

BOURNEMOUTH UNIVERSITY

SENATE

**MINUTES OF A MEETING OF SENATE held on
19 NOVEMBER 2008**

- Present: Prof P Curran (Chair)
Mr C Allen; Ms A Allerston; Dr B Astin; Ms M Barron; Mr S Bellamy;
Prof M Bennett; Dr A Biscoe; Dr C Bond; Dr S Eccles; Ms J Hanson;
Prof N Hemmington; Ms S Jeary; Mr S Jukes; Mr P Kneller; Dr E
Mytton; Prof N Petford; Mr N Richardson; Mr M Riordan; Prof J
Roach; Dr G Thomas; Dr K Vall; Prof J Vinney; Mr D Willey; Ms J
Woodcock.
- Observers: Prof D Buhalis; Prof S Ersser; Prof B Gabrys; Prof B Hough; Prof D
Osselton; Prof B Richards; Prof R Vaughan; Prof A Webster;
- In attendance: Mr G Rayment (Committee Clerk)
Ms J Taylor (Agenda item 6); Dr G Daborn.
- Apologies: Prof P Comninos; Prof T Darvill; Prof S Deutsch; Mrs K Everett; Mr A
James; Dr P Johnstone; Prof P Lewis; Prof T Sheppard; Mr F Ruffle

The Chair welcomed newly elected Senators and Professoriate Observers to the meeting.

1. MINUTES OF THE MEETING OF SENATE HELD ON 18 JUNE 2008

The Minutes were approved as an accurate record subject to the following amendments:

- Paragraph 2.2: Replace 'Pro-Vice-Chancellor' with 'Deputy Vice-Chancellor';*
Paragraph 5.3: Correct the paragraph numbering and replace 'Academic Services' with 'Centre for Research & Enterprise';
Item 3, third paragraph: Replace '£4.1k' with '£4.1M';
Paragraphs 17.1 to 17.3: Replace all references to 'DPhil' with 'PhD'.

1.1 Matters Arising**1.1.1 BURO (Research Repository)**

The Pro-Vice-Chancellor (Research & Enterprise) reported that some research outputs had yet to be uploaded to the Repository. Currently these were free to upload via central resources and the Subject Librarian (MS) will provide assistance where needed. He encouraged the use of these facilities and stressed the benefits of quickly uploading as much research output as appropriate.

1.1.2 Business School: Fast-track degree

A two year fast-track degree was proposed by the Business School and was approved in principle. The Business School will work with Academic Development & Quality (ADQ) in progressing the development of this programme.

1.1.3 School Committee Minutes

It was noted that minutes had not been received from the Business School. Any outstanding minutes will be circulated for the next Senate meeting (March 2009).

2 UPDATE ON THE IMPLEMENTATION OF THE STRATEGIC PLAN

- 2.1 The Deputy Vice-Chancellor (DVC) introduced this paper and the Strategic Plan document for 2008/09 to 2011/12. The revised plan reflected the changes which had taken place in the past 12 months, with all changes and additions highlighted. Members were invited to comment on the document.
- 2.2 It was noted that Section 6.3 of the document stated that it was likely that the cap on UK and EU undergraduate fees will be lifted or removed by 2010/11 or shortly thereafter. Members questioned whether this was still realistic. It was felt, however, that this was still likely, although implementation would be closer to 2013/14. The lifting or removal of the cap was not a critical factor in relation to the Strategic Plan 2007/08 to 2011/12.
- 2.3 At item 6.6, Members expressed concern that further efficiencies will be sought through reductions in staff costs. Rather, future savings should be sought through efficiencies of process. It was noted that any further staff savings will not be sought from academic staff (although this could not be ruled-out as a possibility in the long-term).
- 2.4 Members noted the paper.

3. ACADEMIC SCHOOL STRUCTURE

- 3.1 The Vice-Chancellor (VC) introduced this paper, and explained that there had been long standing questions regarding the size and form of the University's academic structure. The paper proposed 4 drivers for change and set out a suggested timetable for restructuring. The paper had been submitted to the shadow Information and Consultation of Employees (ICE) Forum that morning for consideration.
- 3.2 Senate were asked to authorise the Vice-Chancellor (as Chair of Senate) to appoint a chair of a new working group to progress the discussions on restructuring. The chair of the working group will make recommendations regarding the group's membership and terms of reference.
- 3.3 Members broadly welcomed the proposal that consideration be given to the restructuring of Schools, although some concern was expressed about the pace of change and the need for full and effective consultation. It was agreed that the provisional timetable should be amended to take account of this, possibly by extending the consultation period to May 2009.
- 3.4 RESOLVED: That the Chair of Senate be authorised to take action to appoint the chair of a Senate working group to progress work on academic school restructuring and, subsequently, agree with the chair of the working group its Membership and Terms of Reference.

4. PROFESSIONAL SERVICES REVIEW

- 4.1. The Pro-Vice-Chancellor (Resources) introduced this paper, which reflected the feedback received from the consultation on proposals to restructure the University's Professional Services. The consultation had proved very helpful with a significant amount of constructive feedback being received. The revised proposals retained the new structure of 5 services, but amendments had been made to the detail of how this will be implemented.
- 4.2 Members noted the paper.

5. RECOMMENDATIONS FROM INTERNATIONAL STRATEGY GROUP (ISG)

- 5.1 The Pro-Vice-Chancellor (Research & Enterprise) presented this paper, which consisted of a series of 4 documents which together comprised the Internationalisation Strategy. This Strategy was designed to work towards the University's internationalisation vision as set out in the Corporate and Strategic Plans. The International Strategy Group (ISG) had produced the Strategy in consultation with Schools and the relevant Professional Services. Members were invited to comment on the strategy itself and how it might be presented.
- 5.2 The Acting Dean of the Business School explained that work had already progressed within the Business School to develop their own Internationalisation Strategy, and an additional paper was tabled (dated 12 November) setting out 10 key areas which had been identified for further development.
- 5.3 Members noted that, whilst it was important the internationalisation process should not be limited to simply the recruitment of International Students, nevertheless such students needed appropriate support mechanisms throughout their time at the University.
- 5.4 It was also noted that, whilst the implementation of the Strategy was unlikely to require large financial inputs, there was no central budget currently set aside for this work.
- 5.5 It was agreed that Members will consider the Strategy further and submit comments to the Pro-Vice-Chancellor (Research & Enterprise) by 10 December, with a view to publishing the document on-line before Christmas.

Members

6. ACADEMIC POLICIES AND REGULATIONS (APR)

- 6.1 Members were asked to approve changes to the *Academic Policies, Regulations & Procedures* document, necessitated by the revised Senate Standing Orders and the review of the Quality Assurance Framework. Details of the changes required were set out in the paper, and were recommended to Senate by Academic Standards Committee. An Erratum to the paper was also tabled.
- 6.2 Members discussed the sampling requirements for second marking and double marking set out at paragraph D7.4.1, and it was clarified that this constituted a reduction.
- 6.3 Members approved the paper.

7. MATTERS RAISED BY ELECTED REPRESENTATIVES

7.1 3-Week Turnaround

- 7.1.1 The Chair explained that the policy of a mandatory 3 week turnaround period for assessments had been in place for over 3 years and staff had responded to it in different ways across the University. He invited the Pro-Vice-Chancellor (Education) to introduce his paper on the subject, which set out the rationale for the deadline. There was one erratum to the paper at paragraph 1.1, where the word 'Seven' should be replaced with 'Several'.
- 7.1.2 The PVC explained that the 3-week deadline for assessment was common across most Universities. The deadline should be achievable and academic staff were expected to take account of it when producing their assignment calendars. It was

recognised, however, that any planning process needed to contain some degree of flexibility to allow for legitimate extensions to some students' deadlines.

- 7.1.3 Some Members raised staff concerns that the 3-week target was only being achieved at a cost, with some staff working extra hours at weekends and evenings in order to meet the deadline. Alternatively, some academics may have achieved the target by reducing the amount of feedback given to each student. It was noted that some staff would also struggle with not being allowed to use holiday periods as part of the permitted turnaround time from 2009 particularly those who had to mark very large numbers of assignments.
- 7.1.4 The Student Union representative noted that the 3-week turnaround time was highly valued by students.
- 7.1.5 Members discussed some options for models of feedback which would help to achieve the deadline. These included the use of electronic resources; individual mark sheets combined with group feedback sessions; the publication of model answers followed by individual feedback; and the publication of generic feedback on *myBU*.
- 7.1.6 It was noted that Academic Standards Committee was in the process of establishing a Working Group to identify and disseminate best practice in providing feedback on assignments. Their report will not be finalised until June 2009, but they will provide an interim report to the next Senate meeting, and in the meantime they will consider ways to disseminate good practice examples to staff as they arose.

JH

7.2 Professional Services Review

It was noted that, following the consultation on the proposals for restructuring the University's Professional Services, it had now been agreed that the Graduate School will be retained in a modified form.

7.3 Students' Use of Facebook

It was reported that there had been incidents of students using Facebook and other social networking websites, to criticise academic staff. Any such cases should be dealt with through the existing formal complaints mechanism. Students should receive warnings where appropriate, followed by disciplinary action if necessary.

7.4 Business School: Fast Track Degree

See paragraph 1.1.2, Matters Arising.

7.5 myBU

It was reported that the Education Enhancement Committee was considering several issues raised by Schools and an action plan was being developed to deal with them. This included several issues concerning online enrolment, which were expected to be resolved by next year. Any further issues with *myBU* should be logged with the IT Services Helpdesk in the first instance.

8. MINUTES – EXTRACT FROM THE ACADEMIC STANDARDS COMMITTEE

- 8.1 16 July 2008
- 9 September 2008
- 28 October 2008

The minutes of Academic Standards Committee were noted.

9. MINUTES – EDUCATION ENHANCEMENT COMMITTEE

9.1 25 September 2008

The minutes of the Education Enhancement Committee were noted

10. SCHOOL ACADEMIC BOARD MINUTES

10.1 School Academic Board resolutions were noted and recommendations agreed unless otherwise stated. It was agreed that, for future meetings, cvs of Visiting Professors and Fellows need not be included with the papers for Senate meetings.

S&R

10.2 Conservation Sciences: 6 June 2008
The minutes were noted.

10.3 Design, Engineering and Computing: 22 October 2008
The minutes were noted.

10.4 School of Health and Social Care: 29 October 2008
The minutes were noted as was the appointment of the following Visiting Fellows:
Dr Carol Lewis; Dr Tim Battcock; Dr Cieran Dunne; Dr Mike Vassello; Dr Mike Wee; Dr Will McConnell; Dr Robert Middleton; Dr Joseph Kwan; Andre Langford; Karina Jackson; Dr Mike Masding; Sam Crowe.

Members noted the appointment of the following Visiting Associates:
Layne Hamerston; Liz Griffiths;

10.5 The Media School: 4 June 2008 and 8 October 2008.
The minutes were noted.

10.6 School of Services Management: 15 October 2008
The minutes were noted.

11. ANY OTHER BUSINESS

It was noted that the minutes of Research & Enterprise Committee meetings will be submitted to future Senate Meetings.

12. DATE OF FUTURE MEETINGS

Wednesday, 11 March 2009 and Wednesday, 17 June 2009.

Noel DG Richardson
Secretary & Registrar
November 2008

Geoffrey Rayment
Committee Clerk
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Approved as a true and accurate record:

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Prof P Curran (Chair)

Date:.....