

SENATE

Minutes of the meeting held at 14.00 on 15 NOVEMBER 2017, at the Main Hall, International Politics Building.

Present: Prof Elizabeth Treasure, Vice-Chancellor (Chair); Dr Rhodri Llwyd Morgan, Pro Vice-Chancellor (Welsh Language and Culture, and External Engagement); Prof Judy Broady-Preston, Director of IPD; Prof Mike Gooding, Director of IBERS; Prof Neil Glasser, Director of IGHPP; Prof Qiang Shen, Director of IMPaCS; Prof Tim Woods, Director of IAH; Dr Elin Royles, Chair of the Aberystwyth University Branch of the CCC; Prof Reyer Zwiggelaar, Head of the Graduate School; Dr Gordon Allison; Prof Richard Beardsworth; Prof Paul Brewer; Dr Hazel Davey; Dr Gwion Evans; Dr Christopher Finlayson; Mr Nigel Hardy; Dr David Ceri Jones; Dr Louise Marshall; Prof Robert Meyrick; Prof Maria Plotnikova; Dr Rachel Rahman; Mr Tim Davies; Ms Emma Beenham, AberSU Academic Affairs Officer; Mr Bruce Wight, AberSU Union Development Officer; and Mr Gwion Llwyd Williams, UMCA President.

In attendance: Mrs Lucy Hodson, Director of Planning; Mrs Jean Jones, Head of the Vice-Chancellor's Office; Mr Geraint Pugh, University Secretary; and Ms Emma Williams, Director of the Academic Quality and Records Office (AQRO).

Apologies for absence had been received from Dr Guy Baron; Prof Jo Crotty, Director of IBL; Ms Rebecca Davies, Pro Vice-Chancellor (Chief Operating Officer); Prof John Grattan, Pro Vice-Chancellor (Student Experience and International); Ms Louise Jagger; Dr Ola Olusanya; Prof Chris Thomas, Pro Vice-Chancellor (Research); Prof Malcolm Thomas; and Mrs Anne Uruska.

21. CONFLICTS OF INTEREST

No conflicts of interest were declared in relation to the business to be transacted during the meeting.

22. MINUTES OF THE PREVIOUS MEETING

RECEIVED

Minutes of the meeting held on 20 September 2017 (SEN1718-026).

RESOLVED

That the minutes be confirmed as a correct record, subject to minute 6.3 being revised to read: "It was confirmed that the Department of Mathematics was content with the proposed new Ordinary Degree as a qualification" (**ACTION:** University Secretary).

23. MATTERS ARISING FROM THE MINUTES

RECEIVED

A log setting out the progress made in taking forward decisions and actions agreed at the most recent Senate meeting, and outstanding actions from previous meetings (SEN1718-027).

NOTED

The update provided in the decisions log.

24. CORRESPONDENCE

The University Secretary had not received any correspondence which had not otherwise been drawn to the attention of members.

25. VICE-CHANCELLOR'S REPORT

RECEIVED

Report by the Vice-Chancellor (SEN1718-028).

NOTED

1. The report provided updates on recent developments, including: strategy development, the Sustainability Implementation Plan (SIP), the Llanbadarn Campus, bequests, medical student training, and Aberystwyth University Mauritius (AUM).
2. On 10 November 2017, the Finance and Strategy Committee had considered the financing of the project to refurbish Pantycelyn and had agreed a recommendation to Council which would enable the project to proceed to reopen the hall by September 2019.
3. The University was currently reviewing the operation of AUM and intended to make an announcement in relation to the branch campus soon.
4. The University was looking to support medical student training within the local area as part of the development of a rural track training pathway. While Aberystwyth University (AU) would not be delivering any academic provision, those choosing to undertake their medical training locally could be provided with access to student support services and the University's facilities.

26. STRATEGIC PLAN 2018–23

RECEIVED

Report by the Head of the Vice-Chancellor's Office, incorporating the latest iteration of the draft Strategic Plan (SEN1718-029).

NOTED

1. The emerging 2018–23 Strategic had been discussed at Senate's away day on 20 September 2017, and subsequently at Council's away day the following month. Further iterations of the Plan had since been produced in light of feedback received as part of a series of consultation events with staff.
2. Arrangements were being made in collaboration with the Aberystwyth University Student's Union (AberSU) Development Officer to consult with the student body on the emerging Strategic Plan. The Vice-Chancellor would also attend a meeting of Aberystwyth Town Council on 13 November 2017 to seek their views on the section relating to 'Community Engagement'.
3. The Director of Planning was now working on suitable Key Performance Indicators (KPIs) to monitor the University's progress against the new Strategic Plan once approved by Council.

27. STUDENT SUCCESS PLAN

RECEIVED

Report by the Senior Projects Officer (SEN1718-030).

NOTED

1. The report set out the progress made by the Student Success Plan (SSP) working parties during the 2016–17 academic year. The report had been considered by the Academic Board at its meeting on 25 October 2017, where it had been agreed that several SSP's strands would now be wound up.
2. The Pro Vice-Chancellor (Student Experience and International) had since met with the leaders of the strands which were continuing into the current academic year, and a revised SSP for 2017–18 would be presented to the next meeting of the Academic Board.

28. ANNUAL QUALITY ASSURANCE STATEMENT

RECEIVED

Report by Assistant Registrar Kim Braddick (SEN1718-031).

NOTED

1. The new Quality Assurance Framework for Wales places greater emphasis on the role of governing bodies for providing assurances about quality and standards matters. Governing bodies are required to agree and submit their first Annual Quality Assurance Statement to HEFCW during December 2017.
2. The format of the report had been agreed by Senate and Council during the March / April 2017 cycle of meetings, and had been designed to provide Council with the appropriate evidence to confirm to HEFCW that it is satisfied that the University has and continues to meet its obligations in respect of series of statements in relation to quality assurance.
3. AQRO were complimented on the quality of the comprehensive report. Some elements would be further revised following a meeting of the Quality Assurance Committee the following day. Senate members were also encouraged to submit any feedback on the report to the Assistant Registrar before the report is circulated to Council for consideration at its meeting on 27 November 2017.

RESOLVED

4. To recommend that Council approves the proposed Annual Quality Assurance Statement, subject to any further revisions proposed by the Quality Assurance Committee (**ACTION:** University Secretary).

29. TEACHING EXCELLENCE FRAMEWORK

RECEIVED

Report by the Pro Vice-Chancellor (Student Experience and International) (SEN1718-032).

NOTED

1. The report included a first draft of the University's proposed text for its submission to the Teaching Excellence Framework (TEF) – the deadline to submit applications to HEFCE being 18 January 2018.
2. Senate members had received a version of the proposed submission which they could edit, and members were encouraged to submit their feedback to the Senior Projects Officer by 22 November 2017. A revised submission document would then be

produced in the recommended format, and presented to the University Executive for final review during December 2017.

30. QUALITY CODE CONSULTATION

RECEIVED

Report by the Director of Academic Quality and Records (SEN1718-033).

NOTED

1. On 11 October 2017, the UK Standing Committee for Quality Assessment had launched a UK-wide consultation on a new approach to the UK Quality Code. The proposed revised Quality Code would set out four 'top level' expectations (two on standards and two on quality) – the former supported by four 'core practices', the latter by eight. A copy of the consultation document had been made available on SharePoint (SEN1718-046).
2. Members remarked that the proposed revised Quality Code no longer included elements relating to employability and student voice as 'core practices'. The University's response to the consultation would include references to the on-going importance of these elements.
3. Prior to drafting the University's response to the consultation, the Director of Academic Quality and Records would be meeting with counterparts from other institutions on 30 November 2017 to further discuss the proposed revised Quality Code. Senate members were therefore invited to send their feedback on the proposed changes to the Academic Board Secretary by 30 November 2017.

31. DIRECTOR OF PLANNING'S REPORT

RECEIVED

Report by the Director of Planning (SEN1718-034).

NOTED

The report provided updates on recent developments, including: September 2017 enrolment; preparations for the National Student Survey 2018; the University's submission to the Teaching Excellence Framework; the WG's decision to retain full-time Home / EU undergraduate fees at £9k; and the University's application for a Fee and Access Plan 2019–20.

32. WORKLOAD ALLOCATION AND MANAGEMENT MODEL

RECEIVED

Report by the Director of Planning (SEN1718-035).

NOTED

1. The Workload Allocation and Management Model (WAMM) was being used to varying degrees across the University. Although an essential part of the University's performance management framework – the Effective Contribution Scheme (ECS) – the WAMM was not yet used to its full capacity to manage workload and there remain issues to be resolved, including an over-mechanistic approach to research time.
2. An earlier iteration of the report had been considered by the University Executive, and several recommendations had been made to improve the effectiveness of the WAMM

and encourage increased engagement with the process. These recommendations were discussed by Senate members.

3. A meeting of the WAMM Implementation Group would be held before Christmas to further discuss the University Executive's recommendations.

RESOLVED

4. That the importance of engaging with the WAMM, and doing so at the appropriate point in the academic year, be raised during the Heads of Departments meeting on 20 November 2017 (**ACTION:** Vice-Chancellor).

33. POSTGRADUATES EMPLOYMENT CHARTER

RECEIVED

Report by the Pro Vice-Chancellor (Research); and the Head of the Graduate School (SEN1718-036).

NOTED

1. The Postgraduate Employment Charter had originally been developed during 2014–15, in cooperation with the Students' Union and in the context of NUS and UCU campaigns to develop good practice guidelines for the employment of postgraduates by universities. However, this Charter had not been brought forward for formal approval.
2. A revised iteration had now been produced which focused on postgraduate research students who teach rather than the more general employment of postgraduates in other academic and non-academic roles.
3. The revised Charter had been considered by the Academic Board on 25 October 2017 where members had noted that the Charter did not guarantee opportunities for teaching. It had been agreed that the document should be reviewed to make this more explicit, as there had been some recent instances of postgraduate students questioning why no teaching had been allocated to them. The iteration of the Charter circulated to Senate member had not yet been revised in light of the Academic Board's feedback.

RESOLVED

4. To approve the revised Postgraduate Employment Charter, subject to the addition of an explicit statement that the document would not guarantee teaching opportunities (**ACTION:** Pro Vice-Chancellor (Research); and Head of the Graduate School).

34. HONORARY AWARDS

RECEIVED

Report by the University Secretary (SEN1718-037).

NOTED

1. On 10 November 2017, the Committee on Honorary Awards met to consider nominations for Honorary Awards of AU. 43 nominations had been submitted by staff, students, AU Honorary Fellows, and others, for Honorary Fellowships or Degrees of AU. One nomination originally considered on 18 October 2016 had also been re-presented for further consideration.
2. The report outlined the Committee's recommendations for the conferral of Honorary Awards.

RESOLVED

3. To recommend that Council approves the proposed nominations for Honorary Awards of AU (**ACTION:** University Secretary):

35. RULES AND REGULATIONS

RECEIVED

Report from the Academic Board.

NOTED

1. At its meeting on 25 October 2017, the Academic Board had considered two proposals to revise rules and regulations, and resolved to make recommendations to the Senate:
2. Integrated Masters
 1. Students on Integrated Master's schemes were currently required to achieve an overall average of 60 per cent in the second year in order to progress to the third year. This requirement had been introduced for those students who had completed their second year in 2016–17. Under previous arrangements, an overall average of 55 per cent had been required in the second year to progress to the third year.
 2. The current requirement had been reviewed by IMPaCS and it had been concluded that the University was out of step with its main competitors. Following discussion of the analysis and recommendations submitted by IMPaCS, the Academic Board had agreed to recommend to Senate that a 55 per cent progression requirement should be reinstated.

RESOLVED

3. That the progression rule at the end of the second year of Integrated Master's schemes revert to 55 per cent with immediate effect, and those students who had been required to transfer onto Bachelor's schemes at the end of 2016–17 to have their original Integrated Master's qualification aim reinstated (**ACTION:** Director of Academic Quality and Records).
3. PhD by Published Works
 1. The current regulations stipulated that departments should establish a panel to determine whether there is a *prima facie* case for examination before work could be submitted to examiners. All candidates were consequently required to apply to be admitted to the degree, which also entailed checking their credibility as a candidate.
 2. In order to streamline the process, it had been proposed that these two steps be conflated, so that the admissions decision would confirm that the body of work was suitable for consideration.
 3. Further amendments had also been proposed to the Academic Board to avoid duplicating material which was contained in the regulations on the Submission and Examination of Research Degree Theses.

RESOLVED

4. That the proposed revisions to the Regulations for the Award of the Degree of PhD (by Published Works) be approved with immediate effect (**ACTION:** Director of Academic Quality and Records).

36. ACADEMIC COMMITTEES' KEY DELIVERABLES

RECEIVED

Report from the Academic Board (SEN1718-039).

NOTED

1. At its meeting on 25 October 2017, the Academic Board had considered an outline of its priorities for assurance and enhancement work during 2017–18, to ensure that Enhancement Plan and Student Success Plan objectives are being met.
2. Each academic sub-committee had reviewed its own Key Deliverables during the October 2017 round of meetings. These were also set out in the report.

RESOLVED

3. To approve the proposed Key Deliverables for the Academic Committees (**ACTION:** Academic Board Secretary).

37. ACADEMIC BOARD'S SCHEDULE OF BUSINESS

RECEIVED

Report from the Academic Board (SEN1718-040).

NOTED

1. On 20 September 2017, Senate had approved the Academic Board's Schedule of Business for 2017–18. However, at that time there was uncertainty whether the annual report on Peer Observation would be received in May.
2. The Centre for the Development of Staff and Academic Practice (CDSAP) had since proposed that this report should now be received annually at the September meeting of the Board, following detailed consideration of Institute reports by the Peer Observation Group.

RESOLVED

3. To approve an amendment to the Academic Board's Schedule of Business to enable the annual report on the Peer Observation of Teaching to be considered annually at the September meeting of the Board (**ACTION:** Academic Board Secretary).

38. REPORT FROM THE COLEG CYMRAEG CENEDLAETHOL

RECEIVED

Report by the Chair of the AU Branch of the CCC (SEN1718-041)

NOTED

1. The report updated members on developments at the AU Branch of the CCC since the last meeting.
2. It was clarified that the Branch had fed into the consultation on the proposed restructuring of the Department of Film, Television and Theatre Studies in the same

way as other parties, and had not been specifically consulted on the proposals as suggested in the English translation of the report.

39. REPORT ON UNACCEPTABLE ACADEMIC PRACTICE INVESTIGATIONS

RECEIVED

Report by the Academic Quality and Records Office (SEN1718-042).

NOTED

The report provided an overview on cases relating to Unacceptable Academic Practice which were investigated during the 2016–17 academic year. The report had been considered by the Academic Board at its meeting on 25 October 2017.

40. SUMMARY CORPORATE RISK REGISTER

RECEIVED

Report by the Director of Planning (SEN1718-043).

NOTED

The report provided a summary of the significant risks from the Corporate Risk Register.

41. RESEARCH GRANTS

RECEIVED

Report by the University Secretary (SEN1718-044).

NOTED

A number of research grants had been awarded to members of staff at AU since the last meeting of Senate.

42. REPORTS FROM COMMITTEES

RECEIVED

A composite report covering the following reports (SEN1718-045):

1. Academic Board (25 October 2017);
2. Council (04 October 2017);
3. Welsh Language Strategy Committee (07 June 2017); and
4. University Research Ethics Committee (14 and 26 July 2017)

NOTED

5. The reports received from the committees.

43. ANY OTHER BUSINESS

1. Chancellor and Chair of Council

NOTED

1. Sir Emyr Jones Parry would stand down as Chancellor and Chair of Council at the end of his term on 31 December 2017.

RESOLVED

2. That a letter be sent on behalf of Senate to thank Sir Emyr for his contribution to the University over the past 10 years (**ACTION:** Vice-Chancellor).