

SENATE

Minutes of the meeting held at 14.00 on 20 JUNE 2018, at Main Hall, International Politics.

Present: Prof Elizabeth Treasure, Vice-Chancellor (Chair); Ms Rebecca Davies, Pro Vice-Chancellor (Chief Operating Officer); Prof John Grattan, Pro Vice-Chancellor (Student Experience and International); 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 Qiang Shen, Director of IMPaCS; Prof Tim Woods, Director of IAH; Dr Hywel Griffiths, Deputy Chair of the Aberystwyth University Branch of the CCC; Prof Reyer Zwiggelaar, Head of the Graduate School; Dr Gordon Allison; Dr Guy Baron; Prof Richard Beardsworth; Prof Paul Brewer; Dr Hazel Davey; Dr Gwion Evans; Dr Chris Finlayson; Mr Nigel Hardy; Dr David Ceri Jones; Dr Louise Marshall; Dr Ola Olusanya; Dr Maria Plotnikova; Dr Rachel Rahman; Prof Malcolm Thomas; Mrs Anne Uruska; Mr Tim Davies (until minute 72); Ms Louise Jagger; Mr Bruce Wight, AberSU Union Development Officer; and Mr Gwion Llwyd Williams, UMCA President.

In attendance: Mr Geraint Pugh, University Secretary; and Miss Anna Jones UMCA President-elect.

Apologies for absence had been received from Prof Neil Glasser, Director of IGHPP; Mrs Lucy Hodson, Director of Planning; Dr Anwen Jones; Mrs Jean Jones, Head of the Vice-Chancellor's Office; Professor Robert Meyrick; Professor Chris Thomas, Pro Vice-Chancellor (Research) and Ms Emma Williams, Director of the Academic Quality and Records Office (AQRO).

63. MATTERS TO BE RAISED BY THE CHAIR

1. Welcome

Anna Jones, UMCA President-elect, was attending the meeting as part of her induction. She would due to commence in post on 01 July 2018.

2. Condolences

Sympathies were expressed following the deaths of:

1. Prof Harold Carter, former Head of the Department of Geography;
2. Geraint John, former member of staff of the Department of Music;
3. Emrys Wynn Jones, former Registrar and Secretary of the University;
4. Lisa Siân Jones, a student in the department of History and Welsh History;
5. Non Lavaró, Business Development Manager for the Institute of Business and Law; and
6. Professor Lyndon Rogers, former professor in the Department of Biochemistry and later in the Institute of Biological Sciences.

3. Congratulations

Members congratulated Prof Ken Booth of the Department of International Politics on being recognised by the British International Studies Association with a Distinguished Contribution Prize at the Association's recent annual conference.

64. CONFLICTS OF INTEREST

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

65. MINUTES OF THE PREVIOUS MEETINGS

RECEIVED

Minutes of the meetings held on 07 March 2018 and 18 April 2018 (SEN1718-071).

RESOLVED

That the minutes be confirmed as a correct record.

66. 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 (SEN1718-072).

NOTED

The update provided in the decisions log.

67. CORRESPONDENCE

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

68. VICE-CHANCELLOR'S REPORT

RECEIVED

Report by the Vice-Chancellor (SEN1718-073).

NOTED

1. The report consisted of three key parts: a highlight report; a detailed report on student recruitment and enrolment, and important external factors; and a summary of recent communications activities.
2. The Committee of Council charged with considering the final University restructure proposal had met the previous week. The Vice-Chancellor summarised the main changes in the final proposal in response to the consultation responses received. Those whose posts were at risk had since been formally informed of the Committee's determination, with the process to appoint to new posts already underway.
3. A shortlist of candidates for appointment as Independent Members to Council had been interviewed by the Nominations Committee on 24 May 2018. On the recommendation of the Committee, Council had appointed three new Independent Members whose terms on the governing body would commence on 01 August 2018. The details of the new members would be circulated to Senate members for information (**ACTION:** University Secretary).

69. STRATEGIC PLAN 2018–23 KEY PERFORMANCE INDICATORS

RECEIVED

Report by the Director of Planning; and the Head of Strategic Development (SEN1718-074).

NOTED

1. On 23 March 2018, Council had agreed 12 high-level Key Performance Indicators (KPIs) – 10 of which related to non-financial activities. Targets for these 10 non-financial KPIs had now been developed. These were outlined in the report.
2. A further suite of more detailed KPIs would be monitored by the University Executive in relation to the Strategic Plan and forthcoming sub-strategies, as well as more operational aspects of the University. These would be shared as part of the schedule of thematic 'deep dives' being developed for the governing body.
3. The proposed values had been considered by the Finance and Strategy Committee (FSC) on 15 June 2018 where members had recommended that they be approved by Council, subject to a minor amendment.

RESOLVED

4. To endorse the proposed target values for approval by Council (**ACTION:** University Secretary).

70. RECOMMENDATIONS FROM THE ACADEMIC BOARD

1. Taught Postgraduate Regulations

RECEIVED

Report by the Academic Board Secretary (SEN1718-075).

NOTED

1. On 23 May 2018, the Academic Board had further considered the proposed revisions to the Taught Postgraduate Regulations. This followed the steer provided by Senate when it had considered the first iteration of the proposed revisions during the March 2018 meeting.
2. The Academic Board had agreed to recommend to Senate that full-time Master's students on a two-year scheme should have a maximum of four years to complete their degree; and that Distance Learning candidates should have no more than seven years for completion of an award.
3. As with other students, extensions to these time limits could be granted by the Pro Vice-Chancellor with institutional responsibility for learning and teaching, based on exceptional personal circumstances.

RESOLVED

4. To approve the proposed time limits for two-year Master's schemes, and distance learning awards, for students starting in September 2018 (**ACTION:** Director of AQRO).
2. Learning and Teaching Strategy

RECEIVED

Report by the Academic Board Secretary, including a draft Learning and Teaching Strategy (SEN1718-076).

NOTED

1. On 23 May 2018, the Academic Board had considered the draft Learning and Teaching Strategy, and had recommended that a copy be presented to the Senate for comment. The draft had been developed in consultation with academic staff, and the Student's Union's former Academic Affairs Officer.
2. Members discussed the draft Strategy, and queried whether the section on opportunities to study abroad should be revised to better manage expectations as to the number of placements which the University had the ability to offer.
3. A revised iteration of the Learning and Teaching Strategy would be presented to the Academic Board during the autumn 2018 cycle of meetings, and subsequently brought forward for approval by Senate (**ACTION:** Pro Vice-Chancellor (Student Experience and International)).

3. Unacceptable Academic Practice

RECEIVED

Report by the Academic Board Secretary (SEN1718-077).

NOTED

On 23 May 2018, the Academic Board had considered proposed revisions to the Regulation on Unacceptable Academic Practice in relation to electronic devices. Academic Board members had recommended that the proposed revisions be approved by Senate.

RESOLVED

To approve the proposed revisions to the Regulations on Unacceptable Academic Practice with immediate effect (**ACTION:** Director of AQRO).

4. PhD Regulations

RECEIVED

Report by Academic Board Secretary (SEN1718-078).

NOTED

1. On 23 May 2018, the Academic Board had considered a proposal from the Research Degrees Committee to revise the Postgraduate Research Regulations to facilitate studying for a PhD while pursuing full-time research in an external place of employment. Academic Board members had recommended that the proposed revisions be approved by Senate.
2. The proposed revisions would ensure that suitable support would be provided to a candidate by the University and the employer, including the provision to develop the requisite research skills without attending research training sessions at the University.

RESOLVED

3. To approve the proposed revisions to the Regulations for the Degree of PhD with immediate effect (**ACTION:** Director of AQRO).

5. Blank Course Copy

RECEIVED

Report by the Director of Information Services (SEN1718-079).

NOTED

1. On 07 March 2018, Senate had agreed in principle the need for consistency across modules on the Blackboard system, and had requested that a series of 'town hall' meetings be held with academic colleagues on a revised structure for modules.
2. A number of meetings had since been organised, including a session with key stakeholders on 09 May 2018. The proposals had also been discussed at the Technology-Enhanced Learning Group meeting held on 17 May 2018. It was reported that some academics felt that the format of some meetings were not as they had been led to expect.
3. In light of feedback received during the consultation, a phased introduction of blank course copy over two years was proposed, commencing with on-campus undergraduate levels 0 and 1 during 2018.
4. Members acknowledged that it would be reasonable to have a consistent course menu structure on Blackboard. However, some concerns were raised that introducing a structure which is too rigid would stifle creativity. It was confirmed that while a core menu template would be created, there would be an option for academic departments to add to this template.
5. Concerns were also expressed over the additional work which recreating courses using a standardised template would create, particularly quizzes which would need to be manually moved. The proposal that the introduction of a new template be phased over two years was therefore welcomed.
6. The University's future learning management software requirements were discussed. It was recognised that introducing consistency to the structure of courses on Blackboard would facilitate any transfer to another software platform in the future.

RESOLVED

7. To approve the proposals as outlined in the report, with a phased introduction of blank course copy (**ACTION:** Director of Information Services).
8. That assistance be provided for those whose course structures on Blackboard already broadly conform with the proposed new course templates, to enable them to batch migrate content with minimal difficulty as well as to move quizzes (**ACTION:** Director of Information Services).

6. Translation of marks from other institutions

RECEIVED

Report by Academic Board Secretary (SEN1718-091).

NOTED

1. On 23 May 2018, the Academic Board had further considered Senate's agreement in principle in March 2017 to cease the translation of marks from

exchange programmes, and the further steer provided in June 2017 that this would apply to all marks from other institutions. Exceptions would only be permitted for full collaborative arrangements which included formal mapping of marking scales, and which would be subject to regular review and submitted to the International and Collaborative Provision Committee for approval.

2. The report set out the key considerations to enable the restriction on the translation of marks to be introduced gradually and applied to new undergraduate and postgraduate taught cohorts from September 2018.
3. Draft examination conventions for the classification of degrees which include credit from other institutions, for inclusion in the Academic Quality Handbook, had also been considered by the Academic Board. These had been recommended for approval by the Senate.
4. Further work would now be required to model the effect of the changes on the cascade system, and appropriate input would be sought from academic departments.

RESOLVED

5. To approve the proposed revisions to the Academic Quality Handbook (**ACTION:** Director of AQRO).

71. STUDENT CHARTER

RECEIVED

Report by the University Secretary (SEN1718-080).

NOTED

1. All institutions regulated by HEFCW are required to have a Student Charter, a high-level document covering all of their students and staff. Since approving the University's Student Charter for 2017–18, HEFCW had published revised guidance on the contents of Charters.
2. The Pro Vice-Chancellor (Student Experience and International); the University Secretary; the Students' Union Development Officer; and the Students' Union Chief Executive Officer had met to review the Charter in light of the revised guidance, and a number of revisions were proposed in the report. The intention was that, from the 2018–19 academic year onwards, the Student Charter take the form of a web page.
3. Some Senate members who could not be at the meeting had submitted their feedback on the proposed changes in advance of the meeting. This feedback had included the suggestion that the text used in the 2018–23 Strategic Plan in relation to Welsh-medium provision be used in the Student Charter.

RESOLVED

4. To approve the proposed revisions to the Student Charter, subject to incorporating suitable text from the 2018–23 Strategic Plan in relation to Welsh-medium provision (**ACTION:** University Secretary).

72. GOVERNANCE MATTERS

1. Restructure of University Committees

RECEIVED

Report by the University Secretary (SEN1718-081).

NOTED

1. On 23 March 2018, Council had invited the University Executive to bring forward proposals for rationalising the sub-committee structure, in line with the new strategic direction. The University Secretary had therefore undertaken a detailed review of the Council and its sub-committees; the Senate and the academic sub-committees; and the University Executive. In doing so, he had sought input from colleagues on the University Executive. The report summarised the recommended changes to the structure of the University's committees.
2. Council had considered a version of the report on 18 May 2018 where members had agreed the proposals in principle. Work was now progressing to develop terms and reference for the new or revised committees which in future would report to Council.
3. With respect to Senate and its sub-committees, the Academic Board at present has overall responsibility for Parts A, B and C of the UK Quality Code, with each sub-committee assuming responsibility for specific sections. Under the proposed changes, Senate would assume overall responsibility, and some of the current sub-committees would report directly to Senate. This would give Senate a more direct oversight of the academic matters currently reported through Academic Board.
4. Members welcomed proposals for the University Research Ethics Committee (UREC) to report directly to Senate in future. However, the importance of ensuring that the Research Ethics Panels are chaired by someone other than the chair of UREC was emphasised, to comply with best practice.
5. Under the revised structure, Council would take direct governance responsibility for equality and diversity, as well as matters relating to the Welsh language. The University Executive would consequently be more proactive in bringing together these activities within the institution, and some committees which previously reported to Council in this respect would in future report to the University Executive.

RESOLVED

6. To approve the proposed restructure of the University committees in principle and request a further report setting out (**ACTION:** University Secretary):
 1. the precise terms of reference of each committee which will in future report to the Senate; and
 2. the proposed membership of the new and / or revised committees.
2. Revisions to Ordinances

RECEIVED

1. Report by the University Secretary (SEN1718-082); and
2. Further report by the University Secretary (SEN1718-092).

NOTED

3. Following the Council's decision on 23 March 2018 to formally petition the Privy Council to amend elements of the institution's Charter and Statutes, the Charter

Committee has undertaken a detailed review of the University's Ordinances to identify any consequential amendments which may be required. The main report therefore set out the proposed revisions to those Ordinances which related to academic matters which Senate was required to consider and endorse, for final approval by Council.

4. Since circulating the main report to Senate members, revisions to additional Ordinances had been drafted in response to the final University restructure proposal. The revisions set out in the second report included those relating to the membership of Senate and processes for electing representatives to the body, as well as those revisions needed to formally confirm the new Faculty-based structure. Members particularly noted that Information Management, Libraries and Archives (iMLA) would be reinstated as an academic department in the new structure.

RESOLVED

5. To recommend that Council approves the proposed revisions to the Ordinances as set out in the two reports, subject to clarifying the wording used in relation to those employees who do not have academic status (**ACTION:** University Secretary).

73. PROGRESS AGAINST THE KNOWLEDGE PARTNERSHIP RECOMMENDATIONS

RECEIVED

Report by the Director of Planning (SEN1718-083).

NOTED

1. The external consultancy firm, The Knowledge Partnership, had been engaged to undertake a portfolio review of undergraduate and postgraduate programmes during 2015–16, on an Institute by Institute basis. The Director of Planning's report summarised the actions taken in relation to specific programmes as a result of The Knowledge Partnership's recommendations.
2. The report had been considered at the FSC meeting held on 15 June 2018 where members had recommended that it be presented to Council for information.
3. Members highlighted a number of inaccuracies with the report. These would be corrected prior to any further circulation of the report (**ACTION:** Director of Planning).

74. ITEMS FOR INFORMATION

RECEIVED

Members received reports on the following for information:

1. Report from the Coleg Cymraeg Cenedlaethol (SEN1718-084);
2. Annual report on Collaborative Activity (SEN1718-085);
3. Research grants which had been awarded since the last Senate meeting (SEN1718-086); and
4. Summary Corporate Risk Register (SEN1718-087).

NOTED

5. The contents of the reports presented for information.

75. REPORTS FROM SUB-COMMITTEES

RECEIVED

A composite report comprising the following (SEN1718-088):

1. Academic Board (23 May 2018);
2. Council (23 March and 18 May 2018);
3. Finance and Strategy Committee (27 April 2018);
4. Professional Development, Staffing and Equality Committee (09 February and 08 June 2018);
5. Health, Safety and Environment Committee (09 March 2018);
6. Welsh Language Strategy Committee (27 October 2017); and
7. University Research Ethics Committee (26 October 2017 and 15 February 2018)

NOTED

8. The reports received from the committees.

76. ANY OTHER BUSINESS

1. 150th Anniversary

The University would celebrate its 150th anniversary in 2022. The Vice-Chancellor was looking to propose that a joint working group between Council and Senate be established to oversee arrangements, and would bring forward a recommended in this respect during autumn 2018 (**ACTION:** Vice-Chancellor).

2. Farewells

1. Gwion Llwyd Williams would reach the end of his term as UMCA President on 30 June 2018. This had therefore been his last meeting of the Senate. He was thanked for his contribution to the body and the University over the past year, and was wished well for the future.
2. Lucy Hodson would be leaving the University's employment on 20 July 2018. She was also thanked for her contribution as Director of Planning to the work of the Senate over recent years, and for her substantial contribution to enhancing strategic planning provision at the institution.
3. The recommendation to Council with respect to the future membership of the Senate, as set out in Ordinance 18, meant that this would be Anne Uruska's final meeting of Senate. She was thanked for her contribution as representative of IPD to the Senate over the past year.