UNIVERSITY SENATE

Minutes of the meeting held on 15th June 2012

PRESENT:	Dr N Andrews, Mr M Andrews(SA), Mr D Beeby, Professor L Baillie, Dr J Biggam, Professor I Cameron, Mr J Campbell, Ms J Carson, Dr A Corbett, Mr Ed Clack, Ms A Gasteen, Professor P Gillies (Chair), Professor D Greenhalgh, Mrs J Greig, Mrs P Hamilton, Mr P Henry, Ms J Hulme, Mrs C Hulsen, Professor V James, Mr A Killick, Dr M MacDonald, Professor E MacFarland, Mr V McKay, Ms J Main, Professor J Marshall, Mrs A Nimmo, Mr Brian Pillans, Mr R Ruthven, Professor S Scott, Mr I Stewart, Professor J Tombs, Dr Ian Trushell, Professor V Webster, Professor R Whittaker, Mr M Wilburton (SA) Professor J Wilson,
APOLOGIES:	Mrs H Brown, Mr J Campbell, Professor T Buggy, Professor F Cheater, Dr V Charissis, Mr H Dingwall, Mrs T Findlay, Mrs C Kamisha, Mr T Kilpatrick, Professor M Mannion, Professor J Lennon, Professor A McKay, Mr J Murray, Professor K Stanton, Professor B Steves,Professor J Stewart,
OBSERVERS:	Ms D Borrett (SA Vice President Education elect), Mr T Brian (Court), Dr D Chalmers(GSBS); Mrs L Clark (G&AQ), Ms M Daly (P&P), D Donnet (PG), Ms C Fyfe (SA President elect), I Jones (SHLS), C Webster (OD).
IN ATTENDANCE:	Mrs M Henaghan, Secretary to Senate

CHAIR'S OPENING REMARKS

The Chair welcomed colleagues to the fourth and final meeting of Senate in session 2011/12 and in particular new members Jackie Main (Director of the Student Experience) and Robert Ruthven, (Director of Library Services) to their first Senate. The Principal also thanked the outgoing Student President Matte Andrews for his sterling work and leadership during his period of tenure. Senate observers including Carla Fyfe (Student President Elect) and Danielle Borrett (Vice President Elect - Education) were also welcomed.

Minutes

11.94	Considered:	The unconfirmed draft minutes of the meeting of Senate held on 16th March 2012 **(Doc S/11/37/1)**
11.95	Resolved:	That subject to a minor correction in minute 11.82 replace "viewing platform" with "evidence of excavation" that the minutes be approved as a correct record. **(Action: MH)**

Matters Arising

11.96	Considered:	Any matters arising on the minutes not otherwise provided for on the agenda.
		Governance Review (Arising on SM 11.82)
11.97	Discussion:	Clarification was sought on whether the University had responded to the report on the Review of Governance of Higher Education.
11.98	Resolved:	The University Secretary confirmed that there had been no further response since production of the report. It was also confirmed that Court via the Committee of Scottish Chairs (CSC) had not made a formal response to the report. It was however reconfirmed that the University had contributed to the consultation process.
11.99	Considered:	University Court – Subsidiary Companies (Arising on 11.89) A Senate member noted that the Companies House website did not list two of the three subsidiary companies noted in the minute above. It was also noted that the INTO Joint Venture accounts were due in April 2012 and had not been submitted.
12.00	Discussion:	The Executive Director of Finance clarified that GCU INTO Ltd is the registered company name. The University has agreed and signed off the accounts.
12.01	Resolved:	That the Company Secretary will be reminded to submit the accounts to Companies House. That the Executive Director of Finance would provide the Senate member with the appropriate link and registered names of companies. **(Action DB)**

Principal and Vice Chancellor and Executive Board Report

12.02	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 S11/49/1).**
12.03	Reported:	That the Principal drew members' attention to the following points Staff Opinion Survey The People Strategy referred to in page 4 of the update will be approved by Court (at its July meeting) in respect of the outline architecture and direction of travel; thereafter it will be circulated to all staff for consultation. It is anticipated that Senate will received an outline of the strategy at its next meeting. It will also be considered by the Staff Policy

Committee and Court will sign off on the People Strategy in October 2012.

United Kingdom Borders Agency (UKBA)
It was clarified that the University was inspected (not audited) by the UKBA on 15th May 2012. There is no outcome to report at present although indications are that the inspection went well. The objective is to get to a position where we are ready for inspection at any time. Robust processes are being put in place although it was acknowledged that there is more work to do.

University Chancellor
The Chancellor Lord Gus Macdonald (Baron Macdonald of Tradeston) is demitting from his role after five years of service. A rigorous process to select a new Chancellor has been undertaken. The University will be announcing the successor immediately after this year's Graduation ceremonies when Lord Macdonald steps down.

FE Colleges and UKBA
Following the suspension of their license Stow College had asked the University to assist them by supporting their international students and offering them an academic home for their studies (where possible). The Principal of Stow College has thanked the University for their approach and support.

Key Information Set (KIS)

12.04	Considered:	An update paper on the implementation of the Key Information Set (KIS) to meet the Scottish Funding Council's (SFC) requirements on the publication of information to help prospective students make informed choices about their programme of study. **(Doc S11/41/1)**
12.05	Reported:	By the Director of Planning that the University is required to have the KIS in place for August 2012. The SFC had been late in making its decision to implement the KIS in line with the rest of the UK. This had made it very challenging for the Scottish sector in terms of time constraints. The KIS is required for all full-time and part-time programmes and will include a range of information including; learning and teaching; assessment; accreditation; fees and student satisfaction. The KIS Working Group is making progress with the identification of programmes for inclusion; the development of the website and related content and generation of associated data.
12.06	Discussion	A Senate member enquired about the timescales for Programme Leaders to see the draft KIS for their programme. It was explained that the draft KIS is dependent on a number of factors including the data output from the National Student Survey (NSS); the checking of ISIS information and Destination of Leavers from Higher Education (DLHE) data. There is also a need to contextualise information on programmes to present them in the best light. It was also confirmed that widening access is not part of the KIS (or league tables). There may be an opportunity to present this part of the GCU strategy in the contextualised information area. Key

contacts in Schools will be taking forward the draft KIS with the respective Programme Leaders.

| 12.07 | Resolved: | That the update report is noted and a further report on implementation of the KIS in August 2012 is provided to Senate at its next meeting in October. **(Action CH)** |

Scottish Funding Council (SFC) Outcome Agreements

| 12.08 | Considered: | The requirement by the Scottish Funding Council for Universities to develop an Outcome Agreement for session 2012-13. **(Doc S11/47/1)** |

| 12.09 | Reported: | By the Principal that the establishment of Outcome Agreements from academic session 2012 -13 is a significant development with implications on future grant funding. The outcomes cover a range of areas including Retention; Articulation; Accelerated Degrees; Access; International Competitiveness in research; Pattern and Spread of Provision; Efficiency and Employability. For session 2012-13 it is anticipated that the outcome agreements will focus on Access; Knowledge Exchange and Patterns of Provision. A Working Group has been established to take forward the development of the draft Outcome Agreement which will be laid before Senate in due course.   In developing the University's Outcome Agreement the starting point will be to ensure that it aligns to the University strategy as endorsed by Senate and Court. |

| 12.10 | Discussion: | A Senate member asked if the current arrangements on articulation and associated funding would remain or be subject to the new arrangement. The University does not expect the arrangement to be renegotiated at this point as timescales are tight; however there is no clear guidance from the SFC on this. It was also acknowledged that the University could learn from the outcome agreements for the FE Sector as this will provide some context and inform discussions. |

| 12.11 | Resolved: | That the final draft Outcome Agreement will be submitted to Senate in due course. **(Action: MM)** |

Blended Learning Report 2011-12

| 12.12 | Considered: | An update report on Blended Learning. **(Doc S11/43/1)** |

| 12.13 | Reported: | By the Head of GCU Lead an update on Blended Learning developments across the University including an outline of future priorities and recommendations for further progress.   The roadmap for Blended Learning was approved by the Learning and Teaching Sub Committee In October 2011 and is guiding developments. The priorities for session 2011-12 are the rollout of mobile learning; collaborating with Schools on e-assessment and e-feedback and AcceleRATE – GCU Accredited CPD (Learning and Teaching) Framework. |

12.14	Discussion:	A Senate member raised the potential for duplication of effort. Schools were already working on some of these areas and there was a need to ensure that Schools and the centre were not working in silos. Academic staff in Schools must be part of the discussions. It was confirmed that the Associate Deans Learning, Teaching and Quality are involved and that progressing the Blended Learning recommendations was not proceeding in silos. It was also confirmed that lessons learned will be shared. The Blended Learning leads in Schools and the roadmap approach should help to keep communication channels open.
12.15	Resolved:	That the Head of GCU Lead would feedback the comments from Senate to the Blended Learning Group. **(Action: RW)**

Feedback Enhancement Group (FEG)

12.16	Considered:	A progress report on activities of the Feedback Enhancement Group. **(Doc S11/48/1)**
12.17	Reported:	By the Head of GCU Lead (on behalf of the PVC Learning and Teaching) that the report provided an update on the progress of the Feedback Enhancement plan in terms of student and staff engagement and support from the Students' Association. The key highlights were:

    i) The hosting of a "Feedback Fair" attended by over 100 academic staff which showcased practical examples of feedback tools and interventions;

    ii) The Higher Education Academy sponsored Feedback Enhancement Seminar series; and

    iii) A "Memorable Feedback" competition for students which encourages identification of different types of feedback and how it has been used to improve learning.

The FEG is working with Schools and partner Colleges on the importance of feedback, especially e-feedback. The FEG is also working closely with the Students' Association on promoting enhanced feedback practice via their videos on "Feedback Impressions"; "Feedback Principles" and involvement in the "Feedback for Future Learning" joint campaign. A plan of work for future activities in session 2012-13 has been developed including hosting the UK wide Higher Education Academy "Feedback Forum".

12.18	Discussion:	By the Principal that feedback from her Student Listening Events shows that students are keen to ensure that continuous assessments are returned before examinations. It was confirmed that this is part of the feedback principles however there is a need to keep reinforcing the message. The undernoted points emerged from the discussion:

    i) Acknowledgement that assessment loading can be disproportionate and this resulted in delays in providing feedback. Ideas and new approaches were needed.

    ii) The Dean of School of Engineering and Built Environment (SEBE) advised that his School is currently taking an holistic look at module assessment loading with a view to simplifying loading and ensuring consistency of approach.

iii) The Students' Association elected member felt that the phasing of assignments had not changed as a result of the shift of examinations to before Christmas and that this should be considered to ensure loading and feedback were effective.

iv) A Senate member suggested that module handbooks should contain a consistent statement about the nature of and timescale for feedback. There was also a need for awareness raising amongst the student population about the importance of feedback via class representatives.

v) Inclusion of Assessment and Feedback (monitoring and enhancement) as standing item on Programme Boards.

vi) The link between the new Academic Advising model and the reflection on feedback as part of supporting the transition to subsequent levels.

12.19   Resolved: That the Head of GCU Learn to feedback Senate comments on the update report to the Feedback Enhancement Group for consideration. **(Action: RW)**

Honorary Appointments

12.20   Approved: The following honorary appointments:
School of Engineering and Built Environment
Honorary Professor   Professor John Gow

School of Health and Life Sciences
Visiting Professor   Professor H Herman
Visiting Professor   Professor P Meda
Visiting Professor   Professor J Helbostad
Research Fellow   Dr C McVey
Senior Research Fellow   Dr L Johnstone

Academic Calendar 2013 -14

12.21   Approved: The Academic Calendar for session 2013 – 14. **(Doc S11/46/1)**

School Board Governance

12.22   Approved: The revised composition of School Boards to include part-time contracted academic members of staff. **(Doc S11/50/1)**

Higher Degrees Committee

12.23   Approved: A Chair's Action confirming the award of 23 PhDs; 1 MPhil and 1 Prof D. **(Doc S11/38/1)**

Student International Mobility Strategy

12.24   Approved: A strategy to promote international mobility. (**Doc APC/67/1).**
The strategy was approved subject to the following addendum:
i) By the PVC Research that the cover sheet should note equality and diversity implications to reflect students from different backgrounds.
ii) That virtual mobility should be emphasised.
iii) That the International Office should be congratulated on their

support for Erasmus.

iv) Arising on 11.249 of the report there is a need to recognise and reward students who engage along the lines of the Student Leader Award to emphasise the positive aspects of the programme.

v) By the Executive Director of Finance that the University will be allocating additional resources to achieve the target of 5% engagement.

vi) By the Principal that the launch of the British Council's new World Scots programme and School internships will result in GCU being a leading institution in this area.

Enhancement Led Institutional Review – Institutional Response

12.25   Approved: The Institutional response to the Enhancement Led Institutional Review 2012. **(Doc APC11/49/1)**

Academic Staff Appointments

12.26   Received: Notification of recent Academic staff appointments. **(Doc S11/39/1)**

University Court

12.27   Received: The highlights of the meeting of University Court held on 26th April 2012. **(Doc S11/40/1)**

Academic Policy Committee

12.28   Received: The confirmed minutes of the meeting of the Academic Policy Committee held on 7th March 2012 with the minutes of the Learning and Teaching subcommittee from 25th January 2012. **(Doc S11/44/1)**

Senate and Standing Committee Calendar of Meeting 2012 – 13

12.29   Received: The calendar of meetings of Senate and Senate Standing Committees for session 2012 -13. **(Doc S11/42/1)**

Senate Disciplinary Committee

12.30   Received: An overview report of the work carried out by the Senate Disciplinary Committee in session 2010 – 11. **(Doc S11/45/1)**

School Board : Confirmed Minutes

12.31   Received: The confirmed minutes from the under noted meetings of School Boards: School of Engineering and the Built Environment held on 15th February 2012. **(Doc SEBE SB11/10/1)**

The Caledonian Business School held on 18th May 2011. **(Doc CBSB11/42/1)**

School of Law and Social Sciences held on 31st May 2011. **(Doc LSSSB/10/21)**

AOCB

12.33   Reported: GCU London Report

A Senate member raised the issue of the GCU London report being withdrawn from the Learning and Teaching subcommittee agenda on two

occasions. It was confirmed that the report was currently being reviewed for factual accuracy and balance and would be presented to the next meeting of the Learning and Teaching subcommittee.

Chair's Closing Remarks

12.32   Received: By the Principal that:

i)   The Cabinet Secretary for Finance, John Swinney expressed his warmest regards for the University and applauded our work in research and development in the social business arena.

ii)   Mary Robinson, (former President of Ireland) and President of the Mary Robinson Foundation – Climate Justice has praised the University's work on energy conservation and climate change.

iii)   The University would be represented by the Principal at the Foreign Office event to honour Aung San Suu Kyi the Nobel Laureate and Burmese political leader. The Principal will formally hand over an invitation from the lord Provost of Glasgow inviting Suu Kyi to visit Glasgow and accept the Freedom of the City.

Date of Next Meeting

12.32   Received: Notification that the next scheduled meeting of University Senate will be held on 12th October 2012 at 09.30 hours.