

UNIVERSITY SENATE

Minutes of the meeting held on 15th December 2017

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

Apologies: Dr A Grant, Prof. T Hilton, Mrs C Hulsen, Ms Joanna McGillivray, Mr A Middleton, Prof. A Morgan.

In Attendance: Prof A Britton, Chair of Senate Disciplinary Committee
Mr A Killick, Director of People
Mr S Lopez, Academic Registrar
Ms J Main, Director of Student Life
Ms K Roden, Deputy Director of Strategy and Planning
Mr R Ruthven, Director of Library Services
Prof R Whittaker, Director Academic Quality and Development

Mrs Deborah Donnet, Clerk to Senate

By Invitation Professor Ann Priest.

Observers: Mrs Hazel Brooke (Chair of Court), Mrs Julie Burns (Exec Support), Ms Fiona Campbell (People Services), Mrs Louise Clark, (Governance), Mr David Halliday (Facilities), Mr Adrian Lui (People Services), Mrs Seonag MacKinnon (Communication and Public Affairs), Ms Lizzie Reather (Strategic Projects) and Dr Susan Whittaker (Strategy and Planning).

PART A (FOR CONSIDERATION)

Minutes

17.56 Received: The unconfirmed draft minutes of the meeting of Senate held 13th October 2017 (**Doc S17/16/1**).

17.57 Resolved: That the minutes be approved as an accurate record subject to the correction of a typographical error at 17.12.

Matters Arising Briefing Note

- 17.58 Noted The Matters Arising Briefing Note (**Doc S17/17/1**).
- 17.59 Reported By the University Secretary and VP Governance that following the recent UKVI audit the University had recently been informed that the University's licence to sponsor international staff and students had been renewed. Thanks were extended to Mr Pete Yetton, Head of VISA, for leading the preparations for the audit and staff in schools and professional support departments for their contributions.

Principal & Vice Chancellor and Executive Board Report

- 17.60 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 17/22/1**).
- 17.61 Reported
- i. The SFC funding letter had been received the previous day. Despite concerns of a cut in funding, a 1% increase had been awarded (resulting in a real increase of 0.4% when inflation was taken into account). This was considered to be a successful outcome as a result of lobbying undertaken by Universities Scotland, the NUS and trade unions, and was seen to be a sign of the Scottish Government's confidence in the HE sector.
 - ii. The Principal informed Senate that there had been a very positive response to the appointment of Dr Annie Lennox OBE, Royal Academician, singer songwriter, highly-respected social activist and philanthropist, as the new Chancellor of GCU. The Principal noted that Dr Lennox's installation as Chancellor would take place early July 2018.
- 17.62 Discussed
- i. In relation to a query regarding the Aligning our Funded Student Places SFC Review, the Principal clarified that the government had been trying to move universities towards the provision of more STEM subjects which attracted higher levels of funding for teaching. In line with the direction that the University had been moving towards in recent years, the Executive Board had agreed in principle to move the University's price group equation towards the higher price group subjects. This was a complex process involving horizon scanning, assessing the university's strengths and opportunities for development, and was being undertaken as part of the Schools' Refresh. Further information would be reported back to Senate and School Boards in due course.
 - ii. The report noted that Executive Board had deferred taking a decision on the University's participation in the Teaching Excellence Framework (TEF) year three pending feedback from Universities Scotland on the responses from other HEIs. The University's expected rating in year 3 TEF was bronze. The Principal advised Senate that whilst 5 Scottish universities had participated in year 2 of TEF, it was not yet known which Scottish HEIs would participate in year 3. Although it was acknowledged that the Scottish approach to quality enhancement was considered to be superior to the metrics used by TEF, the TEF would be used in league tables and as such had to be considered. Whilst there was a strong lobby within Universities Scotland against participating in TEF, and this was supported by QAA Scotland, Senate was advised that each HEI would consider the strategic implications of participating before making a final decision. Senators reiterated their concerns about participation in TEF

and it was stressed that lobbying against participation in TEF would be led by Universities Scotland.

17.63 Agreed To note the report.

Senate Effectiveness Review Final Report

17.64 Received The Senate Effectiveness Review Final Report (**Doc S17/2/2**).

17.65 Reported By Professor Ann Priest, Lay Governor and Chair of the Senate Effectiveness Review Steering Group, that the Senate Effectiveness had Review had a very encouraging response and had provided some very useful information. Overall, results were positive, with Senate, its Standing Committee and School Boards being considered fit for purpose. The Review highlighted the need for improved communications and staff engagement with Senate as the academic centre of the University, together with better awareness amongst staff and students of policies and training for Senators and committee and School Board members.

The draft report with 22 recommendations had been considered in detail by Senate at its last meeting, where a further 3 recommendations had been proposed. The draft report and all 25 recommendations were subsequently endorsed by Court at its meeting on 23rd November 2017.

Professor Priest thanked Senate and the members of the Senate Effectiveness Review Steering Group for their contribution to the review.

17.66 Agreed The Recommendations of the Senate Effectiveness Review:-

- 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

- out with 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 (6), 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.

17.67 Noted

That Senate would be kept informed of the implementation of the review recommendations.

The Review of the Contextualised Admissions Policy

17.68	Received		The Review of the Contextualised Admissions Policy (Doc APC17/2/02).
17.69	Reported		By the VP & PVC International that in order to ensure that the University maintained its position as a front runner in widening participation in Scotland, it was necessary to review the Contextualised Admissions Policy. Changes in the sector meant that competition was increasing and it was expected that additional widening access funded places would be for MD20 students only. A number of recommendations had been prepared, including the establishment of a Contextualised Admissions Working Group, with the aim of increasing the number of students accepted through a revised Contextualised Admissions Policy to enable the University to hold its sectoral position.
17.70	Discussed	i.	Senate welcomed the proposals. It was noted that sectoral scanning was key to ensuring that the University's policy was comparable of that of other HEIs, and it was agreed that this should be made explicit in the recommendations.
		ii.	It was noted that some other HEIs contextual admissions policies operate using minimum entrance requirements. This is the minimum academic attainment level required in order to meet the academic requirements of the programme, and this could be up to two grades lower than the attainment level required for non-contextualised, competitive entry. It was proposed that the Contextualised Admissions Working Group look at the establishment of minimum entry requirements.
		iii.	It was highlighted that the risk assessment in the report executive summary sheet did not capture the need to ensure there were appropriate support mechanisms in place for students admitted through the contextualised admission. It was agreed to rectify this and to capture data for this group to monitor progression and completion rates and identify any specific support needs.
		iv.	Overall a holistic view was being taken and the next stage of work would include a refresh of the Widening Access Strategy.
17.71	Agreed		<ol style="list-style-type: none">a) To expand the current policy to include applicants who reside in MD20/40 postcodes and attend any Glasgow City Council school or any SHEP school in Scotlandb) To continue with offering at one grade below the standard offerc) To undertake conversion activity targeted at this group of offer holdersd) To set up a Contextualised Admissions Working Group in 17/18 to allow the policy to align with the new Widening Access Strategy and undertake further data analysis to inform updates to the policy for 2019 entry. This group would also undertake sectoral scanning, review recruitment and conversion of this applicant group, and model the impact of giving priority to contextually eligible applicants who meet the minimum programme entry standard. An Action Plan will be agreed by January 2018 with recommendations for 2019 entry by June 2018.e) To give priority at confirmation to contextually eligible offer holders who had not met their conditions of offer at Confirmation (August).

Ashoka U Renewal

- 17.72 Received A report detailing proposals for the Ashoka U Renewal (**Doc S17/18/1**).
- 17.73 Reported By the Director of Academic Quality and Development that was proposed to seek renewal of the Ashoka U accreditation that the University gained in 2014. It had been decided to seek renewal due to the strategic fit with the GCU's Common Good mission and the value of engaging in an elite international network of universities committed to embedding social innovation across their institutions. The renewal process was complex and lengthy and was summarised in the paper. The process will require GCU to demonstrate that it still meets the criteria for 'creating a strong campus-wide social innovation and change making ecosystem'.
- 17.74 Agreed To note and endorse the Ashoka U renewal process.

The Research Data Management Policy

- 17.75 Received The Research Data Management Policy (**Doc REC17/10/1**).
- 17.76 Reported Senate was informed by the VP and PVC Research that the Research Data Management Policy had been approved in 2014 but amendments were required to comply with external data management requirements. Elements of the proposed refreshed strategy were aspirational and implementation and forward planning would initially be taken forward by a short life working group reporting to the University Research Committee.
- 17.77 Discussed The refresh was welcomed and it was noted that it would be helpful in embedding the work relating to GDPR (General Data Protection Regulation). It was suggested that specific reference to GDPR be made in the refreshed Policy, and that the Head of Information Compliance be consulted.
- 17.78 Agreed
- a) To approve the refreshed Research Data Management Policy and the proposed planning and implementation work; and
 - b) To take on board the comments detailed at 17.77 above.

Schools' Refresh

- 17.79 Received A verbal update from the DVC (Academic) on the progress of the School's Refresh. Feedback received indicated that whilst there was no appetite for wholesale restructuring, the need for refresh, growth and development was acknowledged, with refocussing in some subject areas. A need for greater leadership and less management had been identified with staff being supported and encouraged to take on responsibilities. Overall, staff welcomed the opportunity to contribute to and influence the refresh.
- The Principal advised that this echoed the feedback she had received on departmental visits.
- 17.80 Discussed
- i. In response to a comment regarding staff uncertainty about the progress and timeline of the refresh it was agreed to provide more information on the intranet.
 - ii. Participants in the Aurora Programme had identified leadership and the

opportunity to get involved in change management as areas of interest. Additionally, improving leadership was an issue that had emerged during the professional services review, and leadership now featured as part of role profiles. A leadership event for programme leaders was scheduled for the following week and this would be taken forward for other staff in the new year.

- iii. It was reiterated that there were no plans for restructuring and that a refresh should be seen as part of business as usual. Staff participation and consultation was integral to the process and there were consultation groups in Schools with representation from each academic discipline.
- iv. With respect to a question regarding the impact of the MSS scheme on the academic portfolio, Senate was reassured as MSS was a mutual scheme it was taking place over a period of months in order to ensure there was no disruption to the delivery of programmes, and that any proposed changes to the academic portfolio would be brought to Senate following the agreed consultation process involving staff and students, programme and School Boards.

17.81 Agreed Senate noted the position.

PART B (FOR FORMAL APPROVAL)

Confirmed Awards from the Research Degrees Committee

17.82 Approved The award of the following degrees from the Higher Degrees Committee. **(Doc S17/19/1):-**

2 PhDs by previous publication

Honorary Appointments

17.83 Approved The following honorary appointments awarded by the University Executive Board:

Name	Post	Field of expertise	School
Dr Ahmed Hassan Mohammed Al Bulushi	Honorary Professor	Higher Education in Oman and the wider Gulf region	SEBE
Professor Christopher Moore	Honorary Professor	Fashion	British School of Fashion
Professor Elaine McFarland	Emeritus Professor	History	GSBS
Professor Hugh McLachlan	Emeritus Professor	Ethics and Philosophy	GSBS
Professor Duncan McTavish	Emeritus Professor	Politics	GSBS

Amendment to Honorary Degree Awards

17.84 Approved The removal of Honorary Masters from the list of Honorary Degree Awards **(Doc APPC17/21/01).**

QEAH Section 4 –Programme Approval:

4.4 Principles for the design, development and delivery of a GCU Graduate/Degree Apprenticeship (GA/DA)

17.85	Received		Proposals for an addition to the Quality Enhancement and Assurance Handbook Section 4.4 – Programme Approval detailing principles for the design, development and delivery of a GCU Graduate/Degree Apprenticeship (GC/DA) (Doc APPC17/17/01).
17.86	Reported		<p>By the Director of Academic Quality and Development that the University apprenticeship model had been developed around characteristics that were distinctive and unique to GCU. The principles outlined in the report underpin the design, development and delivery of all GCU Degree Apprenticeships (DA) (England) and Graduate Apprenticeships (GA) (Scotland). GCU Apprenticeships align with the Strategy for Learning, Student Experience Action Plan (SEAP), and GCU Strategy 2020 and reflect the GCU Values and Behaviours.</p> <p>The GCU model was based on the Skills Development Scotland Frameworks¹ and the Trailblazer Standards² (England). Together these frameworks define and bound the knowledge, skills and behaviours required to perform the specific job role.</p> <p>The Apprenticeships fulfil the expectations of employers who work in partnership with the Academic Schools. The apprenticeships will meet the requirements of the major funders; Education and Skills Funding Agency (England), Skills Development Scotland and relevant Professional, Statutory or Regulatory Bodies’ involved in specific apprenticeships.</p>
17.87	Discussed	i.	It was stressed that the model allowed for flexibility and would have scope to be applied to a wide range of professions across the university academic portfolio and not just those areas that had been involved in the development of the model.
		ii.	As the proposals would allow for the delivery of Degree Apprenticeships in England and Graduate Apprenticeships in Scotland, it was clarified that that the University would be able to work with employers with staff in both England and Scotland and this would open up opportunities for GCU London.
		iii.	Appendix 1 of the report outlined the core principles of the model. Under “Assessment” it was stated that one assessment per module should relate to the student’s place of work. It was suggested that this be amended to read “1 of the 2 assessments...should <i>normally</i> relate to the student’s place of work...” in order to allow more flexibility.
		iv.	It was also suggested that discussions be held with the Students’ Association to ensure appropriate representation of DA/GA students, and that this be captured in the documentation.
17.88	Approved		The proposals for an addition to the Quality Enhancement and Assurance Handbook Section 4.4 – Programme Approval detailing principles for the design, development and delivery of a GCU Graduate/Degree Apprenticeship (GC/DA), subject to the amendments raised at 17.85 above.

Gender Based Violence: Policy Updates

17.89 Approved Updates to the University's Complaints Handling Procedure and the Code of Student Conduct to reflect the Gender Based Violence Policy which was approved by Senate on 13th October 2017 (**Doc APPC17/18/1**).

PART C (FOR INFORMATION)

Academic Appointments

17.90 Received A paper on academic appointments made since the last meeting of Senate. (**Doc S17/20/1**)

Minutes of Academic Policy and Practice Committee

17.91 Received The confirmed minutes of the meeting of the Academic Policy and Practice Committee held on 17th August 2017 and 13th September 2017 (**Doc APPC17/04/1** and **Doc APPC17/11/1**).

Minutes of University Research Degrees Committee

17.92 Received The confirmed minute of the meeting of the University Research Committee held on 30th August 2017 (**Doc REC17/09/01**).

Minutes of International Committee

17.93 Received The confirmed minute of the meetings of the International Committee held on 21st September 2017 (**Doc IC17/1/1**).

Minutes of School Boards

17.94 Received The confirmed minutes from the under noted meetings of School Boards:-

School of Engineering and the Built Environment

31st May 2017 (**Doc EBESB16/01/47**)

School of Health and Life Sciences

7th April 2017 (**Doc HLS/SB/16/044**)

11th October 2017(**Doc HLS/SB/17/017**)

GCU London

29th March 2017 (**Doc GCUL/SB/17/3**)

12th July 2017 (**Doc GCUL/SB/17/7**)

17.95 Noted It was raised that there were no minutes from the Glasgow School for Business and Society School Board. Senate was advised that the School Board had met as scheduled.

17.96 Agreed That the Clerk to Senate ensures that School Board minutes are timeously submitted to Senate.

University Court

17.97 Received The highlights of the meetings of University Court held on 28th September 2017 and 23rd November 2017 (**Doc S17/22/1** and **Doc S17/23/1**).

Professional Recognition of Teaching and Supporting Student Learning (UKPSF, 2011) 2016-2017

17.98 Received The annual update on staff achieving professional recognition of reaching and supporting student learning (UKPSF, 2011) 2016-2017, in relation to the KPI related to professional recognition of teaching and in recognition of the commitment of staff to enhancing the quality of the student learning experience at GCU.

AOCB

17.99 Reported i Caledonian College of Engineering – Graduation
The Dean of the School of Engineering and Built Environment informed Senate that the Caledonian College of Engineering (CCE) celebrated its 23rd graduation ceremony on Tuesday, December 5th with around 830 students taking part in the ceremony at the College's Al Hail Campus in Oman.

ii Social Contract for Students
The Student President informed Senate that the Scottish Government had commissioned a review of student support. The review report “A New Social Contract for Students” was published in November 2017, and amongst other issues recommended, that all college and university students should have an income of at least £8,100 a year. It was agreed that the review be circulated to Senators for information.

iii. Correspondence relating to a PhD
In relation to emails sent to some members of University staff, the University Secretary and VP Governance reassured Senate that the University’s commitment to academic integrity and standards was of paramount importance and, in the event of any well-founded concerns, the University would always follow the robust policies and procedures in place. However, in line with University policies, including data protection obligations, there would also be a need to respect the rights of individuals to confidentiality if such a process was underway.

Date of Next meeting

The next scheduled meeting of University Senate will be held on Friday 2nd March 2018 at 09:30 Hrs in CEE06/07.

Chair’s Closing remarks

The Chair informed Senate that the Chair of Court, Mrs Hazel Brooke, would be standing down in February 2018. She thanked Mrs Brooke for her outstanding service to the University over the 9 years that she had been a lay governor and for the last 3 years as Chair of Court in particular. Senate extended its thanks and good wishes to Mrs Brooke.

The Chair thanked Senators for their contribution to the work of the University in 2017 and wished all staff well for the festive season.