

THE SENATE



There will be a meeting of the Senate at **1.30pm** on Wednesday 6 June 2018, in the Council Chamber, the Council House, University Plain.

Chief Resources Officer
30 May 20178

AGENDA

1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Senate. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Senate ask for them to be discussed. Items in Section C are for information only. Any member of the Senate may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 4 June, 2018. Reserved items appear in Section D.

These Items can be found on the Committee's Blackboard site.

- Go to the UEA Portal site (<https://portal.uea.ac.uk/>) and log in
- Click on the Blackboard tab
- Then find the Senate Committee Blackboard site listed under My Organisations and look at the Meeting Papers folder for the relevant meeting.

The open items can be found online at the Committee Office website at <https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/senate/senate-2017-2018>

2. MINUTES

To report

that the meeting planned for 28th February 2018 did not take place due to adverse weather conditions and it was not re-arranged. Some items will be considered on this agenda and where a decision was required the Vice Chancellor took action as Chair of Senate on behalf of Senate.

To confirm

the Minutes of the meeting held on 8 November 2017 (**PAGE 1**)

3. STATEMENTS BY THE VICE-CHANCELLOR

4. CONFIRMATION OF CHAIRS ACTION

To confirm

actions taken by the Vice Chancellor as Chair of Senate on behalf of Senate

SEN17A003

- a) Recommendations from the Honorary Degrees and Awards Committee for the award of Emeritus Professor and Readerships at the Summer 2018 Graduation ceremonies. SEN17D032 **(PAGE 11)**
 - b) The approval of the continued arrangements in the Norwich Research Park PGR Agreement, as presented to the February Senate meeting.
 - c) The approval of the UEA University of Suffolk PGR Agreement, which was signed by the Vice Chancellors of UEA and the University of Suffolk.
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SECTION A: ITEMS FOR DISCUSSION AND ACTION

Please look under 1. Business of the Agenda for details of how to view these documents.

*A1. UEA PLAN 2016-2020

To consider

a report from the Vice Chancellor on progress with the UEA Plan. SEN17D033
(PAGE 13)

*A2. UNIVERSITY PERFORMANCE

To consider

the confidential University's performance in recent league tables. SEN17D034
(PAGE 23)

*A3. UNIVERSITY RESEARCH PERFORMANCE

To consider

a confidential report and recommendations from Pro-Vice-Chancellor (Research & Enterprise) Professor Fiona Lettice and Director of the Research and Enterprise Division, Helen Lewis. SEN17D024 **(PAGE 31)**

*A4. FULL-TIME PhD SUBMISSION RATES

To report

that following discussion of PhD submission rates at the June 2017 Senate meeting, Senate asked to receive a report a year later to inform Senate of the progress made against actions plans designed to improve PhD submission rates

To consider

a confidential report outlining the work being done to improve submission rates. SEN17D035 **(PAGE 47)**

*A5. STUDENT ENGAGEMENT SURVEY OUTCOMES

To consider

the confidential outcomes of the UK Engagement Survey (UKES) of UEA students that measures students' engagement with their studies. SEN17D025
(PAGE 77)

SEN17A003

*A6 EMPLOYABILITY

To consider

- (1) the 2017/18 annual report reviewing the University's performance in the area of employability
- (2) the intention to appoint to the role of Academic Director Employability
- (3) the intention to hold an Employability Summit on 11th September 2018.
- (4) The recommendation that discussions be taken forward in Faculties and Divisions about cementing links between Employability and Learning and Teaching.

SEN17D036 (**PAGE 101**)

*A7. ASSESSMENT AND FEEDBACK

To consider

a confidential report from Academic Director, Helena Gillespie on coursework turnaround times. SEN17D037 (**PAGE 109**)

A8. STUDENT WELFARE REPORT

To consider

a report from the Director of Student Support Services and Senate is asked to:

- (1) provide feedback with regard to the current provision
- (2) provide feedback on the format to inform future reports.

SEN17D038 (**PAGE 119**)

*A9. ALIGN

To consider

an oral report from the Deputy Vice Chancellor on the Align Project which has been examining potential opportunities to improve efficiency in our professional services

A10. REVIEW OF SENATE EFFECTIVENESS

To consider

the report and the following recommendations from the Review Group and to make recommendations to University Council accordingly: SEN17D027 (**PAGE 125**)

Role and function

- 1) that no change is required to the Terms of Reference of Senate;
- 2) that no change is required to the structure of its sub-committees;

Meetings

- 3) that improvements be made in the setting and timing of agendas, and in the quality of paperwork to ensure all areas of responsibility are covered and in particular:

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- a) involving Senate in agenda setting;
 - b) doing more in relation to setting and monitoring KPIs and benchmarking;
 - c) increasing the focus on the efficiency and effectiveness of management and administrative processes associated with teaching and learning, research and innovation;
 - d) giving more consideration to matters of student welfare;
 - e) ensuring proportionality in terms of the time spent reviewing performance of different areas of University business;
 - f) considering how the investment in the University Estate will improve University performance;
 - g) to consider more closely areas of performance where priorities change during the year;
- 4) that the standard committee template be revised for Senate with some additional headings and a guide for authors be produced;
 - 5) that further guidance be given to Senate members in relation to the confidentiality requirements;
 - 6) that the agenda and papers be distributed earlier i.e. 7-8 working days in advance;
 - 7) that it would be desirable to move Senate meetings to a morning slot;
 - 8) that further consideration be given to establishing a fourth ordinary meeting per year if the business grows;
 - 9) that each meeting commences with a summary of the agenda outlining the key questions to be decided upon, which items they relate to, the reason why the matter is being presented, and the purpose of any presentations;
 - 10) that more use was made of Blackboard between meetings to keep members informed;
 - 11) more attention is paid to fostering an open and inclusive atmosphere at Senate meetings for members who do not have opportunities to meet up and work together in other fora;

Membership

- 12) The Review Group recommends changes be made to the method of recruiting Faculty representatives, and in Senate receiving nominations and that:
 - a) Faculties are provided with wording that could be used in recruitment materials to encourage candidates from under-represented groups;
 - b) Faculties continue with current local practice but work to an earlier deadline on a timescale; that enables
 - c) Senate as the appointing body to be pro-active and undertake a review of the equality profile of Senate generated by the prospective nominations prior to approval; and potentially other nominees sought in good time ahead of the next academic year.
- 13) that there needed to be significant improvements in the induction and training of new Senate members.
- 14) that the membership of Senate be expanded to include all Heads of School
- 15) that Senate members who do not attend meetings regularly are required to step down.

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Communications

- 16) that a communications plan be developed that:
- a) raised awareness of Senate's role in the governance of the University
 - b) raised awareness of the discussions that take place at Senate, why they matter and the decisions made
 - c) enabled Senate members to engage with their Faculty constituency where information or feedback could be fruitfully exchanged;
 - d) clarified the role of Senate members in the dissemination process;
 - e) considered the purpose and function of the VC consultations and University policy Half days and the general communication of University strategy to different groups of staff;

Venue

- 17) that consideration is given in the Estates Strategy to either refurbishing the Council Chamber or building a new one.

A11. SENATE MEMBERSHIP

To report

that the terms of office of the following Senate members will expire on 31 July 2018 or are otherwise stepping down:

FMH ACADEMIC REPRESENTATIVES

Professor Michael Frenneaux (ending term of office early)
1 Vacancy

To consider

the recommendation that the following members be approved:

FMH ACADEMIC REPRESENTATIVES

Professorial representative to be confirmed
Katrina Emerson (HSC)

*A13 HONORARY DEGREES AND AWARDS COMMITTEE

To consider

the confidential Honorary Degree nominations in the attached paper which are for award by UEA and Partner colleges from 2019/20. SEN17D039 (**PAGE 157**)

A14. APPOINTMENT OF MEMBER OF THE SENATE TO SERVE ON THE COUNCIL

To report

- (1) that the Council includes amongst its membership two members of the Senate;
- (2) that the members are currently Professor Nalini Boodhoo (2020) and Ms Helen Lewis (2018)
- (3) that the term of office of Ms Helen Lewis will end on 31 July 2018;

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- (4) that nominations have been sought for the vacancy and the following nominations received:
- Dr Louise Bohn, Head of Partnerships, Academic Partnerships nominated by Professor Jacqueline Collier
 - Ms Ratula Chakraborty, Senior Lecturer, NBS nominated by Professor Nalini Boodhoo

To consider
the nominations via a ballot of Senate members.

A15. HONORARY DEGREES AND AWARDS COMMITTEE MEMBERSHIP

To report

- (1) that the membership of the Honorary Degrees and Awards Committee (HDAC) includes two members nominated by Senate from its own membership.
- (2) 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 – Professor L. Stonebridge (2018), FMH – Professor R Jowett (2019), SCI – Dr M. O'Connell (2019) and SSF – Professor G. Thomas (2018)

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

- Dr Jon Sharp (2019) and Vacancy
Up to two members co-opted by the Chair as required:
- Professor C. Bigsby

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

The Director of Development and Campaigns - Mr D Ellis

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

Acting Director of Finance – Mr J Brown

Secretary - Assistant Registrar (Ms L. Williams)

- (3) No nominations were received by the deadline. Therefore nominations will be sought at the meeting on 6 June 2018 by Senate members (with a ballot if required).

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A16. APPOINTMENT BY SENATE OF ONE MEMBER ON THE SAINSBURY CENTRE BOARD

To report

- (1) that the membership of the Sainsbury Centre Board includes one members appointed by Senate.
- (2) that a vacancy had arisen and Members of Senate were invited to make a nomination for one post of "One member appointed by the Senate" for a 3 year period.
- (3) that one nomination was received from members of Senate

Professor Claire Jowitt nominated by Professor Fiona Lettice

To recommend

that Professor Jowitt is appointed from 1 August 2018 to 31 July 2021.

SECTION B: ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Please look under 1. Business of the Agenda for details of how to view these documents.

B1 REVISIONS TO THE GENERAL REGULATIONS FOR STUDENTS AND UNIVERSITY DISCIPLINARY AND INVESTIGATIVE POWERS AND PROCEDURES

To report

that there has been a review of University Disciplinary and Investigative Procedures and Powers and General Regulations for Students. The proposed revisions and rationale are detailed within the discussion section and the revised documents are provided in Appendix A and B.

To consider

The recommendation from the Learning and Teaching Committee that these changes are approved with the adaptation that students should continue to be represented on the relevant Disciplinary Panels. This issue is outlined further in the background section. SEN17D040 (**PAGE 177**)

B2. PROCEDURES FOR INVESTIGATING ALLEGATIONS OF RESEARCH MISCONDUCT MADE AGAINST STUDENTS

To report

that the Learning and Teaching Committee recommended that the *Procedure for Dealing with Allegations of Misconduct in Research Against Students*, which is currently Research Degree Policy Document 5, was updated to ensure that it was practicable for both taught and research students, and that it works with (and is informed by) the new General Regulations and Disciplinary Procedures.

To consider

a recommendation from the Chair of the Learning and Teaching Committee, acting on behalf of the Committee, that the revised procedures are approved. SEN17D041 (**PAGE 287**)

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SECTION C: ITEMS FOR REPORT

Please look under 1. Business of the Agenda for details of how to view these documents.

*C1. IMPACT OF THE NEW ACADEMIC MODEL ON UNIVERSITY PERFORMANCE

To receive

a confidential report from the Head of Learning and Teaching Services (Systems). SEN17D042 (**PAGE 295**)

C2. SENATE COMMITTEES – MEMBERSHIP

To receive

committee membership and membership changes for 2018/19. SEN17D043 (**PAGE 311**)

C3. LEARNING AND TEACHING COMMITTEE

To receive

(1) a round-up report of the meetings of the Committee held on 29 November 2017 and 24 January 2018. SEN17D029 (**PAGE 319**)

(2) a round up report of the meetings of the committee held on 14 March and 9 May 2018. SEN17D044 (**PAGE 325**)

C4. ITEMS FOR REPORT

To receive

items for report. SEN17D045 (**PAGE 329**)

(1) Heads of Schools for 2018/19

(2) Union of UEA Students – Election 2018/19 Results

C5. DATES OF MEETINGS IN 2018/19

To report

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

Wednesday 7 November 2018 – 2pm

Wednesday 78 February 2019 – 2pm

Wednesday 5 June 2019 – 2pm

SECTION D: RESERVED BUSINESS

**D1. BUSINESS CONTINUITY

To report

that following the cancellation of the February 2018 meeting the Vice Chancellor, as Chair of Senate:

(1) the confidential and reserved report on the University's business continuity plans.

(2) the detail of the provisions including the delegation of powers