

## UNIVERSITY SENATE

### Minutes of the meeting held on 10<sup>th</sup> October 2014

**PRESENT:** Professor I Cameron, Dr D Chalmers, Mr A Craig, Mr A Craig, Ms L Cuthbertson, Dr R Emmanuel, Dr M Ferguson, Dr H Gallagher, Mr M Gallacher, Professor P Gillies (Chair), Ms J Hulme, Ms C Hulsen, Dr K Kehoe, Professor L. Kilbride, Professor J Lennon, , Mr Ben McConville, Mr V McKay, Professor J Marshall, Dr C. Miller, Ms A Nimmo, Dr S Ogden, Miss D Rankin, Mr R Ruthven, Professor A. de Ruyter, Professor L Sawers, Mr M, Stephenson (SA) Professor B Steves, Mr I Stewart, Professor J Tombs, Professor V Webster, Professor Ruth Whittaker, Professor J Wilson.

**APOLOGIES:** Dr Linda Amrane-Cooper, Mrs Helen Brown, Mr Jonah Chireka, Miss Pei Ling Choo, Mrs Pauline Hamilton, Mr Alex Killick, Mr Tony Kilpatrick, Ms Jackie Main, Professor Mike Mannion, Mr Brian Pillans, Professor Karen Stanton, Professor Valerie Webster, Professor Jim Woodburn

**OBSERVERS:** Mr Tony Brian (Court), Mrs Hazel Brooke (Court), Ms Fiona Campbell (DP), Ms Mary Daly (S&P), Dr Stewart Davidson (GSBS), Mr Fraser Drylie (Radio Caley, SA), Mr Kenny Fleming (PG), Mr Chris Foster (SA), Mr Lee Goodfellow (SA), Mr S Lopez (Reg), Mr Kieran Thomas (The Edit, SA)

**IN ATTENDANCE:** Mrs M Henaghan, Secretary to Senate; Mrs D Donnet (Department of Governance and Quality Enhancement)

### CHAIR'S OPENING REMARKS

The Chair welcomed colleagues to the first meeting of Senate in session 2014/15 including new members Dr Linda Amrane-Cooper (Dean GCU London), Professor Scott McMeekin (Head of Department, Mechanical, Electrical and Environmental Engineering), Dr Karly Kehoe (Senior Lecturer, GSBS), Dr Catriona Miller (Senior Lecturer, GSBS), Mr Mark Gallacher (Lecturer, SEBE), Dr Morag Ferguson (Senior Lecturer, SEBE), Miss Pei Ling Choo (Postgraduate Student Representative) and Mr Michael Stephenson (President SA) to the first Senate of their official term of office.

The Chair also thanked outgoing members whose term of office concluded at the end of 2013/14 for their contribution.

### Minutes

14.01 Considered: The unconfirmed draft minutes of the meeting of Senate held on 13<sup>th</sup> June 2014. **(Doc S13/61/1)**

14.02 Resolved: That the minutes be approved as an accurate record.

## **Matters Arising**

- 14.03      Considered:      Any matters arising on the minutes not otherwise provided for on the agenda.
- 14.04      Noted:              International Committee (as a Standing Committee of Senate)- Arising on 13.120  
In response to a question regarding the lack of an elected staff member in the composition of the International Committee, Senate was informed that an election for a staff representative was due to take place within the very near future.
- 14.05      Resolved:          There were no further matters arising.

## **Principal and Vice Chancellor and Executive Board Report**

- 14.06      Considered:      A report from the Principal and Vice Chancellor and Executives to update members on substantive items considered by the Executive Board since the last meeting of Senate. **(Doc S14/1/1).**
- 14.07      Noted:              AshokaU  
Senate was advised that the University had been successful in its application for admission to AshokaU. The University was committed to social innovation and the embedding of social entrepreneurial skills in the curriculum, as well as combining social entrepreneurialism with the University's social mission. Further details will be brought back to a future Senate.
- Universia Meeting – Rio de Janeiro  
The Chair advised that the potential for collaboration with Unigranrio University for joint masters degrees in writing for television and a range of health subjects, would enable the University to expand in areas where the University had key strengths and support the Internationalisation Strategy.
- Ministerial Letter of Guidance  
In response to a question regarding “reducing gender segregation in courses” Senate was informed that the SFC had asked universities to consider any barriers to nursing and stem subjects. Strategy and Planning had undertaken a review of the position within the University and there was some gender imbalance in these areas and they were working with the relevant Schools to look at applications received for these subjects to ascertain whether there were any recruitment issues. The phrase “gender segregation” was queried and it was agreed to check the wording within the Letter of Guidance.
- Staff Survey Results  
In response to a question asking when Senate would receive feedback on the Staff Survey Results, the Chair informed Senate that People Services were currently working with departmental colleagues across the University and a report on the actions would be brought to Senate in February 2015.

### **Annual Report from Senate**

- 14.08 Considered: The Senate Annual Report for session 2013-14 from Senate (Doc S14/2/1)
- 14.09 Reported: That there was a typographical error in paragraph 3.1.5 *Assessment Regulations* and that it should read that the number of attempts at assessments had been reduced “from 4 to 3” as opposed to “from 3 to 4” as stated in the report.
- 14.10 Noted: By the University Secretary and VP Governance in response to a question regarding issues that had arisen in relation to the election of school members to Senate, that a review of Senate’s Standing Orders was currently being undertaken and this would include a review of election procedures.
- 14.11 Resolved: To note the Senate Annual Report 2013-14.

### **Academic Policy Committee Annual Report 2013-14**

- 14.12 Considered: The Academic Policy Committee Annual Report 2013-14 **(Doc S14/13/1)**
- 14.13 Noted: That there was a typographical error in paragraph 1 “Introduction” and that it should read “13 November 2013” and not 2014 as stated in the report.
- 14.14 Resolved: To note the Academic Policy Annual Report 2013-14.

### **Research Committee Annual Report 2013-14**

- 14.15 Considered: The Research Committee Annual Report 2013-14. **(Doc S14/3/1)**
- 14.16 Discussed: In reviewing the work undertaken by the Committee, the Principal particularly welcomed the development of the Research Strategy which had been approved by Senate at its meeting on 13<sup>th</sup> June 2014. A query was raised into the use of the phrase “research-informed” in relation to teaching and it was questioned whether “research-led” was more appropriate. In discussion, Senate was clear that teaching within higher education must be research-led, and this was supported by the Strategy’s Strategic Objective No 3 “Extend our research capacity capability, culture and infrastructure support, focused on the achieving of highest academic standards” and the work undertaken by the University to encourage academic staff to undertake PhDs.
- 14.17 Resolved: i) That that the Research Strategy be amended to refer to teaching as being “research-led”.  
ii) To note the Research Committee Annual Report.

### **Equality and Diversity Annual Report 2014**

- 14.18 Considered: The Equality and Diversity Annual Report. **(Doc S13/54/1)**
- 14.19 Reported: By the University Secretary that the Equal Pay audit referred to in the report had been undertaken although the results were not yet known, however pay equality was a priority for the University.

In response to a question regarding the membership of the Equality and Diversity Committee, Senate was advised that this information was available on the website and it included details of the Equality and Diversity Champions.

Unfortunately the University's Athena Swan Bronze application had not been successful despite what had been considered to be a strong application. The University was in discussions with Athena Swan to get an understanding of what additional work was required and a further application would be made.

14.20 Discussed: The Director of GCU Lead informed that the FAIR (Flexible, Accessible, Inclusive) Curriculum was a key element of the Strategy for Learning and that there would be a consultation with staff to get an understanding of what this means across the University. Staff workshops on the FAIR Curriculum are planned and will be advertised via Caledonian Connected. Online resources for staff would then be developed.

The recent access issues for lectures being held in Cineworld were raised and it was reported that the situation was being monitored and means of resolving the problems were being explored. Feedback from students was welcomed.

14.21 Resolved: To note the Equality and Diversity Annual Report 2014.

#### **Annual Reports 2013-2014: School Boards**

14.22 Considered: The Annual School Board Reports from:-

Glasgow School *for* Business and Society (**Doc S14/19/1**)  
School of Health and Life Sciences (**Doc S14/10/1**)  
School of Engineering and Built Environment (**Doc S14/9/1**)

14.23 Reported: By the Acting Dean, Glasgow School for Business and Society that final figures for international recruitment would not be known until after 20<sup>th</sup> October 2014 and these would be reported to Senate at its meeting in December.

14.24 Noted: Senate noted the annual School Board reports.

#### **Draft Strategy 2020**

14.25 Received: The Draft Strategy 2020 (**Doc S14/12/1**)

14.26 Reported: The Strategy 2020 had been developed following extensive consultation with staff and students and it had been developed to ensure that the SFC Outcome Agreements could be aligned with the Strategy 2020 in the future. An equality impact assessment also been undertaken. The final draft Strategy had been reviewed at the recent Court Awayday and a set of performance indicators had been developed and would be submitted to Court in November 2014 for approval.

14.27 Resolved: To endorse the Draft Strategy 2020.

### **External Student Survey Results**

- 14.28 Considered: A report detailing the External Student Survey Results 2014. (**Doc S14/17/1**)
- 14.29 Reported: By the Director of Strategy and Planning that the report provided high level results for the 2014 National Student Survey (NSS) and the 2014 Summer International Student Barometer (ISB).
- In relation to the NSS the University had a response rate of 66% which was the highest to date and the overall satisfaction rate had remained static at 84% just below the University's 2015 KPI of 85%. There had been improvements in areas such as assessment and feedback but there had been small decreases in satisfaction in relation to teaching and organisation and management. There was variation in the results across the Schools with the School for Health and Life Sciences gaining an overall satisfaction rate of 93%, Glasgow School Business and Society 83% and the School of Engineering and Built Environment 78%.
- In relation to the Summer ISB there had been a drop in overall satisfaction by 9% to 82%, and whilst the University was above the sector average in a number of areas, there were areas where improvement was required. In the future, the University will only take part in the Autumn wave of the ISB.
- The results of both surveys will be discussed at the forthcoming Student Experience Awayday.
- 14.30 Discussed: The potential impact of Heart of Campus was raised, with the Student President indicating that students had provided feedback in relation to noise levels. The need for improved communication to staff and students was noted, as well as improved anticipation of where disruption was likely to have an adverse impact.
- The work undertaken in recent years by the Students' Association was commended by the Student President as it had resulted in a 15% increase in 2 years, and they were working on building on this further.
- Schools were already working on their action plans with the Students' Association, the Deans' Group and each other to share best practice.
- 14.31 Noted: Senate noted the External Survey Results 2014.

### **SFC Outcome Agreement 2015-16**

- 14.32 Considered: The SFC Outcome Agreement 2015-16 – Guidance and Approach. (**Doc S14/13/1**)
- 14.33 Reported: By the Director of Strategy and Planning that it was intended to set a three-year Outcome Agreement to cover the period up to academic year 2017-18. The timetable for developing the Outcome Agreement was tight, but this would be done by the Outcome Agreement Working Group and there would be sessions for staff, led by the Depute Vice-Chancellor in November. The Outcome Agreement would align with the Strategy 2020, and the priorities would be in line with the Ministerial Letter.
- A further report will be submitted to Senate at its meeting on 27th February 2015.

14.34 Resolved: To note the SFC Outcome Agreement 2015-16 – Guidance and Approach.

#### **The Outcome Agreement Self Evaluation**

14.35 Noted: The Self Evaluation Report: Outcome Agreement 2013-14.  
**(Doc S14/14/1)**

#### **QAA Thematic Review of GCU London**

14.36 Reported: By the Head of Governance and Quality Enhancement that the QAA had undertaken a detailed review of all external HEI provision in London, including GCU London. The draft report for the University had recently been published and overall it was positive, with the QAA noting that the University had clear systems in place for quality. The finalised report covering all the HEIs involved would soon be published on the QAA website.

#### **Annual Statement on Enhancement Led Internal Subject review and Quality Assurance Arrangements for the Academic Session 2013-14**

14.37 Considered: Annual Statement on Enhancement Led Internal Subject review and Quality Assurance Arrangements for the Academic Session 2013-14. **(Doc S14/26/1).**

14.38 Reported: The Head of Governance and Quality Enhancement informed Senate that, in line with SFC requirements, the report detailed the outcomes from Enhancement Led Internal Subject Review (ELISR) activities in 2013-14. The report also provided information on the University's quality assurance and enhancement activities, including the management and consideration of External Examiner reports, programme approval and review and annual programme monitoring. In order to ensure that the process remained current and enhanced the student experience, it was intended to undertake an evaluation of the process in advance of the 2016-2021 cycle.

The report provided evidence of robust processes in place and would form part of the preparations for the forthcoming Enhancement Led Institutional Review. It had been approved by Court and submitted to the SFC as per requirements.

14.39 Discussed: In relation to the Department of Social Sciences, Media and Journalism ELISR, and the Departmental response to the report, it was reported that the response had been prepared without the involvement of relevant staff. Whilst this particular situation had subsequently been satisfactorily resolved, Senate was advised that the ELIR process had been developed prior to the current School structure and therefore the forthcoming review of the ELIR process was timely. Staff were assured that consultation would take place as per normal practice.

14.40 Noted: The Annual Statement on Enhancement Led Internal Subject review and Quality Assurance Arrangements for the Academic Session 2013-14

### **Enhancement-led Institutional review 2015: Reflective Analysis**

14.41 Considered: Enhancement-led Institutional review 2015: Reflective Analysis. **(Doc S14/28/1)**

The Vice Principal and Pro Vice-Chancellor Learning & Student Experience informed Senate of the preparations to date and the timetable of future activities for the Enhancement-led Institutional Review 2015. Senate had been given a copy of the latest draft of the Reflective Analysis, which included case studies, and feedback on this was welcomed.

14.42 Noted: A number of minor typographical errors were highlighted.

14.43 Resolved: The Chair thanked all staff involved in the ELIR preparations and Senate noted the draft Reflective Analysis.

### **Honorary and Visiting Appointments**

14.44 Approved The undernoted honorary and visiting appointments awarded by the Executive Board.

<b>Title</b>	<b>Post</b>	<b>Field of expertise</b>
Mr Mal Young	Honorary Professor	Television production and writing
Ms Tania Carnegie	Honorary Professor	Social innovation and corporate social responsibility
Mr Christopher Vogler	Honorary Professor	TV Fiction Writing
Professor David Smith	Emeritus Professor	Research
Mr Henry Holland	Honorary Professor	Fashion
Dr Rhona Hogg	Honorary Reader	Health
Ms Ellen Hudson	Honorary Lecturer	Health

### **Higher Degrees Committee**

14.45 Approved: A recommendation from the Higher Degrees Committee for the award of 20 PhDs and 1 Prof.D. **(Doc S14/22/1 and Doc S14/29/1)**

### **Vice Chair of Senate**

14.46 Approved: The Appointment of Professor Karen Stanton, Deputy Vice Chancellor as Vice-Chair of Senate for the period up to 1<sup>st</sup> August 2015. **(S14/4/1)**

### **Senate Composition and Membership 2014-15**

14.47 Approved: Senate Composition and Membership 2014-15. **(Doc S14/5/1)**

### **Senate Chairs Action – Membership of Senate Disciplinary Committee**

14.48 Noted: The Chair's Action approving the appointment of Professor David Harrison, SEBE, as an academic staff member of the Senate Disciplinary Committee for the period up to 31 July 2019. **(Doc S14/6/6)**

### **Strategic Partnership Agreements**

14.49 Approved: The report on the Strategic Partnership Agreements between Glasgow Caledonian University and Glasgow Clyde College and Glasgow Kelvin College which were due to be signed during October and November 2014. **(Doc S14/18/1)**

### **GCU Policy on Student Performance Feedback**

14.50 Approved: The revised GCU Policy on Student Performance Feedback **(Doc S14/20/1)**

### **Academic Policy Committee Terms of Reference and Composition**

14.51 Approved: The Terms of Reference and Composition of Academic Policy Committee. **(Doc. S14/27/1)**

### **Research Committee Terms of Reference and Composition**

14.52 Noted: The Terms of Reference and Composition of the Research Committee. **(Doc. S14/08/1)**

### **Academic Staff Appointments**

14.53 Received: Notification of recent academic staff appointments. **(Doc. S14/7/1)**

### **Academic Policy Committee**

14.54 Received: The confirmed minutes of the Academic Policy Committee held on 21<sup>st</sup> May 2014. **(Doc APC13/70/1)**

### **Research Committee**

14.55 Received: The confirmed minutes of the Research Committee held on 30<sup>th</sup> May 2014. **(Doc REC14/10/1)**

14.56 Discussed: It was raised that there were a large number of apologies submitted for this meeting. Whilst recognising that not all members would be able to attend all meetings it was noted that a review of Standing Committee membership to ensure that each Committee had appropriate membership was required.

### **School Board Minutes**

14.57 Received: The confirmed minutes from the undernoted meetings of School Boards:

School of Health and Life Sciences held on:  
4<sup>th</sup> April 2014 **(Doc HLS/SB/13/45)**

Glasgow School for Business and Society held on:  
28<sup>th</sup> May 2014 **(Doc GSBS/SB/13/04/1)**

### **University Court**

14.58 Received: The highlights of the meetings of University Court held on 3<sup>rd</sup> July 2014. **(Doc S14/25/1)**

### **Senate Disciplinary Committee Membership 2014-15**

14.59 Received: Membership of the Senate Disciplinary Committee 2014/15. **(Doc S14/8/1)**

### **Academic Appeals Committee Membership**

14.60 Received: Membership of the Academic Appeals Committee for the period up to July 2016. **(Doc S14/16/1)**



**Honorary Degrees Committee Membership 2014-15**

14.61 Received: Membership of the Honorary Degrees Committee 2014-15.  
**(Doc S14/15/1)**

**Equality and Diversity Committee Membership 2014-15**

14.62 Received: Membership of the Equality and Diversity Committee 2014-15.  
**(Doc S14/21/1)**

**Complaints Handling Procedure Session 2013-14: Overview Report**

14.63 Received: The Overview Report of the Complaints Handling Procedure for the 2013-14 academic session. **(Doc S14/23/1)**

**Caledonian Scholar Initiative**

14.64 Received: An update paper on the Caledonian Scholar Initiative. **(Doc S14/24/1)**

**Date of Next Meeting**

14.65 Received: Notification that the next scheduled meeting of University Senate will be held on Friday 12<sup>th</sup> December 2014.