UNIVERSITY SENATE

Minutes of the meeting held on 13th June 2014

PRESENT:	Dr N Andrew, Dr D. Chalmers, Dr V Charissis, Mr N Clark (SA), Mr A Corbett, Lynn Cuthbertson, Dr R Emmanuel Dr H Gallagher, Ms A Gasteen, Professor P Gillies (Chair), Ms J Hulme, Ms C Hulsen, Ms Sunna Kaleem (SA), Ms L Kilbride, Mr T Kilpatrick, Mr M Lamb (SA), Professor J Lennon, Dr Martin MacDonald, Mr Ben McConville, Mr V McKay, Ms J Main, Professor M Mannion, Professor J Marshall, Ms A Nimmo, Dr Susan Ogden, Mr Brian Pillans, Professor L Sawers, Professor K Stanton, Professor B Steves, Mr I Stewart, Professor J Tombs, Professor V Webster, Professor Ruth Whittaker, Professor J Wilson, Professor J Woodburn.
APOLOGIES:	Mrs H Brown, Professor T Buggy, Professor I Cameron, Pei Ling Choo (SA), Mr Ed Clack, Mr Alex Craig, Professor A de Ruyter, Professor D Greenhalgh, Mrs P Hamilton, Mr A Killick, Mr G Milne, Ms D Rankin, Dr R Ruthven, Dr Ian Trushell
OBSERVERS:	Fiona Campbell (DP), Mr Gordon Jack (Court), Kenneth Fleming (PG), Jack Johnston (SA), Jacqueline Ramsay (P&P), Kirsty Roden (P&P), Wesley Smith (P&P), Michael Stephenson (SA), Kevin Ward (SA)
IN ATTENDANCE:	Mrs M Henaghan, Secretary to Senate

CHAIR'S OPENING REMARKS

The Principal welcomed members to the fourth meeting of Senate in academic session 2013-14. Senate also welcomed the new Student President Michael Stephenson and Neil Clark as VP Education who is continuing for second term of office.   The outgoing Student President Matt Lamb was warmly thanked and praised for the dedication and enthusiasm he brought to the role in enhancing student engagement and making the student voice heard.

Minutes

13.89	Considered:	The unconfirmed draft minutes of the meeting of Senate held on 21st February 2014. **(Doc S13/39/1)**
13.90	Resolved:	That the minutes be approved as an accurate record.

Matters Arising

13.91	Considered:	Any matters arising on the minutes not otherwise provided for on the agenda.
13.92	Resolved:	There were no matters arising.

Principal and Vice Chancellor and Executive Board Report

13.93	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 S13/40/1).**

13.94	Noted:	Strategy 2020

Strategy 2020
A Senate member asked for a further update on the implementation of Strategy 2020. Members were advised that the draft Strategy would be considered by University Court at its next meeting in July 2014.

Masterclasses
This item referred to the launch of two new Masters programmes it should be noted that these are programme proposals at this stage and subject to the normal approval process.

Guardian League Tables
Senate was advised that the University has moved 5 places in the Guardian League Tables from 96 to 91.

Research Student Achievement
Senate noted that Pei Ling Choo currently undertaking a PhD in neurological rehabilitation has been voted the National Union of Students' and UK Council for International Student Affairs' International Student of the Year.

Glasgow Colleges Board
The Principal advised Senate that she has been appointed to the Regional Board for Glasgow Colleges by the Cabinet Secretary Michael Russell.

University Assessment Regulations

13.95	Considered:	Revisions to the University Assessment Regulations. **(Doc S13/55/1)**

13.96	Reported:	The PVC Learning and Teaching acknowledged and thanked the Assessment Regulations Working Group for this substantial piece of work in revising the University Assessment Regulations. Senate was advised that that there had been wide consultation on the proposals. It was confirmed that the revisions had been benchmarked with regulations across the sector. The main changes were highlighted for discussion and include:

(i) A reduction in the number of attempts at undergraduate level from 4 to 3.

(ii) The pass mark set at 50% at post graduate level.

(iii) The regulations would be implemented from session 2014 -15 with transition arrangements for 1 academic session for postgraduate programmes operating with a lower than 50% pass mark threshold. This is mainly applicable to Engineering postgraduate programmes.

(iv) The introduction of a merit category

(v) Change to the maximum period of registration

(vi) All associated policies and procedures have been reviewed to ensure alignment to the revised regulations.

(vii) A communications strategy will be put in place to ensure that all stakeholders are made fully aware of the revisions to the Assessment Regulations.

(viii) A further programme of work for session 2014-15 was outlined.

13.97	Discussed:	Senate was asked to clarify the impact of the reduction on the number of attempts from 4 to 3 on undergraduate student progression. It was confirmed that the impact has been evaluated and is minimal. A benchmarking exercise was also undertaken and the revisions are broadly in line with sector wide arrangements. The Director of GCULEAD

advised that the regulations need to be suitable for contemporary learning, for example E-learning and E-feedback guidance, this could be taken forward as part of the next programme of work.

13.98	Resolved:	That the revised regulations are approved for implementation in session 2014-15 subject to a transitional year for those postgraduate programmes currently applying a 40% pass mark.

Quality Enhancement and Assurance Handbook (QE&A)

13.99	Considered:	The revised Quality Enhancement and Assurance Handbook. **(Doc S13/56/1)**

13.100	Reported:	By Dr Nicky Andrew that Senate was being asked to approve revisions to the QE&A handbook. There were a number of major policy drivers to take account of in making the revisions including the QAA Quality Code; the University's new Strategy for Learning; Internationalisation Strategy and Student Experience Framework. The main changes were highlighted as follows:

    (i)   Change in title of the handbook to emphasise a focus on Enhancement.

    (ii)   A substantial change in the annual programme monitoring process meaning that from session 2013-14 monitoring will become an in year process. This is to ensure a more timely and meaningful monitoring and reporting timeline to enhance the student learning experience.

    (iii)   Chapter 8 External Examining takes account of the QAA Quality Code. This has resulted in changes to the contract letter issued to examiners; advising students of the name and institution of the examiners for their programme of study and a commitment by the University to publish external examiner reports to students.

    (iv)   Substantial revisions to the arrangements for collaborative provision have been made. This is to ensure that the QE&A handbook processes are fully aligned to the Internationalisation Strategy. Further guidance includes a fuller typology of arrangements; governance principles and criteria and monitoring and review arrangements.

13.101	Discussed:	A Senate member suggested that more could be done to avoid duplication of effort in the annual monitoring of programmes process. The provision of data required for the review process could be made available directly from Policy and Planning. It was agreed that this would be taken forward. The Students' Association Vice President (Education) was pleased to note the commitment to publication of External Examiner reports to students.

13.102	Resolved:	That the QE&A handbook is approved for implementation in session 2014-15.

Enhancement Led Institutional Review (ELIR)

13.103	Considered:	A progress report on the University's preparations for the ELIR scheduled to take place in January 2015. **(Doc S 13/46/1)**

13.104	Reported:	By the PVC Learning and Teaching that the ELIR Steering Group is thanked for its efforts in managing the preparations for ELIR. The draft Reflective Analysis had been provided to Senate members prior to the

meeting for information. There has been wide consultation with all stakeholders and this feedback has fully informed the submission. The document is currently being further enriched with a case study on Student Engagement and a number of vignette's which outline the deliberate steps the University's is taking to reflect on and enhance the student learning experience. The next version of the Reflective Analysis will now be made available on the Department of Governance and Quality Enhancement portal. The next steps include the preparation of the Advance Information Set and arrangements for the Part 1 visit.

13.105	Discussed:	By the former Student President that engagement of students was of critical importance, however, the need to demonstrate was has actually changed in hearing the student voice and enhancing their learning experience must be communicated effectively to the student body. A good example of such action was the Strategy 2020 development where the student voice was heard and changes made accordingly.
13.106	Resolved:	That Senate noted the progress report on ELIR preparations and would receive the final Reflective Analysis submission for approval at its October meeting.

University Research Strategy

13.107	Considered:	The revised University Research Strategy 2020. **(Doc S13/54/1)**
13.108	Reported:	By the PVC Research that the paper sets out the University's strategic objectives for research up to 2020 providing a strategic context for discipline-led research work by all academic units. The Research Strategy is aligned with the emerging University's Strategy 2020. It also takes account of changes in external environment in relation to funding and competition. The strategy is focussed on 3 societal challenges, Inclusive Societies; Healthy Lives and Sustainable Environments and aligns with our "for the Common Good" ethos. There has been wide consultation will all stakeholders. The operational plan sets out the approach and actions required to deliver the strategy.
13.109	Discussed:	By the former Student President that it was important that student engagement with the strategy is translated into reporting back to the student research community. By the Director of the Graduate School that there is good student representation on the relevant committees. Senate members noted that there were some challenges in the key performance indicators for example;

      (i)   the attainment of the PhD student recruitment numbers
      (ii)   completion rates
      (iii)   resource implications and funding expectations.
      (iv)   The number of staff able to supervise
      (v)   the implications of the work load model in relation to time allocated for supervisory work.
      (vi)   The question of future funding and implications of the referendum on Scottish Independence.

In response the PVC Research acknowledged that there were some "pinch points" in the KPIs. In developing the strategy all metrics were considered and fully discussed and have been benchmarked across the sector. The University will encourage more staff to undertake PhDs. This will increase the number of staff who can begin to supervise. The University will take appropriate steps to build capacity and capability to support recruitment and supervisory arrangements for its research

students and to deliver the research strategy.

The research student representative on Senate highlighted some key issues relating to the PGR student experience. From the student perspective more needs to be done on communication and feedback to research students. Students could be better supported in writing publishable research and equity of funding and opportunities to present their work varies across departments. The issue of having to pay for a GCU hosted conference was also raised and felt that this could be made available to research students free of charge or at a subsidised fee.

In response the PVC Research was concerned to hear these comments and confirmed he would take action. The Director of the Institute for Society and Social Justice Research stated that they had strong student support systems and would share this model with other units. The PVC and Executive Dean for the School of Health and Life Sciences stated that the issues raised concerned her School. The School is currently reviewing the arrangements for funding, and accommodation for its research students. The programme in question was previously a joint programme with Strathclyde University and is currently in transition to being wholly GCU owned. Any adverse impact on the student experience is regrettable and will be addressed. It was also confirmed that a number of free places at a forthcoming GCU conference would be made available.

| 13.110 | Resolved: | That the Research Strategy 2020 is approved. Senate thanked the development team for their work in progressing the new strategy. |

Strategy for Learning

| 13.111 | Considered: | An update on the implementation of the Strategy for Learning (**Doc S13/54/1**) |

| 13.112 | Reported: | By the Director of GCU LEAD that the Academic Policy Committee receives a progress report on the implementation of the SfL as a standing item. There has been good progress in year one particularly in infrastructure developments such as website on line resource, AcceleRATE and embedding design principles in the programme approval/review process.   Key areas for development in session 14/15 include digital learning, social entrepreneurship via Ashoka U, and research teaching linkages. |

By the PVC L&T that the document illustrates a range of activities across the University linked to Portfolio refresh exercise but mindful of the impact on the student experience. Senate will be provided with a further paper on step change activities such as social innovation and digital university in due course. These initiatives will consider the SfL in the context of Strategy 2020.

| 13.113 | Discussed: | It was noted that there were some omissions in the update report including information from GSBS and the Graduate School. This will be identified in due course. It was also noted that information from GCU London on progress on embedding the SfL needs to be visible. |

| 13.114 | Resolved: | That Senate noted the progress report on embedding the Strategy for Learning. |

Higher Education Achievement Record (HEAR)

13.115	Received:	An update on the progress to date on the implementation of the HEAR. **(Doc S13/47/1)**

13.116	Reported:	Senate was advised that following a significant delay, the HEAR implementation group have now had the opportunity to produce the first draft HEAR document from ISIS, after Unit 4 released updates to the HEAR functionality. The HEAR group is currently reviewing this first draft to ensure that it is fit for purpose. Work continues with the Students' Association to ensure that the extracurricular activities are included in the HEAR. Work is also ongoing in developing the website information for students, staff and employers.

13.117	Resolved:	That Senate noted the update on the production of the HEAR.

International Committee (as a Standing Committee of Senate)

13.118	Considered:	The Terms of Reference and Composition for the establishment on an International Committee reporting to Senate. **(Doc S13/49/1)**

13.119	Reported:	By the PVC Global Engagement that the establishment of an International Committee would provide the University with institutional oversight and a more formal reporting route than the previous International Steering Group. The Committee will meet monthly and report to Senate on a quarterly basis. Senate is asked to approve the Terms of Reference and Composition.

13.120	Discussed:	It was noted that there was no elected staff member on the composition. The work of this committee may impact on the international student experience. It was acknowledged that this would be considered. There was also some concern about a potential overlap with the work of the Academic Policy Committee (APC). It was clarified that the learning and teaching of all students will be dealt with by APC. There is governance representation on the International Committee.

13.121	Resolved:	That Senate approved the Terms of Reference and Composition of the International Committee effective from session 2014-15.

Honorary and Visiting Appointment

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

Title	Post	Field of expertise
Dr Daniel Baker	Honorary Visiting Professor	Supply Chain Professional
Mr Graeme Dalziel	Honorary Senior Lecturer	Finance
Dr Isobel Falconer	Honorary Senior Research Fellow	Learning Technology
Prof David Hutchison	Honorary Professorship (renewal)	Scottish Media & Politics
Dr Qanta Ahmed	Honorary Professor (extension)	Cultural experiences assisting School to further develop its international strategy
Andrew McAuley	Senior Honorary Research Fellow	Substance Use & Misuse Research Team

Dr Gary Tanner	Senior Honorary Research Fellow	Substance Use & Misuse Research Team	SoHLS
Duncan Hill	Senior Honorary Research Fellow	Substance Use & Misuse Research Team	SoHLS
Joy Barlow MBE	Senior Honorary Research Fellow	Substance Use & Misuse Research Team	SoHLS
Dr Stephen Conroy	Senior Honorary Research Fellow	Substance Use & Misuse Research Team	SoHLS
Dr Evonne Curran	Senior Honorary Research Fellow	Infection Control	SoHLS
Dr Mark Penman	Honorary Research Fellow	Parenting & Family Support Research	SoHLS
Dr Marita Brack	Honorary Research Fellow	Parenting & Family Support Research	SoHLS
Prof Brian Williams	Honorary Professor	Nursing, Midwifery & Allied Health Professions Research	SoHLS
Mr Henry Holland	Honorary Professor	Fashion/Business	GSƒBS

Higher Degrees Committee

13.123   Approved: A recommendation from the Higher Degrees Committee for the award of 31 PhDs and 1 Prof.D. **(Doc S13/45/1)**

Senate and Senate Standing Committee Calendar of Meetings – Session 2014-15

13.124   Approved: The Calendar of Meetings for Session 2014-15 **(Doc S13/53/1)**

Enhancement Led Internal Subject Review Timetable (ELISR) 2016 - 2021

13.125   Approved: The timetable and revised subject groupings for the next cycle of ELISR 2016-21. **(Doc S13/41/1)**

QAA UK Quality Code for Higher Education

13.126   Approved: The mapping of the University's policies and procedures to the QAA Quality Code for Higher Education. **(Doc S13/57/1)**

Amendments to the Terms of Reference and Composition of the Academic Policy Committee and the Learning and Teaching Sub Committee

13.127   Approved: Minor amendments to the ToRS and Composition of the above committees to ensure relevant expertise and to integrate quality enhancement work previously undertaken by APC/LTSC working groups within the remit of LTSC. **(Doc S13/58/1)**

Senate Disciplinary Committee

13.128   Noted: An overview report on the work of the Senate Disciplinary Committee in session 2012/13. **(Doc S13/42/1)**

HESA Performance Indicators 2014

13.129   Noted: An overview of the University's performance in the HESA performance Indicators published in late March 2014. **(Doc. S13/43/1)**

Key Information Sets 2014 Update

13.130   Noted: An update on the Key Information Sets (KIS) content for the 2014 KIS return. **(Doc S13/44/1)**

Academic Staff Appointments

13.131   Received: Notification of recent academic staff appointments. **(Doc. S13/50/1)**

Academic Policy Committee

13.132   Received: The confirmed minutes of the Academic Policy Committee held on:
23rd January 2014 **(Doc APC13/47/1)**
26th March 2014   **(Doc APC13/70/1)**

Research Committee

13.133   Received: The confirmed minutes of the Research Committee held on:
9th January 2014 **(Doc REC13/17/1)**
29th January 2014 **(Doc REC13/24/1)**
3rd April 2014   **(Doc REC13/30/1)**

School Board Minutes

13.134   Received: The confirmed minutes from the undernoted meetings of School Boards:
Glasgow School *for* Business and Society held on:

19th February 2014   **(Doc GSBS/SB/13/03/22)**

School of Health and Life Sciences held on:

17th January 2014   **(Doc HLS/SB/13/27)**
10th March 2014   **(Doc HLS/SB/13/28)**

School of Engineering and the Built Environment

28th January 2014   (**Doc EBESB13/01/30)**
5th March 2014   **(Doc EBESB13/01/37)**

University Court

13.135   Received: The highlights of the meetings of University Court held on 20th March 2014 and 29th May 2014 **(Doc S13/52/1)**

Academic Calendar

13.136   Received: An update on the Academic Calendar **(Doc S13/48/1)**

Quality Enhancement and Assurance Handbook

13.137   Received: The revised Quality Enhancement and Assurance Handbook (circulated prior to meeting. Cross refers to agenda item A5**. (Doc S13/56/1**)

Quality Enhancement and Assurance Handbook

13.138   Received: The Enhancement Led Institutional Review draft Reflective Analysis. This document was circulated prior to the meeting. Cross refers to agenda item A6. **(Doc S13/46/1)**

Date of Next Meeting

13.139   **Received:**   Notification that the next scheduled meeting of the University Senate will be held on **Friday 10th October 2014 at 09.30.**

Further meetings of Senate are noted below:
Friday 12th December 2014
Friday 27th February 2015
Friday 5th June 2015