

THE SENATE



Minutes of the meeting held on 8 November 2017

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 J. Collier and Professor D. Edwards), Heads of Schools (Professor P. Dobson, Professor R. Jowett, and Professor M. Searcey), Academic Representatives (Dr H. Adcock, Dr A. Avila-Merino, Professor N. Boodhoo, Professor K. Coventry, Dr B. De La Igesia, Professor M. Frenneaux, Dr R. Gray, Professor R. Hand, Dr J. Kirby, Dr K. Walker, Professor S. Watts and Professor K. Yeoman), The Librarian (Mr N. Lewis), Ms C. Peasgood (CCN Representative) and the Student Representatives except for business marked ** (Ms M. Colledge, Ms I. Edwards and Ms M. Leishman).

With: The Acting Registrar and Secretary (Mr I. Callaghan), The Academic Director of Taught Programmes (Dr C. Matthews), Academic Director of Widening Participation (Mrs H. Gillespie), Academic Director of Pg Research Degree Programmes (Dr N. Watmough), Academic Director of Admissions (Dr R. Harvey) Head of Admissions (Ms A Delany) for minute *4, Director of Research and Innovation Division (Ms H. Lewis), Joint Head of the Careers Service (Mr J Goodwin), Director of Student and Academic Services (Dr A Blanchflower), and Senior Administrative Assistant (Mrs R. Phillips).

Apologies: Faculty Pro-Vice-Chancellor (Professor P. Gilmartin), Director of Student Services (Dr C.J. Sharp), Academic Representatives (Dr K. Schaller, Dr D Nowell-Smith), Academic Director of Partnerships (Professor I. Dewing),

1. MINUTES

Confirmed
the Minutes of the meeting held on 7 June 2017.

2. CONFIRMATION OF CHAIR'S ACTION

Confirmed
Chair's action taken since the last meeting of Senate on 7 June 2017:

- (1) The addition of Mrs Caroline Sauverin as a full member of the Widening Participation Committee.
- (2) Approval of the following Regulations for 2017/18 - Revised EdPsyD Regulations and Doctor of Medicine (both of these are now available to view via the UEA Academic Calendar website <https://portal.uea.ac.uk/academic-calendar/awards-regulations>)
- (3) The Vice-Chancellor endorsed a recommendation of the Senate Student Discipline Panel that met on 11/7/17
- (4) As Chair of the Honorary Degrees and Appointments Committee and Chair of Senate the Vice-Chancellor has approved the award of Doctor of Science for Professor Shiyi Chen, President, Southern University of Science and Technology, China for award in July 2018.

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3. STATEMENTS BY THE VICE-CHANCELLOR

The Vice Chancellor

- (1) welcomed new members Professor Sarah Barrow, Professor Alan Finlayson, Professor Richard Hand, Dr Matthias Neumann, Dr Nalini Boodhoo, Professor Simon Watts, Professor Kay Yeoman, Mr Nick Lewis, Mr Ian Callaghan, Ms Mary Leishman and Ms India Edwards.
- (2) reminded everyone of the purpose of Senate to oversee the academic performance of the University on behalf of Council
- (3) confirmed that the outcome of the current review of Senate effectiveness was due to be discussed at the next meeting
- (4) commented on the focus given to the higher education sector in the national press over the summer. The Vice Chancellor expressed concern about the emerging national debate on how Universities are funded and the risk that this may result in an erosion of the unit of resource. The Vice Chancellor had published an article in the EDP recently on this topic.
- (5) congratulated everyone on the award of “Gold” in the 2017 Teaching Excellence Framework.
- (6) congratulated colleagues on strong performances in the Times Higher World Subject rankings published so far; top 100 for Life Sciences, top 200 for clinical and pre-clinical, top 150 for business and also social sciences.

*4.1. UNIVERSITY PERFORMANCE

This minute is confidential and attached as a separate sheet.

*4.2. UNIVERSITY PERFORMANCE - ADMISSIONS

This minute is confidential and attached as a separate sheet.

*4.3. UNIVERSITY PERFORMANCE – ASSESSMENT AND FEEDBACK

This minute is confidential and attached as a separate sheet.

5. INNOVATION

Considered

the academic performance of the University in relation to Innovation. A report from the Pro Vice Chancellor, Professor Fiona Lettice and the Director of Research and Innovation Division, Helen Lewis is attached. (A copy is filed in the Minute Book, ref. SEN17D006)

(Senate welcomed the report. Discussion of the paper focussed on the topic of productivity which features in the Government’s industrial strategy and was known to be a focus of the work being undertaken by the New Anglia LEP. The LEP capital

growth funds were able to be used on schemes that develop skills and stimulate productivity and Senate noted that the University had a part to play in this area of activity.)

*6. EMPLOYABILITY

This minute is confidential and attached as a separate sheet.

*7. CONSULTATION ON THE OFFICE FOR STUDENTS REGULATORY FRAMEWORK

This minute is confidential and attached as a separate sheet.

8. DATA INCIDENT

Received

- (1) the summary of the incident published on the University portal
- (2) the recommendations made by the independent internal auditors and the University's response and action plan published as part of the above summary.

(A copy is filed in the Minute Book, ref. SEN17D009)

(Senate noted concerns from student members about how the University might learn from the incident, the timeframe for responding to claims for compensation from affected students and querying why the reports did not identify who was responsible for the incident. Senate noted that the report from the auditors detailed a number of areas requiring attention addressing the lessons learned from the incident. Senate was informed that there were no delays in handling claims for compensation and that confidentiality had to be respected in respect of staff management processes. Senate agreed that there was a difference between an accidental release of data and the knowing and deliberate release and dissemination of personal data as happened in this case when a small number of students forwarded the accidentally released information to the national press.

Senate were made aware that in preparation for GDPR more information would need to be made available to both staff and students on what personal data is stored, who has access and what it is being used for.)

9. PROPOSED NEW INSTITUTIONAL PARTNERSHIP- SOUTH ESSEX COLLEGE

Considered

the recommendation made by the Learning and Teaching Committee that South Essex College be approved as a new institutional partner. (A copy is filed in the Minute Book, ref. SEN17D010)

RESOLVED

10. TECHNOLOGY ENHANCED LEARNING COMMITTEE

Considered

the creation of a new sub-committee of the Learning and Teaching Committee to replace the Online Working Group and ISD Education Board. (A copy is filed in the Minute Book, ref. SEN17D011)

RESOLVED

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11. GUIDELINES ON GOOD PRACTICE IN RESEARCH

Considered

updated Guidelines on Good Practice in Research as recommended by the University Research Executive. (A copy is filed in the Minute Book, ref. SEN17D012)

RESOLVED

12. PROCEDURES FOR DEALING WITH ALLEGATIONS OF MISCONDUCT IN RESEARCH REGULATIONS -

Considered

updated Procedures for Dealing with Allegations of Misconduct in Research Regulations as recommended by the University Research Executive. (A copy is filed in the Minute Book, ref. SEN17D013)

RESOLVED

13. OPEN ACCESS POLICY

Considered

an updated set of Guidelines on Open Access for UEA as recommended by the University Research Executive. (A copy is filed in the Minute Book, ref. SEN17D014)

RESOLVED

14. RESEARCH DATA MANAGEMENT POLICY

Considered

an updated policy on Research Data Management for UEA as recommended by the University Research Executive. (A copy is filed in the Minute Book, ref. SEN17D015)

RESOLVED

15. UEA RESEARCH INTEGRITY REPORT 2016/17

Received

the Annual Research Integrity Report 2016/17. (A copy is filed in the Minute Book, ref. SEN17D016)

Considered

providing assurances to Council on

- i. the activities undertaken to support and strengthen understanding and application of research integrity issues across the University;
- ii. that the processes in place for dealing with allegations of misconduct in research are transparent, robust and fair and are appropriate for the University's needs; and
- iii. that the very small number of formal investigations of research misconduct undertaken mean that it is not possible to identify any trends and further analysis is not warranted.

RESOLVED

*16. RESEARCH MATTER

This minute is confidential and attached as a separate sheet.

17. SENATE MEMBERSHIP

Reported

following the retirement of the previous Director of ISD and the decision to split the Division into two, the Library on the one hand and IT services on the other, membership of Senate had to be adjusted to reflect this. The Council resolved that the Director of ISD was replaced with the Librarian.

18. ANNUAL REPORT FROM SENATE TO COUNCIL

Received

the confidential 2016/17 report from Senate to Council which went to the Council meeting on 26 June 2017. (A copy is filed in the Minute Book, ref. SEN17D018).

19. REPORT FROM THE ASSEMBLY

Received

the minutes of the Assembly meeting held on 24.5.17 detailing the motions proposed and the discussion that took place.

Noted

the discussion of administrative efficiency and research performance. (A copy is filed in the Minute Book, ref. SEN17D019).

20. THE SENATE 2017/18

Received

(1) the Senate – Membership. (A copy is filed in the Minute Book, ref. SEN17D020).
(2) the Senate - Standing Orders (A copy is filed in the Minute Book, ref. SEN17D021).

21. 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. SEN17D022).

22. LEARNING AND TEACHING COMMITTEE

Received

a round up report from the Learning and Teaching Committee from its meeting on 21 June 2017 and 18 October 2017. (A copy is filed in the Minute Book, ref. SEN17D023).

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23. DATES OF MEETINGS IN 2017-2018

Reported

that the remaining dates for meetings in 2017-2018 are:

Wednesday 28 February 2018

Wednesday 6 June 2018

24. DATE OF NEXT MEETING

Reported

that the next meetings of the Senate is scheduled for Wednesday 28 February 2018.