) for 2020-21 to 2024-25 was circulated electronically to Senate in June 2019, ahead of approval by the University Board and submission to the OfS. It had since been reviewed by the OfS, and some updates had been made in response to queries from the OfS.

Amendments included further clarification of how the strategic measures in the APP would achieve the overall aims and objectives. In addition, the Access target for students from Low Participation Neighbourhoods had been revised to stretch the level of ambition further.

Further to the Senate update paper, the APP had since been approved by the OfS on 25 October 2019, with no enhanced monitoring requirements; the best outcome the University could have expected. It was noted that three issues had been drawn to the University's attention which would be reported on via the first 'Impact Report' due in January 2022.

**Noted:** The Committee noted the updated Access and Participation Plan.

 Item 7.1 - (Cover Sheet) Updated Access and Participation Plan.pdf

 Item 7.1 - Bournemouth University APP 20-21 to 24-25.13.09.19.pdf

## 7.2. REF Code of Practice

Ms Northam explained that each institution making a submission to the Research Excellence Framework (REF) 2021 was required to develop a code of practice on determining who was an independent researcher and the selection of outputs in their REF submissions.

The first version of the BU REF Code of Practice had not been approved by Research England due to a query relating to the proposed indicators for identifying significant responsibility for research. The Code of Practice had since been updated after further consultation and submitted to Research England on 20 September 2019 for approval.

Given the potential risk, the Chair questioned what would happen if the second version of the Code of Practice was not approved by Research England. Depending on the feedback received, Ms Northam reported that there would be one further opportunity to resubmit for approval. Following the first review, it was noted that a conversation with Research England clarified that no other issues had been flagged during the assessment process and the reviewers were content with all other parts of the Code of Practice.

**Noted:** the Committee noted the second version of the REF Code of Practice.

 Item 7.2 - (Cover Sheet) REF 2021 Code of Practice.pdf

 Item 7.2 - REF 2021 Code of Practice.pdf

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## 8. REPORTING COMMITTEES


### 8.1. Faculty Academic Board Minutes:

**For Note**  
Executive Deans

#### 8.1.1. FHSS FAB minutes of 16 October 2019 (unconfirmed)

**Noted:** The Committee noted the FHSS FAB minutes of 16 October 2019.


 Item 8.1.1 - (Cover Sheet) FHSS FAB minutes of 16 October 2019 (unconfirmed).pdf

 Item 8.1.1 - FHSS FAB minutes of 16 October 2019 (unconfirmed).pdf

#### 8.1.2. FM FAB minutes of 9 October 2019 (unconfirmed)


**Noted:** The Committee noted the FM FAB minutes of 9 October 2019.


 Item 8.1.2 - (Cover Sheet) FM FAB minutes of 9 October 2019 (unconfirmed).pdf

 Item 8.1.2 - FM FAB minutes of 9 October 2019 (unconfirmed).pdf

#### 8.1.3. FMC FAB minutes of 9 October 2019 (unconfirmed)


**Noted:** The Committee noted the FMC FAB minutes of 9 October 2019.


 Item 8.1.3 - (Cover Sheet) FMC FAB minutes of 9 October 2019 (unconfirmed).pdf

 Item 8.1.3 - FMC FAB minutes of 9 October 2019 (Unconfirmed).pdf

#### 8.1.4. FST FAB minutes of 3 October 2019 (unconfirmed)

**Noted:** The Committee noted the FST FAB minutes of 3 October 2019.

 Item 8.1.4 - (Cover Sheet) FST FAB minutes of 3 October 2019 (unconfirmed).pdf


 Item 8.1.4 - FST FAB minutes of 3 October 2019 (unconfirmed).pdf

### 8.2. University Research Ethics Committee minutes of 2 October 2019 (unconfirmed)

**For Note**

**Noted:** The Committee noted the University Research Ethics Committee minutes of 2 October 2019 (unconfirmed).

 Item 8.2 - (Cover Sheet) UREC minutes of 2 October 2019 (unconfirmed).pdf


 Item 8.2 - UREC minutes of 2 October 2019 (unconfirmed).pdf

### 8.3. University Research and Professional Practice Committee minutes of 12 September 2019 (unconfirmed)

**For Note**

**Noted:** The Committee noted the University Research and Professional Practice Committee minutes of 12 September 2019 (unconfirmed).

 Item 8.3 - (Cover Sheet) RPPC minutes of 12 September 2019 (unconfirmed).pdf

 Item 8.3 - RPPC minutes of 12 September 2019 (unconfirmed).pdf

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## **9. ANY OTHER BUSINESS**

Noting the planned merger between two local NHS Foundation Trusts, Prof Tee reported that initial discussions had been held with the Chief Executive of the new trust, who was keen to work collaboratively with the University to create a new University Trust. It was considered that the opportunity had a number of potential benefits, including growth in investment, research and the number of placement opportunities for BU students. It was noted that discussions were still at the early stages and further updates would be provided to Senate in due course.

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## **10. DATE AND TIME OF NEXT MEETING:**

Electronic Senate – 9.00am on 29 January 2020

Senate Meeting – 2.15pm on 28 February 2020

