# THE SENATE

University of East Anglia

Minutes of the meeting held on 2 November 2022

The Provost and Deputy Vice-Chancellor (Professor Christine Bovis-Cnossen) (Chair), the Pro-Vice-Chancellor Student Experience and Education (Professor Emma Sutton-Pavli) and the Pro-Vice-Chancellor Research and Innovation (Professor Fiona Lettice), Pro-Vice-Chancellors: Arts and Humanities (Professor Sarah Barrow) and Social Sciences (Professor Paul Dobson).  Academic representatives:  Professor Joanne Clarke, Professor Christine Cocker, Professor Kenda Crozier, Dr Mark Curtis, Dr Gareth Edwards, Professor Morag Farquhar, Professor A Ganesan, Dr Tom Haynes, Dr Stephanie Jong, Professor Nick Le Brun, Dr Oren Margolis, Dr Felix Naughton, Dr Kim Ridealgh, Dr Kate Russell, Dr Charles Seger, Professor Grant Wheeler, and Dr Leticia Yulita. The Librarian, Nicholas Lewis, Director of Student Services Dr Jon Sharp, Principal of City College Norwich Jerry White, Student members: Evie Drennan, Elise Page and Aaron Campbell

With: Ian Callaghan (Chief Resource Officer) (Secretary), Dr Andrea Blanchflower (Director of Governance and Assurance) (Minute secretary), Assistant Registrar VCO (Lisa Williams), Governance Administrator, Rebecca Phillips, Director of Academic Services, Eve Dewsnap, Director of Student Success, Becky Price, Associate PVCs ( Student Inclusion ) Professor Helena Gillespie, (Employability and Opportunity) Associate Professor Matthew Aldrich, (Learning and Teaching Enhancement) Professor Kay Yeoman, (Doctoral College) Professor Samuel Fountain. Independent member of Council, Professor Yu-Lun Lian.  And for Agenda Item (Minute 6) Head of Admissions, Alix Delany.

1.    MINUTES

      Confirmed
            the minutes of the meeting held on 7 June 2022.

2.    CONFIRMATION OF CHAIRS ACTION

      Reported
            that the Vice Chancellor, acting as Chair of Senate approved

            1)  New members of Senate: Gareth Edwards (PSY), Mark
                Curtis (MED) and Professor Kenda Crozier (HSC).

            2)  Revisions and updates to the University's Plagiarism and
                Collusion policy to include contract cheating and renamed

the Plagiarism Collusion, and Contract cheating policy – 2022/23 as recommended by LTC.

3) New members of LTC Professor Fabio Arico (Director of CHERPPS (Centre for Higher Education Research, Policy, Practice and Scholarship), Sean Green Director of Data and Digital, External representative (from CCN pending the review) - Jo Kershaw Vice Principal for Curriculum and Quality (Ed Rose Assistant Principal for HE and Adults to deputise).

4. <u>STATEMENTS BY THE VICE-CHANCELLOR</u>

The Provost as Chair welcomed
1) new student members: Evie Drennan and Elise Page
2) new external member, Jerry White, Principal of City College Norwich
3) new staff members: Professor Joanne Clarke, Professor Christine Cocker, Professor Kenda Crozier, Dr Mark Curtis, Professor Paul Dobson, Dr Gareth Edwards, Professor Morag Farquhar, Dr Thomas Haynes, Professor Nick Le Brun, Dr Kim Ridealgh, and Professor Grant Wheeler
4) new observers:
   a) from Council: Professor Lu Yun Lian, Professor Laura Camfield and Dr Usha Sundaram
   b) New Associate PVCs: Professor Sam Fountain (Doctoral College), Associate Professor Eloise Ellis (Education and Curriculum), Professor Eylem Atakav(Global) and Professor Brian Reid (Research)

5. <u>DECLARATIONS OF CONFLICTS OF INTEREST</u>

An opportunity was given for anyone present to declare an interest in an agenda item, transaction or decision where there may be a conflict between the University's best interests and their best interests. If in doubt the potential conflict must be declared anyway, and clarification sought. No declarations were made.

5. <u>PERFORMANCE IN LEAGUE TABLES</u>

Considered
a confidential presentation summarising the University's performance in recent League tables.

(Senate noted that the information presented was in the comparative format seen routinely by Council. There was discussion of the different KPIs used by the different League

table compliers and also of the changing nature of those paying attention to each League table with recent changes in their accessibility. Senate was reassured that the University's focus was on improving performance to support and for the benefit of staff and students such that league table performance was an output rather than an input measure. It was acknowledged that data was now being used in a more regulatory way by the OfS with data pertinent to Condition B3 compliance, the Teaching Excellence Framework and Access and Participation Plans all being publicly available and in a more timely manner than league table publication). (A copy is filed in the Minute Book, ref. SEN22D001)

6.  ADMISSIONS PERFORMANCE 2021 AND PLANS FOR 2022

Considered

a confidential presentation from Associate PVC (Recruitment) Associate Professor Charles Seger and the Head of Admissions, Alix Delany, summarising the University's performance. (Slides are filed in the Minute Book, ref. SEN22D002)

(Senate noted that the University had performed well during Clearing and had gained market share. The environment was one where high-tariff universities remained over-subscribed, the international market was changing, with for example UEA welcoming more new International students arriving from India and Nigeria than China in 2022, and with high employment in the UK there was generally less interest in studying UG and PGT courses.

Senate noted that the University's reliance on Clearing had adversely impacted our ability to meet Access and Participation Plan targets this year and were informed about plans being developed to reduce reliance in 2023. Senate considered progress with the Access and Participation Plan (APP) in some detail noting this is an OfS Condition of Registration (OfS Condition A). The data shows the long-term positive closing of gaps, which demonstrates we have made progress against the stretching targets we set ourselves in the APP even if this year's performance did not mee the target.

In light of the impact that Clearing in particular has had on the intake target, an "inclusive admission, recruitment and marketing strategy" was being developed. The key objectives of this will be to a) increase our market share of, and engagement with ,WP students across the whole applicant and student journey, and b) embed progress & actions towards these targets in the work of all in the ARM Division. Specifically, work will be

undertaken to look for opportunities for more polar Q1 students to progress to UEA, as opposed to less polar Q5. Acknowledging the broader context the strategy will look to add value to existing recruitment & marketing activity where there are strong feeder areas, but also those areas with high concentrations of WP students.  The University was also piloting the making of contextual admissions offers.

UEA has adopted the UUK and Guild HE 'code of practice' and also adheres to the OfS Guide to providing information to students.  Senate members were reminded that to reduce the risk to the University of providing misinformation to applicants and students it was vital that all staff involved in developing course and module information, met the deadlines for the updating processes and communicated changes to ensure accuracy in published materials).

7.    STUDENT OUTCOMES DATA

Considered
(1)    the data presented on our performance against absolute numerical thresholds and against benchmark
(2)    endorsed an action to require Schools to note their performance against all indicators and build action plans into Teaching Excellence Plans and School Employability Strategies
(3)    advise on how we might employ the data insights presented in this report alongside other data sources regarding internal performance to identify areas of future risk of compliance against B3 Student Outcomes.

(A copy is filed in the Minute Book, ref. SEN22D003)

(Senate noted the large volume of data now available via the OfS Student Outcomes dashboard and welcomed the analysis presented, noting that LTC had yet to examine it in detail. The University's performance was good with benchmarks being met in in all but one case.  Senate agreed that using the School Teaching Excellence plans and Employability plans were the appropriate mechanism for engaging with the data at School level, using it as an indicator of risk, and with LTC undertaking the detailed monitoring).

**RESOLVED**

*8.    NATIONAL STUDENT SURVEY 2022

Reported
(1)    that the monitoring of the University's performance on the NSS had been undertaken by

    (2)    SEC considering non-academic experience elements relating to sense of belonging and student voice

    (3)    LTC considering learning and teaching focused themes – Teaching, Learning Opportunities, Assessment and Feedback, Academic Support, Organisation and Management, Learning Resources and Learning Community

    (4)    that UEA had responded to a recent Office for Students consultation on changes to the NSS from 2023 and awaited the outcomes of this consultation

Considered

    (1)    that UEA's NSS results in 2022 show a decline in meeting student expectation both when measured by absolute scores and benchmarked against the sector and comparator institutions. As UEA's aspiration was to be comfortably outperforming the sector across all questions, the 2022 results were disappointing.

    (2)    the observations and recommendations from these Committees who have considered a full briefing note on the NSS 2022 results and a summary of the action planning process and actions to be taken to address areas of good practice and for improvement.

    (3)    that Senate can be assured that robust mechanisms are in place to take, and monitor the impact of, action to improve the student experience.

(A copy is filed in the Minute Book, ref. SEN22D004)

(Senate noted the series of conversations the PVC (Student Education and Experience) had undertaken with each Head of School and the action plans arising from them.  Some best practice had been identified, some work tracking assessment marking times was to be re-introduced, work on improving timetabling was on-going and more work around listening and responding to the student voice was seen as critical. Schools were recommended to use the Student Pulse to measure the impact of changes they were introducing.

Senate were informed about the new NSS questions that were to be used in 2023 following an OfS consultation exercise).

RESOLVED

    (1)    to note (1) and (2) above

    (2)    to accept the assurances from LTC and SEC that robust mechanisms are in place to take, and monitor the impact of, action to improve the student experience.

9.    <u>TEACHING EXCELLENCE FRAMEWORK</u>

Considered

a report from Associate PVC Student Inclusion, Professor Helena Gillespie on the newly published guidance for participation in the 2022 Teaching Excellence Framework and highlighting:.

(1) that the TEF data dashboard showed that on an institutional level, we are largely in line with expected performance indicated by the OfS benchmarking (section 6)
(2) the revised timetable of planned UEA and OfS activity (section 10)
(3) the summary of the key points of the submission regulatory advice published on 7th October (section 12)

(A copy is filed in the Minute Book, ref. SEN22D005)

(Senate noted the submission deadline of 24th January 2023 and that the outcome was to be presented as three measures.  The Learning and Teaching Committee were overseeing the preparation of the University's submission and would seek input from Faculty Executives. The SU would be making their own submission.

Senate noted that following submission a conversation would be required about how best to use the annual publication of TEF data to improve educational outcomes).

10.    <u>ANNUAL REPORT ON QUALITY AND STANDARDS</u>

Considered
(1)    the report to LTC concerning the continuous improvement of the student academic experience and outcomes in 2021/22, including evidence from our internal quality assurance processes.
(2)    the points raised at LTC and the agreed actions
(3)    the recommendation from LTC that Council be provided with assurance that our quality assurance processes are sound and support the continuous improvement of the student academic experience.

(A copy is filed in the Minute Book, ref. SEC22D006)

(Senate noted that the paper summarised the work of LTC in undertaking due diligence around the quality and standards of degrees.  The processes were set out in the report and Senate was assured that the mechanisms were working in respect of

protecting the quality and standards of UEA degrees.  However, it was noted that the pressures of the last few years had meant that some interventions identified during monitoring processes to improve delivery had not been necessarily made in a timely manner.

Senate were updated on developments made since the last LTC meeting where this report had been considered including a strengthening of the governance role played by the Faculty LTQCs.   Senate was reminded that the University had chosen not to have a separate quality assurance infrastructure but instead sought assurance from School Teaching Committees and FLTQCs that the annual reviewing, enhancing and updating processes were working well, were delivered on time and that decisions were being made in light of School TEPs, feedback from external examiners and where relevant PSRBs, and with student input.

Senate reflected on other items on this agenda and the volume of data available now via the OfS B3 dashboard, APP and TEF and expressed concern at the regulatory burden on the University and the workload placed on staff to demonstrate compliance.

Senate confirmed that it did have confidence in the processes set out in the paper to protect the quality and standard of degrees at UEA and in partner institutions and asked that the paper be updated for Council to better reflect the discussion at LTC and Senate).

**RESOLVED**

11.  UNIVERSITY ANNUAL RESEARCH INTEGRITY REPORT 2021/2022

Considered
(1)  the Annual Report summarising activities undertaken to support and strengthen understanding and application of research integrity issues in the period 1st August 2021 to 31st July 2022, which was ratified by the University Research Ethics Committee on 5th October 2022 and reviewed and approved by the University Research Executive on 11th October 2022 ahead of their meeting on 15th December 2022.

(2)  providing assurances to Council on the activities undertaken to support and strengthen understanding and application of research integrity issues across the

University; that the processes in place for dealing with allegations of misconduct in research are transparent, robust and fair and are appropriate for the University's needs; and that the single allegation of research misconduct within the University means that it is not possible to identify any trends and further analysis is not warranted.

(A copy is filed in the Minute Book, ref. SEN22D007)

(Senate welcomed the report and acknowledged the helpfulness of the periodic Research and Innovation Updates.  A new Research Culture Working Group has been established and would be holding a launch event in January.  The core strands of work were to include research integrity and ethics; open research; equality, diversity and inclusion; open access; and fair assessment and evaluation. Work on research integrity was well informed by the University's membership of UKRIO, UKRN and the Eastern ARC.

Some updated guidance "Research involving social media and secondary data" was to be referred to LTC for scrutiny in relation to its impact on teaching.)

**RESOLVED**


12.    STUDENT DRUG AND ALCOHOL POLICY

Considered

a recommendation from the Student Experience Committee to approve a Student Drug and Alcohol policy. (A copy is filed in the Minute Book, ref. SEN22D008).

(Senate noted that the proposed policy applied to students and had been the subject of rigorous debate at the student Experience Committee. A revision to para 3.4 was sought to clarify that both the University and the SU were holders of separate alcohol licenses.   It was suggested that the accompanying guidance included detail about students who were also apprentices and the relationship with their employer.  Senate was reassured that the policy had been discussed with representatives of the local Police constabulary with whom there was an on-going close working relationship.)

RESOLVED

to approve the policy with changes to para 3.4.

13.   DOMESTIC ABUSE POLICY

Considered

a recommendation from the Student Experience Committee to approve a Domestic Abuse policy. (A copy is filed in the Minute Book, ref. SEN22D009).

(Senate noted that this policy had been considered by the EDI Committee as well as Student Experience Committee as it applied to both staff and students.  During discussion two areas of wording were questioned: around supporting U18s and U16s and the relationship with safeguarding, and the sentence construction in para 1.3.  The processes being developed to implement the policy were to take a trauma informed and victim centric approach and this was welcomed by Senate.)

Resolved

to approve the policy subject to editorial changes in the two areas of wording highlighted above.

14.   UNIVERSITY GOVERNANCE CHANGES 2022/23

Reported

changes in governance approved by Council

(1)   that the Research Ethics Committee now reports to Senate rather than Council
(2)   that Council have approved a number of changes to the Ordinances, including two new additions to Ordinance 3,
a) one relating to academic regulatory requirements and
b) one formalising Council observers at Senate.

Considered

(1)   the timeline for the Review of Senate effectiveness and whether an extra-ordinary meeting of Senate is required in March/April
(2)   the membership of the Review group.

(A copy is filed in the Minute Book, ref. SEN22D010)

(Senate members were content with the plan for the review.)

Resolved

to hold an extra-ordinary meeting of Senate in March/April 2023.

15.    <u>SENATE AGENDA PLANNING</u>

Reported

on the plans for assuring the University in relation to meeting OfS Conditions of Registration

Considered

1)    the draft agenda plan for 2022/23
2)    whether, in light of the OfS requirements, Senate members would like any additional reports presented.

(A copy is filed in the Minute Book, ref. SEN22D011)

Resolved

the draft agenda plan for 2022/23 with suggested additional agenda items

- on scholarship,
- on meeting OfSted expectations in relation to apprenticeships, and
- how Senate's oversight of EDI is exercised.

16.    <u>UPDATE ON STRATEGIC PROJECTS</u>

Considered

a verbal report from the Provost, Professor Christine Bovis-Cnossen on the Strategic Review Programme, Digital Transformation and campus development projects

(Senate noted that planning permission, with conditions, had been given for Building 3 and so work could commence on the extension and refurbishment of this building.  The ten projects in the Strategic Review programme were progressing with curriculum review and research reputation being the most advanced. Frequent "all staff" messages were being sent out to keep everyone updated).

17.    <u>OPEN ACCESS POLICY</u>

Considered

a recommendation from the University Research Ethics Committee and the Research Executive to endorse an updated University Open Access Policy following a scheduled review. (A copy is filed in the Minute Book, ref. SEN22D012**)**

**RESOLVED**

18.   RESEARCH DATA MANAGEMENT POLICY AND GUIDANCE

Considered
>a recommendation from the University Research Ethics Committee and the Research Executive to endorse an updated University Open Access Policy following a scheduled review. (A copy is filed in the Minute Book, ref. SEN22D013**)**

**RESOLVED**

19.   GUIDELINES ON GOOD PRACTICE IN RESEARCH

Considered
>a recommendation from the University Research Ethics Committee and the Research Executive to endorse updated guidelines to be effective immediately. (A copy is filed in the Minute Book, ref. SEN22D014**)**

**RESOLVED**

20.   GOVERNANCE CHANGES – SEC & LTC

Reported
>(1)   that some new governance arrangements were piloted in 2021/22, detailed in SEN20D046, and in particular
>
>>a)   Student Experience Committee became a sub-committee of Senate
>>b)   the Inclusive Education Committee was disbanded and its work on matters related to inclusive education and UEA's Access and Participation Plan (APP) be formally embedded in the Learning and Teaching Committee, Student Experience Committee, Admissions Recruitment and Marketing (ARM) Executive and the Employability Executive;
>>c)   the Technology Enhanced Learning Committee was disbanded;
>>d)   new terms of reference and membership of the Learning and Teaching Committee and the Student Experience Committee were approved;
>
>(2)   that both LTC and SEC undertook self-assessments during 2021/22

Received
>the self-assessment report outlining that:
>>a)   no aspect of the Committee's work is overlooked,
>>b)   due attention is given to the student experience of all student groups UG, PGT and PGR
>>c)   compliance with our OfS Conditions of Registration

Considered

> continuing with the pilot in 2022/23 noting that consideration
> could be given to their governance as part of the Review of
> Senate effectiveness taking place in 2022/23. (A copy is filed in
> the Minute Book, ref. SEN22D015)

**RESOLVED**

21. <u>REVIEW OF COUNCIL EFFECTIVENESS</u>

Reported

> that a Review of Council Effectiveness was undertaken in the
> Spring of 2022.  A copy of the report can be found on the
> [External Review of Council Effectiveness – Halpin](#) webpage.

22. <u>CHANGES TO THE ORDINANCES</u>

Reported

> that Council have approved a number of changes to the
> Ordinances, including two new additions to Ordinance 3, which
> includes Senate's terms of reference, one relating to academic
> regulatory requirements and one formalising Council observers
> at Senate. These are detailed in document SEN22D010.

23. <u>ANNUAL REPORT FROM SENATE TO COUNCIL</u>

Received

> the 2021/22 annual report from Senate to Council which went to
> the Council meeting on 10th October 2022 (COU22D010). (A
> copy is filed in the Minute Book, ref. SEN22D016)

24. <u>LEARNING AND TEACHING COMMITTEE</u>

Received

> a round up report from the Learning and Teaching Committee
> from its meeting in May and June 2022 detailing decisions taken
> under the authority delegated to the Committee. (A copy is filed
> in the Minute Book, ref. SEN22D017)

25.   STUDENT EXPERIENCE COMMITTEE

Received
    a report from the meeting on 28th September 2022 detailing decisions made under delegated authority. (A copy is filed in the Minute Book, ref. SEN22D018)

26.   THE SENATE 2022/23

Received
    (1)  the Senate – Membership.
    (2)  the Senate – Standing Orders (this is an extract from the Ordinances)

    (A copy is filed in the Minute Book, ref. SEN22D019)

27.   RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

Received
    statements of the University's policies on reserved areas of business and confidentiality. (A copy is filed in the Minute Book, ref. SEN22D020)

28.   DATE OF NEXT MEETING

Reported
    that the next meeting of the Senate was scheduled for Wednesday 22 February 2023.