

UNIVERSITY SENATE

Minutes of the meeting held on 13th October 2017

Present: Dr T Boutaleb, Mr K Campbell, Prof. C Donaldson, Mr J England, Dr M Ferguson, Dr H Gallagher, Prof. P Gillies (Chair), Dr A Grant, Dr J Gregersen-Hermans, Prof. T Hilton, Miss M Jorgensen, Mr T Kilpatrick, Dr D Lukic, Prof. M Mannion, Dr J McCallum, Dr S McChlery, Mr B McConville, Prof. S McMeekin, Mr A Middleton, Dr C Miller, Prof. J Miller, Mr V McKay, Dr S Ogden, Dr A Pierotti, Mr B Pillans, Miss D Rankin, Prof A Simmers, Mr B Smith, Prof B Steves and Prof. V Webster.

Apologies: Prof A Britton, Prof I Cameron, Dr D Chalmers, Mr M Gallagher, Ms J Hulme, Mrs C Hulsen, Ms Joanna McGillivray, Prof. A Morgan, Mr R Ruthven.

In Attendance: Mr A Killick, Director of People
Mr S Lopez, Academic Registrar
Mr A Lui, Equality and Diversity Advisor
Ms J Main, Director of Student Life
Mrs K Roden, Deputy Director of Strategy and Planning (Vice Mrs C Hulsen)
Prof R Whittaker, Director Academic Quality and Development

Mrs Deborah Donnet, Clerk to Senate

Observers: Mrs J Burns (Executive Support), Mrs Hazel Brooke (Chair of Court), Ms Alison Campbell (People Services) Mrs L Clark (Department of Governance), Mr R Flett (Communications and Public Affairs).

Chair's Opening Remarks

The Chair welcomed colleagues to the first meeting of the 2017/18 academic year and welcomed new members to their first meeting of Senate.

PART A (FOR CONSIDERATION)

Minutes

17.01 Received: The unconfirmed draft minutes of the meeting of Senate held on 2nd June 2017 (**Doc S16/63/1**).

17.02 Resolved: That the minutes be approved as an accurate record subject to 16.191 being amended to reflect that data was available within APPC papers.

Matters Arising Briefing Note

17.03 Noted The Matters Arising Briefing Note (**Doc S17/4/1**).

Principal & Vice Chancellor and Executive Board Report

- 17.04 Received A report from the Principal and Vice Chancellor and Executive Board to update members on substantive items considered by the Executive Board since the last meeting of Senate (**Doc S 17/2/1**).
- 17.05 Reported
- i. That the UKVI had recently undertaken a two day audit at the University. No issues had been brought to the University's attention at the time and the outcome was awaited.
 - ii. Following the granting of the educational licence in June, GCUNYC had successfully recruited 16 students within 4 weeks. This demonstrated there was a gap in the market for the courses on offer. The Vice President of GCUNYC had delivered a presentation to GCU Glasgow staff the previous day outlining the work being undertaken in relation to fair fashion and the opportunities for staff from all schools to engage in research.
 - iii. It was noted that the report detailed that the University's drop in The Times and Sunday Times Good University Guide league table, and that the University had been shortlisted in the Times Higher Awards 2017 for the most improved student experience. Whilst the Times Higher Award nomination was welcomed, it was important to note that the league tables impacted on the NSS and it was necessary to address areas where feedback from students had suggested that the university could perform better.
- 17.06 Agreed To note the report.

Senate Effectiveness Review Draft Report

- 17.07 Received The Senate Effectiveness Review Draft Report (**Doc S17/2/1**).
- 17.08 Reported
- By Dr Ferguson, on behalf of the Chair of the Senate Effectiveness Review Steering Group (SERSG), that this had been the first GCU Senate Effectiveness Review and it had been based on the existing Court Effectiveness review methodology. There had been a 70% response rate from Senators to the survey circulated earlier this year, and the draft report detailed the responses and reflected the outcomes of discussion of the SERSG.

Overall, the report concluded that Senate, Senate's standing committees and school boards were fit for purpose and operating effectively. This notwithstanding, the report made 22 recommendations intended to further improve effectiveness. These were primarily focussed around improved communications around Senate, committee and school board business; improving awareness of policies and procedures; training and induction for Senate, committee and school board members; enhanced staff engagement with Senate; and more advanced notice of forthcoming Senate business. There were 3 issues that the SERSG wished Senate's views on and these were discussed in turn.

- 17.09 Discussed
- i. Comments from the questionnaires indicated that it would be helpful for Senate attendees to be able to distinguish between Senate members and non-voting advisors or other attendees. The suggestion was made that different coloured name plates be used and this was agreed, and was considered to be preferable to segregating the different categories of attendees.
 - ii. Senate was also asked to consider an affirmative way of indicating approval of a

paper or proposal, and it was agreed that a show of hands would be appropriate.

- iii. Senate was invited to consider whether the remit of the International Committee should be reviewed to establish, for example, whether any responsibilities were best placed within APPC's remit and it was agreed that discussions be taken forward out with Senate with recommendations being reported back to Senate.
- iv. The Student President requested that all GCU student facing policies with significant impact across the institution go through SAGE (Student Action Group for Engagement) at an early stage of development and prior to being approved at Senate. This suggestion was welcomed by Senate as it was agreed to include it in the recommendations.
- v. Senate welcomed the intention to review the timescale for the distribution of Senate papers with a view to papers being issued earlier. Whilst the Senate agenda was currently circulated to all staff a week in advance, it was considered that this did not allow sufficient time for staff members to speak to their Senate representatives or vice versa. It was therefore suggested and agreed that a draft Senate agenda be circulated to all staff two calendar weeks prior to each meeting.
- vi. It was raised that whilst Senators were given the opportunity to submit items for inclusion on the Senate agenda, in practice this does not happen and business normally comes from standing committees and University senior management. This had also been discussed at the SERSG, where the suggestion for individual senators to raise issues that would be of relevance to Senate was welcomed. This view was echoed by Senate. It was therefore agreed to include in the Effectiveness Review recommendations that Senators were encouraged to submit items for discussion on the Senate agenda. It was raised that Senate might not be the most appropriate forum for some issues and it was agreed that the University Secretary would determine whether the matter should be discussed at Senate or if it would more be appropriate for it be considered by one of Senate's standing committees.
- vii. The Chair thanked Senators for contributing to the review and the SERSG Chair, members and Secretary for their work in preparing the draft report.

17.10 Agreed

- a) The Clerk to Senate to ensure that the Executive Summary Sheets for all new or revised policies and procedures and other relevant reports, contain information on implementation and dissemination to both staff and students as appropriate, including publication on the website and/or intranet.
- b) The Department of Governance in conjunction with policy owners will be responsible for ensuring that information is available on the website/intranet following Senate approval and that plans for implementation and dissemination are followed through.
- c) The DVC Academic be requested to work with the Students' Association to consider how best to ensure clear communication, awareness and accessibility of policies and procedures to students.
- d) The Department of Governance to ensure that the A-Z policy list on the website and intranet correlates with the Annual Policy Review and that the A-Z is a reliable point of reference.
- e) The PVC Research be requested to review current communications and information around Research and Commercialisation, and to report to the Research Committee on proposed enhancements with final proposals being submitted to Senate.
- f) The Department of Governance develop mentoring and induction for new

- Senators and training for existing members.
- g) Different coloured name plates to be used to distinguish between Senate members and non-voting advisors or other attendees.
 - h) The Chair of Senate in conjunction with the Clerk to Senate, to prepare a forward look each academic year.
 - i) Consideration of the remit of the International Committee take place outwith Senate, with recommendations being submitted to Senate.
 - j) Standing Committee Reports should be prepared by the Committee Secretary and disseminated shortly after each standing committee meeting.
 - k) In line with recommendation (f), the Department of Governance develop mentoring and induction for new standing committee members and training for existing standing committee members.
 - l) The Standing Orders for School Boards be reviewed by the Department of Governance and the DVC Academic in 2017/18 and every 3 years thereafter in line with the requirement for the Review of Senate's Standing Orders.
 - m) School Board composition and terms of reference be reviewed by the Department of Governance and the DVC Academic.
 - n) School Boards Highlights should be prepared by the Clerk to the Board and be made available on the intranet shortly after each meeting.
 - o) In line with recommendation (f) and (k), the Department of Governance develop mentoring and induction for new School Board members and training for existing School Board members.
 - p) To note that revisions to the membership of Senate to ensure compliance with the 2016 HE Governance (Scotland) Act will be included in work already underway to revise the University's Statutory Instrument.
 - q) The Department of Governance to ensure that elections for routine vacancies to Senate, school boards and standing committees take place by the end May following the procedure as detailed in Section 7 of Senate's Standing Orders.
 - r) The Department of Governance in conjunction with the relevant Schools to ensure consistence of approach in the nominations and election process for Senate, school boards and standing committees
 - s) The Department of Governance in conjunction with relevant Schools to ensure that information stressing the importance of Senate and the valuable role undertaken by Senators is available in order to encourage nominations for elected members and engagement with the election process.
 - t) The approval of papers at Senate to be indicated by a show of hands.
 - u) Senate agendas to include an external review item for discussion, either as an agenda item in its own right or as an explicit part of the Principal's and Executive Board report to Senate.
 - v) The Department of Governance to explore options to increase the number of days between Senate papers being issued and Senate meetings.
 - w) GCU student facing policies with significant impact across the institution to go through SAGE (Student Action Group for Engagement) at an early stage of development and prior to being approved at Senate.
 - x) A draft Senate agenda to be circulated to all staff two calendar weeks in advance of each meeting.
 - y) Senators to be invited to submit, to the Clerk of Senate, items for consideration by Senate. The University Secretary will decide if the matter is appropriate for Senate or if it falls within the remit of a standing committee.
 - z) A final report taking account of the discussion at Senate to be submitted to

Senate Annual Report 2016/17

17.11 Approved The Senate Annual Report for the academic year 2016/17 (**Doc S17/3/1**).

Academic Policy and Practice Committee Annual report 2016/17

17.12 Approved The Academic Policy and Practice Committee Annual Report for the academic year 2016/17 (**Doc APPC17/06/02**).

University Research Committee Annual Report 2016/17

17.13 Approved The University Research Committee Annual Report for 2016/17 (**Doc REC17/08/02**).

International Committee Annual Report 2016/17

17.14 Approved The International Committee Annual Report for 2016/17 (**Doc IC17/09/01**).

Equality and Diversity Committee Annual Report 2016/17

17.15 Approved The Equality and Diversity Committee Annual Report 2016/17 (**Doc ED17/07**).

17.16 Noted In response to a question regarding the Committee's decision not to take out membership of Stonewall, the Equality and Diversity Advisor reported that since the decision had been made the University had become more involved in LGBT issues and a staff LGBT network had been established, so further research in to the benefits of membership would be undertaken.

School of Health and Life Science School Board Annual Report 2016/17

17.17 Approved The School of Health and Life Sciences School Board Annual Report 2016/17 (**Doc S17/5/1**).

School of Engineering and the Built Environment School Board Annual Report 2016/17

17.18 Received The School of Engineering and the Built Environment School Board Annual Report 2016/17 (**Doc S17/6/1**).

Glasgow School for Business and Society School Board Annual Report 2016/17

17.19 Approved The Glasgow School for Business and Society School Board Annual Report 2016/17 (**Doc S17/7/1**).

GCU London School Board Annual Report 2016/17

17.20 Approved The GCU London School Board Annual Report 2016/17 (**Doc S17/8/1**).

The National Student Survey 2017

17.21 Received An update on the results of the National Student Survey 2017 (**Doc S17/9/1**).

17.22 Reported i. By the Deputy Director of Strategy and Planning that the National Student Survey

(NSS) was considered to be the UK's primary indicator of student satisfaction and the results were drawn upon by league table compilers, published in Unistats at programme level and are key metrics in the Teaching Excellence Framework. Following a review, substantial changes had been made to the NSS 2017 therefore direct comparisons could not be made with the 2016 survey.

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| | | ii. | In this first year of the revised NSS survey the University's overall satisfaction score was 81%. The University's 2017 HEFCE benchmark was 83%. Of the 69 programmes that met the publication rate, 19 programmes achieved 90% or more overall satisfaction. |
| 17.23 | Discussed | i. | Whilst there were a number of high performing areas, Senate expressed disappointment and frustration at the results. Although a lot of work had been undertaken in improving areas of low performance, there was still the perception amongst students that changes had not been made and work was focussed on addressing that. The University's student experience survey was useful in highlighting issues at an early stage and enabling these to be addressed as quickly as possible and also familiarised students with surveys. |
| | | ii. | The VP International highlighted that student experience was crucial in attracting overseas students to the University, and their experience was different to home students. Additionally, where students were learning in a second language, learning needs were different. It was noted that the Assessment Regulations Working Group would be revisiting the decision to remove additional time in exams for students for whom English was not their first language. |
| | | iii. | It was noted that the current system of academic advising was under review and a report would be submitted to APPC and Senate in due course. |
| 17.24 | Agreed | | To note the report. |

GCU Student Experience Surveys 2016/17

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| 17.25 | Received | | A report on GCU Student Experience Surveys 2016/17 (Doc 17/10/1). |
| 17.26 | Reported | i. | By the Deputy Director of Strategy and Planning that the International Student Barometer (ISB) was carried out in November 2016. In March 2017 two surveys were piloted, GCU Experience Survey (GCUES) for undergraduate students not in the NSS population and the Higher Education Academy's (HEA) Postgraduate Taught Experience Survey (PTES). The University had previously participated in the PTES in 2011. The HEA's Postgraduate Research Survey was also launched. |
| | | ii. | <ul style="list-style-type: none"> • Overall satisfaction amongst international students remained high at 90%, although decreased marginally compared to 2015 (-1%). This is in line with UK and Scotland averages. • The GCUES reported 80% overall satisfaction, 1% below this year's NSS results. • Overall satisfaction amongst PGT students studying was 83%, marginally higher than the Scottish, UK and Post-92 benchmark groupings. • There was a decrease in overall satisfaction amongst PGR students in the PRES with 72% satisfaction compared to 78% in 2015. Overall satisfaction is below the key benchmarking groups and is 8% below the Post-92 sector. |

Full results were available to staff on GCU DASH.

17.27 Noted The report and the actions being taken.

SFC Outcome Agreement

17.28 Noted The DVC Strategy informed Senate that the formal guidance on the outcome agreement was late and had not yet been received by the University. The SFC was waiting on the Ministerial letter of guidance prior to issuing guidance.

The Annual Statement on Enhancement Led Internal Subject Review and Quality Assurance Arrangements for the Academic Session 2016-2017.

17.29 Received: The Annual Statement on Enhancement Led Subject Review and Quality Assurance Arrangements for the Academic Session 2016-2017.

17.30 Reported i. By the DVC Academic that the Annual Statement was part of the University's reporting arrangements to the Scottish Funding Council (SFC) in addition to the Outcome Agreement and statutory financial and data returns. Information and guidance on the University's quality enhancement and assurance procedures was provided in the current Quality Enhancement and Assurance Handbook (QEAH1). The processes and procedures outlined within the handbook applied to all GCU awards regardless of mode or location of delivery, and include any award delivered with or on behalf of GCU.

ii. The enhancement theme for the next three years would be the use of data.

iii. The report had been considered and approved by Court prior to being submitted to the SFC.

17.31 Agreed To note the report.

PART B (FOR FORMAL APPROVAL)

Appointment of Vice Chair of Senate

17.32 Approved A recommendation from the Principal that Prof. James Miller, Deputy Vice Chancellor Strategy be appointed as Vice Chair of Senate for the period up to 1st August 2017 (**Doc S17/11/1**).

Confirmed Awards from the Research Degrees Committee

17.33 Approved The award of the following degrees from the Higher Degrees Committee (Doc **S17/14/1**).

21 PhDs
1 PhD by previous publication
2 ProfDs

Honorary Appointments

17.34 Approved

The following honorary appointments awarded by the University Executive Board:

Title	Post	Field of expertise	School
Prof. Nick Graves	Visiting Professor	Safeguarding Health through Infection Prevention	SHLS
Prof. Kofi Aidoo	Emeritus Chair	Microbiology/ Food Science	SHLS
Curtis Ravenel	Honorary Professor	Sustainability	GCNYC
Jonas Haertle	Honorary Professor	PRME, UN Global Compact Office	GCNYC
Terry Lundgren	Honorary Professor	Merchandising and branding	GCNYC
Eileen Fisher	Honorary Professor	Fashion	GCNYC
Dr Harry Ritchie	Honorary Professor	Literature & journalism	Academic Quality & Development
Dr Erio Ziglio	Visiting Professor	Public Health	GCU London
Ms Mairi Clare Cushley	Honorary Lecturer	Fashion	GCU London

Academic Policy and Practice Committee – Revised Composition, Membership and Terms of Reference 2017/18

17.35 Approved

The Academic Policy and Practice Committee Revised Terms of Reference, Composition and Membership for Session 2016/2017 (**APPC17/02/02**).

Chair's Action – Senate Disciplinary Committee Membership

17.36 Approved

Chairs' Action approving the appointment of Dr K Thomson as a SHLS academic staff member on the Senate Disciplinary Committee for the period 17th June 2017 to 30th June 2018 (**Doc S17/12/1**).

Appointment of Vice Chair of Senate Disciplinary Committee

17.37 Approved

The appointment, with immediate effect, of Dr Linda Walsh as Vice Chair of Senate Disciplinary Committee for a period of 3 years (**Doc S17/14/1**).

Preventing and Responding to Gender Based Violence Policy and Action Plan

17.38 Received

The Preventing and Responding to Gender Based Violence Policy and Action Plan (**Doc APPC17/09/02**).

17.39 Reported

- i. The Director of Student Life informed Senate that the Policy and Action Plan outlined the University's commitment to supporting students and staff who had experienced gender based violence (GBV). The policy and action plan had been prepared by the Gender Based Violence Working Group which had worked with the University of Glasgow in developing how to approach preventing and responding to gender based violence, and research expertise within GCU had been used to inform the development of the strategy and action plan.

- ii. A number of staff had been trained as First Responders and the Students' Association were taking forward peer to peer training for students and the Lets Talk campaign had been launched. Overall the approach had been very well received by both staff and students.

17.40 Discussed In response to a question as to whom students could report issues to outwith standard office hours, Senate was advised that the security team had recently undertaken first responder training and, additionally, had demonstrated in the small number of incidents there had been on campus in the past, that they had dealt with issues in an appropriate way. Nightline was also signposted in the GBV guidance.

17.41 Approved Preventing and Responding to Gender Based Violence Policy and Action Plan.

Corporate Parenting Strategy

17.42 Received The Corporate Parenting Strategy (**Doc APPC17/08/01**).

17.43 Reported: i. By the DVC Academic that The Corporate Parenting Strategy presented the background and Corporate Parenting plan of actions, created to comply with the Children and Young People (Scotland) Act 2014. This Act named GCU, alongside all post-16 education providers, as Corporate Parents to Care-Experienced Young People (CEYP) and Care Leavers. Under this Act, the University was required to fulfil six named duties. The plan outlined the current University provision and planned actions to meet these requirements.

- ii. Not all CEYP choose to declare, however if they did, there was a range of additional support available. The University was required to declare CEYP numbers to the SFC so it was vital to develop trust to encourage students to declare and to ensure that they were able to access additional support if required.

17.44 Agreed To approve the Corporate Parenting Strategy and Action Plan.

Proposed Academic Development Framework

17.45 Received: A proposal for refreshed Academic Development Framework (**Doc APPC17/10/02**).

17.46 Reported: The Director of Academic Quality and Development advised that it was proposed to replace the current University CPD Learning and Teaching Framework with the new GCU Academic Development Framework, which would provide a transparent structure for CPD in learning and teaching to support staff throughout the academic development cycle. The Academic Development Framework encompassed a longitudinal induction pathway for those new to teaching at the University and CPD pathways for experienced teaching staff. The Framework supported staff to develop and enhance their practice in line with the University's strategic priorities for academic development and learning and teaching and it supported the implementation of the 2020 Student Experience Action Plan. The Framework had been finalised following extensive consultation and had been considered and endorsed by APPC.

17.47 Discussed: It was noted that the framework referred to Assistant Heads of Department but not all academic areas had these roles. It was clarified that it was recognised that different areas had different models and work was ongoing to ensure appropriate support was in place across the University.

17.48 Agreed To approve the Academic Development Framework.

PART C (FOR INFORMATION)

Academic Appointments

17.49 Received A paper on academic appointments made since the last meeting of Senate (**Doc S17/13/1**).

Minutes of Academic Policy and Practice Committee

17.50 Received The confirmed minute of the meeting of the Academic Policy and Practice Committee held on 10th May 2017 (**Doc APC16/49/1**).

Minutes of University Research Degrees Committee

17.51 Received The confirmed minute of the meeting of the University Research Committee held on 17th May 2017 (**Doc REC16/33/1**).

Minutes of International Committee

17.52 Received The confirmed minute of the meetings of the International Committee held on 11th May 2017 (**Doc IC17/01/1**).

Minutes of Equality and Diversity Committee

17.53 Received The confirmed minute of the meetings of the Equality and Diversity Committee held on 2nd April 2017 (**Doc ED16/1**).

Minutes of School Boards

17.54 Received The confirmed minutes from the under School Board meeting :-

School of Engineering and Built Environment
5th April 2017 (**Doc SEBEB/1/01/47**)

Senate Membership 2017/18

17.55 Received A note of Senate membership for Academic Session 2017/18 (**DocS17/12/01**).

Date of Next meeting

The next scheduled meeting of University Senate will be held on Friday 15th December 2017 at 09:30 Hrs in CEE06/07.

Chair's Closing Remarks

The Chair informed Senate that the University had recently announced the appointment of a new Chair of Court, Mr Rob Woodward, CEO of STV, who would take over from the current Chair, Mrs Hazel Brooke, at the end of her term of office in February 2018.