

SENATE

Minutes of the Meeting held via Microsoft Teams on 27 January 2021

Members:	Abdulraouf Abdussalam	Damilola Agbabiaka	Professor Udy Archibong (joined 2.30pm)
	Esther Aroyehun	Dr Pam Bagley	Clare Beckett-Wrighton
	Professor Marina Bloj	Dermot Bolton	Dr Peter Branney
	Dr Elaine Brown	Professor Felician Campean	Professor Shirley Congdon (Chair)
	Dr Karina Croucher	Omar Ehtsham	Professor Engobo Emeseh
	Sarah George	Professor Alastair Goldman	Professor Anne Graham
	Alison Hartley	Professor Zahir Irani	Chris Kaushall-Bolland
	Dr Hatice Kizgin	Dr Jing Li	Dr William Martin
	Amreen Mehnaz (joined 3pm)	Ashok Mistry	Professor Iqbal Mujtaba
	Dariya Mykhayliv	Clare Peyton	Nikki Pierce
	Professor Martin Priest	Nilam Prinjha	Professor Rami Qahwaji
	Dr Nejat Rahmanian	Jona Schmidt	Samera Shabir (left 4pm)
	Rachel Simpson	Maria Tufail	Professor Vishanth Weerakkody (joined 2.30pm)

In attendance: Shahnaz Ali, Lay Member of Council (Observer)
Stuart McKinnon Evans, Chief Finance Officer
Riley Power, University Secretary
Baroness Ann Taylor, Chair of Council (Observer)
[REDACTED]
Paul Watson, Director of Learning Teaching and Student Experience

Apologies: Professor John Bridgeman Vincent Gaffney Professor MaryAnn Hardy
Janice High Zafar Iqbal Joanne Marshall

Note: the name of an employee who is not a member of Council, Senate or the Executive Board has been redacted as it is considered to be exempt information as defined by section 40 (2) of the Freedom of Information Act 2000 which covers personal information

36.20-21 **Minutes of the meeting on 21 October 2020 (Document SEN036/19-20)**

36.1 The minutes of the meeting held on the 21 October 2020 were **approved** by circulation prior to the Senate meeting.

37.20-21 **Matters arising and action tracker (Document SEN037/20-21)**

37.1 Senate received a report on matters arising from the Senate meeting on 21 October 2020 and the actions taken since that meeting to address them.

37.2 Senate noted the addition of expected date of completion on the matters arising tracker following a recommendation from the Academic Governance internal audit.

38.20-21 **Report from the Chair (Document SEN037a/20-21)**

38.1 The Chair thanked Professor Anne Graham for her vast contributions to Senate, who was stepping down from her role as Associate Dean (Research and Knowledge Transfer) in the Faculty of Life Sciences.

38.2 The Chair also welcomed the new members: Professor Engobo Emeseh as the Professor from the Faculty of Management, Law and Social Sciences, and Professor MaryAnn Hardy as the Professor from the Faculty of Health Studies. The Chair advised that there had been five nominations for the Academic member vacancy from the Faculty of Life Sciences and noted an election would be held.

38.3 The Chair also welcomed two lay governors: Shahnaz Ali and Baroness Ann Taylor who had been invited to observe the meeting to support Council's role in ensuring the effective operation of academic governance and in their understanding of the work of the Senate.

38.4 The Chair noted the work being undertaken to support students and to ensure assessments were being undertaken where required during this third period of lockdown. Focusing on communicating closely with students, such as through the 'Ask Me Anything' event; written communication with students regarding extenuating circumstances; and meeting weekly with the SU to keep them fully informed of changes and any developments. Teaching was continuing online until 26 March and would be reviewed following the next Government announcement.

38.5 The Chair provided a summary on the recent government announcements made around the higher education policy relating to:

- the UK Government White Paper on 'Skills for Jobs: Lifelong Learning for Opportunity and Growth';
- the report from the Independent Review of TEF and the Government and OfS response to this;
- the Governments Interim Response on Post-18 Education and Funding 'Augar Review';
- and the commencement of consultation on Post-Qualifications Admission Reform.

38.6 The Chair highlighted the emphasis for employers to have a central role working with further education and other providers to develop local skills improvement plans, and the importance of working closely with FE colleges.

- 38.7 Progress was noted on the implementation of the University Strategy and the delivery plans for all the sub strategies.
- 38.8 Funding had been received from the OfS for £250,000 to support capital spending on skills labs for Health and a capital grant had been received from Salix to complete the external cladding on the Richmond building.

39.20-21 **Report from Chairs action (Document SEN038/20-21)**

- 39.1 Senate noted that Chair's action had been taken on behalf of Senate to approve the renewal of Professor [REDACTED] as an Honorary Visiting Professor for a period of three years.

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40.20-21 **Declarations of Interest (Document SEN039/20-21)**

- 40.1 No declarations of interest were received in relation to the business of the meeting.

41.20-21 **Student Recruitment Report (Document SEN040/20-21)**

- 41.1 The Deputy Vice-Chancellor (Academic, Innovation and Quality) presented a comprehensive overview of the student recruitment activity for the 2020-21 intake and an update on applications for 2021-22 entry.
- 41.2 Attention was drawn to the following for the 2020-21 recruitment cycle:
- intake for home undergraduate fulltime and part time enrolments had been strong and was ahead of target,
 - postgraduate home and international numbers had significantly improved following a large amount of work being undertaken in this area.
- 41.3 January 2021 enrolments were underway, and it was expected enrolments would continue to rise with international enrolments being taken until 1 March 2021. Good performance had been achieved across all faculties, with recruitment performing better than expected for home and international postgraduate enrolments following the addition of 48 new programmes being offered with a January enrolment.
- 41.4 An additional intake of [REDACTED] students for the Mid Yorkshire NHS Trust adult nursing cohort was expected in April 2021.
- 41.5 The Directorate of Outreach, Recruitment and Marketing team had worked for six days over the Christmas period for the second year running, and had answered hundreds of emails and queries, and over [REDACTED] offers had been made during this period, and it was expected that this would continue for the Christmas and New Year closure in 2021.

- an international year one;
- and an international pre-masters.

42.2 Several workstreams were being undertaken and the current focus was on the curriculum development, marketing and communications with students, and the contract arrangements were currently being negotiated. It was planned that the first intake would be in September 2021 and this would be communicated to students once plans had been firmed up.

42.3 Plans for the existing international students and staff were questioned and it was confirmed that when the International Foundation Year provision was up and running OIEG would run the programme. The home foundation programme would continue to be taught by University staff. It was explained that a HR workstream had been established that would work through the negotiation with trade unions, and that due consultation with staff directly/indirectly affected would be carried out when the proposal had been firmed up with OIEG.

42.4 The Director of LTQE set out the three pathways that were being developed in order to address issues such as PSRB requirements and the progression to Bradford programmes. Noting work had been undertaken to map the University portfolio against all potential pathways from Foundation Degree to exit awards, and work was well underway in terms of curriculum development with the intention to have this complete by March. Students would be part of the College but embedded within the University, with access to University study services and facilities and would be taught on campus.

42.5 The price for the foundation programmes was queried and it was confirmed that for the Bradford programmes the pricing would be consistent with University current pricing. The College would set its own fee which was to be determined. The programmes would be overseen by a Joint Steering Board, chaired by the University to ensure the University maintained oversight of the governance arrangements and a Joint Academic Board would oversee the quality and standards.

43.20-21 **Senate effectiveness review update (Document SEN042/20-21)**

43.1 The University Secretary provided an update on progress made on the recommendations of the Senate Effectiveness Review.

43.2 It was noted that a review of the terms of reference of Senate and its committees would be undertaken and considered by Senate at a future meeting.

43.3 **Action: Revised Terms of Reference of Senate and its committees to be considered by Senate at a future meeting (University Secretary/PVC AIQ).**

44.20-21 **Academic Governance – Internal Audit update (Document SEN043/20-21)**

44.1 The University Secretary provided an update on the review undertaken by the internal auditors of the controls that supported the University's compliance processes relating to the ongoing requirements of the OfS B conditions for registration, as well as the wider academic governance framework.

44.2 Two low priority management actions had been identified to enhance existing practices which were being taken forward. These included the addition of a target and completion date for actions which had been introduced to the action tracker for all committees, and the consideration of a skills matrix exercise to be undertaken to ensure there was an appropriate mix of members.

45.20-21 **Interactive Strategy in Digital Health for Bradford District and Craven presentation (Document SEN044/20-21)**

45.1 The Change Project Manager provided a presentation on the Bradford District and Craven Interactive Strategy in Digital Health which highlighted the importance of bringing together the research in terms of digital technology, working with the local authority and partners to act as one to address inequalities and development of initiatives to support the district.

45.2 Act as One was actively trying to encourage people to take action, to stay healthy and independent, supported by their families and communities to support a thriving local economy.

45.3 People First - Digital First's objectives were to achieve better health enabled by accessible and safe digital tools. With a vast increase in the focus and use of digital technologies during the pandemic.

45.4 The opportunity for the University to get involved with the work of the programme was welcomed, providing further opportunities to build networks within the region, such as working with clinicians in practice and local H&SC partners.

45.5 The digital part of the University's portfolio was important to improve the University's research in terms of digital technology, and this programme also provided the opportunity to ensure the University's curriculum was aligned to the training needs of students and the community, whilst supporting the aims of the University's Business and Community Engagement Strategy.

46.20-21 **Student Mental Health Strategy (Document SEN045/20-21)**

46.1 The Academic Registrar presented the Student Mental Health Strategy which sets out the University's approach to student mental health, with the focus on promoting positive mental health across the student body. It aligned with the Access and Participation Plan, the University Strategy and its supporting strategies and consultation had been undertaken with students, staff, and sector forums.

- 46.2 The Strategy aimed to bring together the good practices that were already in place to set out the clear focus on the importance of student mental health and to set out the direction of travel for the University with the intention to be sector leading and to provide the best support possible for students at the University. It worked in partnership with students and the Students Union, and key partners including the care trust, CCG and Bradford District Council to provide a holistic regional approach to Mental Health.
- 46.3 The revised Equality Impact Assessment set out the consideration of mental health as being distinct from disability in acknowledgement that everyone had mental health. This was welcomed by Senate members.
- 46.4 It was noted that a thematic report would be produced on an annual basis as part of the student services reporting to review the impact of work carried out and to capture the new areas of work to be taken forward.
- 46.5 It was suggested that it may be useful to include details that research led teaching could have significant benefits in terms of student mental health in relation to their ability to focus on a research project.
- 46.6 The Personal Academic Tutor was highlighted as a critical role to identify when a student needed help. The importance of ensuring they and other key personal were trained in how to identify, support or refer them for further support when needed was noted.
- 46.7 An EDI forum with Staff Network Chairs would be convened to discuss the strategy. Further work was due to be undertaken on the KPIs, and the implementation of the Strategy would be overseen by Learning and Teaching Committee.
- 46.8 Senate **approved** the strategy subject to the agreed amendments.
- 46.9 **Action: To add the annual thematic report to the schedule of business (Academic Registrar).**
- 47.20-21 **Student Pregnancy and Family Leave Policy and Procedures (Document SEN046/20-21)**
- 47.1 The Academic Registrar presented the Student Pregnancy and Family Leave Policy and Procedures which was an update of the Student Pregnancy, Paternity and Parental Policy. It had been updated to ensure full inclusivity for all students to have access to the same support and flexibility when affected by the birth of a child, introduction to the family of a child or loss of child whilst studying at the University.
- 47.2 The policy and procedures had been updated to recognise that a student may be impacted in many different circumstances and sought to be fully inclusive of any family relationships as detailed in the Policy. It noted the responsibility of the student to disclose their circumstances to the University in order for the University to be able to put support arrangements in place.

47.3 Members of Senate noted the positive development and it was questioned how this would be recorded on e:Vision. It was noted that it was being considered and was expected to be in place in the new academic year.

47.4 Senate **approved** the policy and procedures.

48.20-21 **Publications and Open Access Policy (Document SEN047/20-21)**

48.1 The University Secretary presented the University's Publications and Open Access Policy on behalf of the Deputy Vice-Chancellor (Research, Innovation and Engagement) which had been reformatted and reviewed with minimal changes.

48.2 Senate noted that an amendment had been made to section 5.3 for the addition of the following sentence:
"Other affiliations (e.g. Digital Health Enterprise Zone, Wolfson Centre for Applied Health Research) may be used, but a separate University of Bradford affiliation must always be used".

48.3 Senate **approved** the updated Policy.

49.20-21 **Outcome of the Higher Doctorate Examination (Document SEN048/20-21)**

49.1 The University Secretary presented the outcome of the Higher Doctorate Examination on behalf of the Deputy Vice-Chancellor (Research, Innovation and Engagement).

49.2 Senate considered and **approved** the recommendations from the assessment panel convened for the examination of the award of Higher Doctorate - Technology for a candidate whose work was in the field of Sustainable Development.

50.20-21 **Annual Monitoring Report 2018-19 (Document SEN049/20-21)**

50.1 The Director of LTQE provided a summary of the approach to the 2018-19 annual monitoring cycle, noting this had been delayed due to the disruption to normal operations caused by COVID-19.

50.2 Work was being undertaken to revise the University's approach to quality monitoring in order to align it to the new Learning, Teaching and Student Experience. Primarily this would involve the development of a new 'Quality Monitoring and Enhancement Framework'.

50.3 A Degree Outcomes Statement was being developed setting out how the University meets and monitors the expectations of the Quality Code for Higher Education that relate to protecting the value of qualifications and the Office for Students' ongoing conditions of registration relating to academic standards. The Statement would be presented to Senate 3 in April 2021.

- 50.4 The OfS was consulting on a new derivative metric of 'start to success', setting out the likelihood of a student's success relating to progression in their studies, and it was noted that the regulatory framework was out for consultation again.
- 50.5 A vast amount of work had been undertaken in relation to the redesign of the curriculum to mitigate the impact of COVID on the student learning experience, including a review of assessment methods and delivery mechanisms. Work was being undertaken to ensure quality and standards were maintained during the period affected by the pandemic in and to protect the value of the University's qualifications.
- 50.6 Senate **approved** the report and endorsed the key priorities and actions to mitigate risks to standards and enhance the quality of the provision.
- 50.7 **Action: The degree outcome statement would be presented to Senate 3 in April 2021 (Director of LTQE).**

51.20-21 **REF update (Document SEN050/20-21)**

- 51.1 An update was presented on the preparations for the REF submission for the deadline of 31 March 2021, noting the progress made which set out the details of the expected submission.
- 51.2 Each Unit of Assessment had identified enough impact case studies, and most outputs included in the submission had been internally graded as 3* or 4*. Final decisions on quality and ratings would be made by the external panels convened by Research England. The improvement in the quality of the submissions in comparison to the previous submission was specifically noted.
- 51.3 Highlights included:
- A summary of the position since the last REF review meetings held in September and October and the written update report produced in December;
 - Setting out the number of staff included in the submission and the number of outputs required;
 - Each case study/submission had been assigned an internal review rating to assess the status of readiness to submit, and to eliminate submissions that were not of the required standard or required further improvements;
 - Noting the areas with the largest submissions and those areas that would be submitted for the first time;
 - An analysis of the submissions would be carried out by the REF team during the first two weeks of February;
 - Noting that it was a small team which if any COVID cases occurred could impact on the submission.
- 51.4 It was noted that distribution of funding would not be confirmed by Research England until after the assessment, therefore it was expected the results would be released by summer 2022. The current model of funding would be used for the next year.

51.5 The Chair acknowledged the progress made in comparison to the previous submission and thanked all involved for their hard work, noting it was a good submission which demonstrated enhanced quality.

51.6 The submission was due to Research England before the next Senate therefore Senate agreed to **approve** the recommendation that the final REF submission be approved by Senate Chair's Action, on the recommendation of the REF Steering Group, and would then be formally reported to Senate 3 for information. If any significant changes were required, they would be reported to Senate.

51.7 The institutional narrative and environmental statements would be made available to Senate in advance of 31 March 2021 deadline, for information.

51.8 **Action: Institutional narrative and environmental statements to be circulated to Senate members in advance of 31 March 2021 (DVC RI&E).**

52.20-21 **NSS update (Document SEN051/20-21)**

52.1 The paper set out the arrangements for the National Student Survey, noting specifically the changes for 2021.

52.2 Although there was not an expectation for providers to promote the survey to students, the University would positively promote engagement with it. The University intended to delay the start of the survey until 1 February 2021 to allow completion of Semester 1 assessments and to provide the opportunity for students to receive feedback on progress before completion.

52.3 A review of the NSS was being undertaken by the OfS for 2022.

53.20-21 **Emeritus Professor nomination (Document SEN052/20-21)**

53.1 Senate considered and **approved** an application for an Emeritus Professor appointment for [REDACTED] in the Faculty of Health Studies for a period of three years.

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54.20-21 **Emeritus Professor renewal (Document SEN053/20-21)**

54.1 Senate considered and **approved** an application for a renewal of the Emeritus Professor appointment for [REDACTED] in the Faculty of Management, Law and Social Sciences for a period of three years.

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55.20-21 **Annual report on Student Casework 2019-20 (Document SEN054/20-21)**

- 55.1 An overview of the cases received for student complaints, academic appeals, academic misconduct, fitness to practise and disciplinary procedures was presented to Senate.
- 55.2 There had been a significant drop in the number of appeals in comparison to previously, following the measures put in place to support students during the COVID-19 pandemic. The number of cases were one indication that the University had been successful in its approach to supporting students during this time.
- 55.3 The ethnicity statistics were highlighted as an area of concern in terms of the proportion of cases in comparison to the overall student demographics. This had been reviewed and assurance was provided that the cases should have been brought forward. Further work would be undertaken to review all cases that were put forward to ensure they were fair and transparent and to review the recording and reporting of casework, to provide enhanced information to students about the progress of their case, and to review the Learner Support Profiles and approaches for promoting academic integrity.
- 55.4 It was highlighted that the Fitness to Practise and Disciplinary regulations would be reviewed and brought back to Senate for approval.
- 55.5 Senate **approved** the recommendations made in the paper to enhance aspects of the casework as set out in the paper.
- 55.6 **Action: To undertake a review of the Fitness to Practise and Disciplinary Regulations and add to the Schedule of Business (University Secretary).**

56.20-21 **Access and Participation Plan update (Document SEN055/20-21)**

- 56.1 Senate received an update on the work that had been undertaken to deliver the University's Access and Participation Plan and noted the commencement of work on the monitoring of the impact of the 2019-20 APP.
- 56.2 OfS had changed their approach to monitoring the 2019-20 APP's and providers would be required to produce a monitoring report for submission in March 2021, confirming the impact of COVID on the University's APP.
- 56.3 An update was provided on the 13 workstreams and work undertaken particularly in relation to outreach during COVID-19, noting the APP remained a high priority and work was progressing despite COVID.

57.20-21 **Prevent update (Document SEN056/20-21)**

- 57.1 Senate received an update on the University's implementation of the Prevent Duty during the COVID-19 pandemic.
- 58.20-21 **Exceptions to Suspension of Face to Face Learning, Teaching and Assessment (Document SEN057/20-21)**
- 58.1 Senate received a report on the programmes that had been approved as exempt from the general suspension of face-to-face teaching between 4 January and 26 March 2021.
- 59.20-21 **Learning and Teaching Committee (Document SEN058/20-21)**
- 59.1 Senate received the report from the Learning and Teaching Committee held on 9 December 2020.
- 60.20-21 **Ethics Committee (Document SEN059/20-21)**
- 60.1 Senate received the report from the Ethics Committee held on 23 October 2020.
- 61.20-21 **Research and Knowledge Transfer Committee (Document SEN060/20-21)**
- 61.1 Senate received the report from the Research and Knowledge Transfer Strategy Committee held on 7 December 2020.
- 62.20-21 **Awards Sub-Committee (Document SEN061/20-21)**
- 62.1 Senate received the report from the Awards Sub-Committee held on 24 November 2020.
- 63.20-21 **Management, Law and Social Sciences (Document SEN062/20-21)**
- 63.1 Senate received and noted the report from the Faculty of Management, Law and Social Sciences Faculty Board held on 23 September 2020.
- 64.20-21 **Engineering and Informatics (Document SEN063/20-21)**
- 64.1 Senate received and noted the report from the Faculty of Engineering and Informatics Faculty Board held on 14 December 2020.
- 65.20-21 **Health Studies (Document SEN064/20-21)**
- 65.1 Senate received and noted the report from the Faculty of Health Studies Faculty Board held on 10 December 2020.
- 66.20-21 **Life Sciences (Document SEN065/20-21)**

66.1 Senate received and noted the report from the Faculty of Life Sciences Faculty Board held on 5 January 2021.

67.20-21 **Draft agenda for 21 April 2021 (Document SEN066/20-21)**

67.1 Senate received and noted the report.

68.20-21 **Schedule of Business 2020-21 (Document SEN067/20-21)**

68.1 Senate received and noted the report.

69.20-21 **Terms of reference and membership 2020-21 (Document SEN068/20-21)**

69.1 Senate received and noted the report.

70.20-21 **Any other business**

70.1 The Student Representative, UBU Chair of Council thanked all staff for the support provided to students during pandemic and provided an update on the national drive for students requesting a partial rebate on tuition fees, which would be discussed at the SU Council meeting next week. Noting the petition signed by over half a million students was discussed in parliament but turned down. A joint meeting would be held with MPs, SU and the University to discuss possible recommendations to Government.

70.2 The University would be writing to students shortly in relation to mitigations to reduce the impact on their learning, changes to assessments and signposting to support available.

Secretary: [REDACTED] Governance Team

Date: 23 February 2021