

SENATE

Minutes of the Meeting held on 30 March 2022

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| Members: | Inshaal Ahmad | Dr Keren Bielby-Clarke |
| | Professor Marina Bloj | Dr Emma Brown |
| | Professor Shirley Congdon (Chair) | Professor Sherif El-Khamisy |
| | Professor Alastair Goldman | Professor Maryann Hardy |
| | Alison Hartley | Dr Rhys Kelly |
| | Cathy Lambert | Tahira Mumtaz |
| | Professor Iqbal Mutjaba | Dr Dariya Mykhayliv |
| | Professor Martin Priest | Professor Rami Qahwaji |
| | Professor Amir Sharif | Paul Watson |
| | Elaine Wilkinson | Dr Nejat Rahmanian |
| In attendance: | Jo Beaumont | Agenda item SEN065/21-22 |
| | Liam Sutton | Agenda item SEN059/21-22 |
| | Riley Power | University Secretary |
| | Rachel Trawally | Governance and Projects Officer (Secretary) |
| Apologies: | Abdulraouf Abdussalam | Professor Udy Archibong |
| | Dr Clare Beckett-Wrighton | Dr Peter Branney |
| | Professor John Bridgeman | Professor Felician Campean |
| | Karina Croucher | Professor Engobo Emesh |
| | Sarah George | Janice High |
| | Faiz Ilyas | Zafar Iqbal |
| | Professor Zahir Irani | Dr Jing Li |
| | Joanne Marshall | Dr William Martin |
| | Stuart McKinnon-Evans | Dr Clare Peyton |
| | Katie Siobhan | Prince Siaw |
| | Professor Karen Stansfield | Carol Vickers |
| | Professor Vishanth Weerakkody | |

56.21-22 Welcome and Apologies (oral report)

- 56.1 The Chair welcomed all to the meeting. Apologies that had been received were noted and it was confirmed that the meeting was not quorate and therefore any provisional decisions made would need to be approved by all members via email following the meeting.
- 56.2 The Committee noted this was the last meeting for Professor John Bridgeman, Deputy-Vice-Chancellor (Research & Innovation) and extended it thanks for his contributions to the University over the last six years.

56.3 **SECRETARY'S NOTE:**

Members were contacted via email in relation to the decisions that were put forward and were requested to review these agenda items and provide any comments by 14 April 2022. No comments were received, and these agenda items were subsequently approved.

57.21-22 **Minutes of the meeting on 26 January 2022 (Document SEN051/21-22)**

57.1 The minutes of the meeting on the 26 January 2022 were received and **approved**.

58.21-22 **Matters arising and action tracker (Document SEN052/21-22)**

58.1 An update was provided noting that all actions were completed or on the agenda with the exception of the following item:

- Academic Portfolio Development Lifecycle (minute 40.5 refers) – timeline to be presented to Senate in June 2022 outlining the measures being used to assure the effectiveness of each gateway.

59.21-22 **Chairs Report (Document SEN053/21-22)**

59.1 The Chair provided an oral update on key matters affecting the University since the last meeting of Senate. The Chair highlighted a several successful bids and grants for funding that included:

- £3.3M of government funding for the carbon neutral work to be carried out over the next five years;
- The Faculty of Life Sciences £3m capital grant to secure high specification IT to support Archaeology;
- The Faculty of Health Studies being awarded money from Health Education England for radiology equipment.

59.2 The Chair also noted the appointment of the new Dean of Faculty of Life Sciences. The Director of Infrastructure and Estates and Chief Finance Officer posts were currently out for advertisement.

59.3 The PVC LT&SE provided an update on the outcome of the recent Ofsted inspection, noting that the overall judgement was Grade 3, 'Requires Improvement'. It was explained that this reflected the work undertaken over the last 12 months and was in line with the University's self-assessment. An action plan would be produced following the receipt of the Ofsted Draft Report. A monitoring visit would be undertaken between 7-12 months, and it was confirmed that this would provide the opportunity for the University to demonstrate satisfactory progress made against outcomes.

60.21-22 **KPI dashboard and delivery plans (Document SEN054/21-22)**

60.1 Senate received an update from the University Secretary on the KPI dashboard, noting that since the last report was presented, five measures had achieved the targets set and one was within tolerance. The importance on the development of in-year measures was highlighted.

61.21-22 **Strategy update on Faculty priorities (Document SEN055/21-22)**

61.1 The Deans presented updates on their Faculty Priorities.

Faculty of Engineering and Informatics

61.2 The Dean highlighted the following points:

- Associate Deans had been closely involved with the implementation of the sub-strategy delivery;
- A formal timeline had been agreed to review existing programmes with LTSE;
- KPIs had been aligned to the REF exercise;
- The AD EDI's had each been tasked with one of five areas of the EDI sub-strategy and were working closely with the faculty and EDI to embed these;
- The faculty had achieved the Athena SWAN Bronze award;
- The key focus for the faculty was on the approach to international education and development of transnational education initiatives.

Faculty of Health Studies

61.3 The Deans' representative covered this item, and highlighted the following points:

- The recently appointed Dean had held two planning days focusing on the implementation of the sub strategies and the infrastructure required to support this;
- Work had been undertaken with the planning team on the data for the Power BI reports, pushing to improve the data in order to make informed decisions on the correct data;
- An implementation planning day was being held on 8 April for LTSE.

Faculty of Life Sciences

61.4 The Dean highlighted the following points:

- The faculty had implemented a new approach to research using the Clover Leaf structure;
- An increased number of grants had been awarded and the faculty had submitted a record number of researchers for the REF;
- In business and community engagement, it was noted that a number of initiatives had been undertaken and included 'glasses in classes' pathfinder to impact on students learning from a young age. A significant increase in attainment had been achieved following the STEM team delivery of Maths last year;
- Work was being undertaken to support attainment of minority students through engagement and additional support workshops;
- The faculty had achieved the Athena SWAN Bronze award, and was working towards Silver.

Faculty of Management, Law and Social Sciences

61.5 The Dean highlighted the following points:

- Good engagement of staff in the LT&E assessment and feedback, noting Staff resource had been a challenge;
- Work was accelerating on the Strategy;
- The faculty EDI committee was in operation, and aligned to the EDI strategy objectives;
- The faculty were working on their Athena SWAN submission for November;
- A number of bid submissions had been undertaken;
- The faculty had been active in business and community engagement;
- Further work was being undertaken to improve engagement externally.

62.21-22 **Student Recruitment (Document SEN056/21-22)**

62.1 The Chair presented an update on student recruitment on behalf of the DVC (AIQ) and noted the success of the January 2022 intake for postgraduate taught programmes. An update was also provided on the 2022/23 entry cycle.

62.2 Points noted in discussion included:

- Applications and offers were slightly down on the previous year for undergraduate taught, however they were more evenly split across faculties;
- Work was being undertaken to encourage current undergraduate students to continue to postgraduate study at the University;
- It was early days in the recruitment cycle for postgraduate taught programmes and an update would be provided at the next committee;
- International applications had increased and work was being carried out to focus on growth in the undergraduate market;
- The challenges associated with the significant increase in postgraduate taught international applicant were being monitored and methods were being put in place to manage the intake going forward.

63.21-22 **University of Bradford International College (UBIC) update (Document SEN057/21-22)**

63.1 The PVC (LT&SE) provided an update on the University of Bradford International College (UBIC) on behalf of the DVC (AIQ), noting the positive student numbers for the first cohort for UBIC intake in January 2022, and the projected numbers for second intake in April 2022 for the International Integrated Masters programme.

63.2 Since its introduction over the last six months work had been undertaken to embed the College in our University practices and build relationships between the College and Faculty. The new governance structure had been embedded and work was underway to review processes in order to improve the applicant experience and efficiency.

64.21-22 **UBU annual update (Document SEN058/21-22)**

- 64.1 The UBU Sabbatical Officer presented an update report on UBU activities, trends and concerns, and outcomes of the UBU elections.
- 64.2 An update was provided on UBU activities:
- The annual UBU Varsity competition had been won by the University of Bradford students;
 - The outcomes of the UBU elections were noted, which included the appointment of a female SAB Officer following the launch of the women and leadership campaign;
 - Work had been undertaken to mitigate the issues and challenges experienced with graduate study work visas for international students and it was noted that the deadlines for coursework were being reviewed as part of the academic calendar work being undertaken by the Interim Academic Registrar that would be presented at the next Senate.

65.21-22 **Research Data Management Policy (Document SEN059/21-22)**

- 65.1 The Associate Director (R&I) presented the Research Data Management Policy that had been developed following significant expansion in research data management and storage over the last year. An oversight group had been established to take over from the Research Data Management project board to ensure the successful roll-out of the Policy. The Policy had been circulated to the Information Governance Group members and approved by Research and Innovation Committee in advance of submission to Senate.
- 65.2 The Policy aimed to ensure that researchers manage their research data effectively. An implementation plan had been produced, and Research Data Management IT Security Guidance had also been produced by IT Services.
- 65.3 A discussion was held around the origin of the data, how the policy would be managed and monitored in terms of compliance in a consistent way. It was confirmed that data was from both internal and external parties, and that any data accessed from external partners had data sharing agreements in place and would be handled under these plans. It was questioned whether IT support and investment was needed, and whether a new oversight group was necessary. It was confirmed that support from IT Services for Research Data Management was envisaged in the new IT strategy. The new oversight group would bring together academic and professional services stakeholders with specialised interests in both research computing and data to monitor developments and provide expert guidance for improvement, reporting into Research and Innovation Committee. The specialised nature of the work justified establishing a new business-as-usual group based on the current project board.
- 65.4 The Policy included new, additional responsibilities and noted members of Senate welcomed the Data Steward role. Guidance was being developed and the importance of cross referencing and connecting the policies was noted.

65.5 Senate approved the Policy and endorsed the recommendation to review the four complementary policies and guidance to incorporate the research data amendments:

- Data Retention Schedule;
- Open Access Policy;
- Regulation 21;
- Completion of Research Data Management IT Security guidance.

65.6 **Provisionally approved at this committee, subject to email approval which was approved on 14 April 2022.**

66.21-22 **Suicide Awareness and Prevention Plan (Document SEN060/21-22)**

66.1 The PVC (LT&SE) presented the Suicide Awareness and Prevention Plan noting that it had been developed as part of the University's Student Mental Health Strategy 2021-2025: Towards a mentally healthy University, and set out an institutional approach to prevention, intervention and postvention. It was noted that there was no specific regulatory requirement relating to this area of activity however it was considered important to have a clear, documented Suicide Awareness and Prevention Plan, in place.

66.2 The plan highlighted the importance of awareness, training and support for staff and students. Noting specifically the importance of interventions at an early stage to support students. Further work was needed to enhance and develop the plan further, and training would be offered for all staff.

66.3 The impact on students going through misconduct cases was discussed and the need to ensure students were signposted to the appropriate wrap around support available to them from the Students Union, staff and from a pastoral aspect.

66.4 The Committee discussed the plan and welcomed the report. It was noted that a flowchart cross-referencing the policies and support available would be beneficial to help students and for staff to direct student to the appropriate support. Further consideration should be given to the University's approach to wellbeing support.

66.5 The Committee **endorsed** the submission of the paper to Executive Board for approval.

66.6 **Action:** To hold an 'Informal Senate Briefing' to discuss the University's approach to wellbeing support (PVC LTSE).

66.7 **Provisionally approved at this committee, subject to email approval which was approved on 14 April 2022.**

67.21-22 **Access and Participation Plan (Document SEN061/21-22)**

67.1 The Faculty of Life Sciences Dean presented an update report on the Access and Participation Plan on behalf of the PVC (EDI) and noted continued progress with the APP and the current review of the future of the APP by the OfS.

- 67.2 In February 2022, the OfS announced three priorities for access and participation:
- The OfS had confirmed that it did not have any questions relating to the University's Monitoring Submission in respect of the 2019/20 Access and Participation Plan submitted on 16 April 2021;
 - Confirmation was also received that the OfS had provisionally approved the roll-over of our 2020-21 to 2024-25 APP for the 2022-23 academic year on the same basis as our previous approval;
 - All providers with an approved APP would need to submit a new plan in summer 2023 to cover the four-year period: 2024-25 to 2027-28.

67.3 It was also noted that the University was in a strong position and work continued within the 13 workstreams for the current plan.

68.21-22 **Student Success report 2021-22 (Document SEN062/21-22)**

68.1 This item was not discussed, and it was agreed to moved this item to the 22 June 2022 agenda.

69.21-22 **Annual Report on Student Casework 2020-21 (Document SEN063-21-22)**

69.1 The Academic Registrar presented the annual report which provided oversight of the University's Complaints, Appeals, Academic Misconduct, Fitness to Study, Fitness to Practise and Student Disciplinary cases received, investigated, and resolved during 2020-21.

69.2 The Committee discussed the report and noted there had been growth in the number of cases in all areas from 2019-20 to 2020-21, with significant growth reported in the number of academic misconduct cases. The importance of the support for both staff and students were highlighted, along with ensuring cases were handled in a timely manner. Further work would be undertaken to ensure advice and guidance were reviewed and that students were adequately supported. The University Secretary confirmed that an additional post had been resourced to support a more active approach to case management.

69.3 Senate considered and approved the five recommendations presented in the report which included:

- The continuation of the online project;
- To review the information provided to students about good academic practice;
- To set expectations regarding timescales for reporting incidents;
- Further analysis to be undertaken of data where students appeared to be over-represented;
- And to review the engagement with the online academic integrity induction module.

69.4 **Provisionally approved at this committee, subject to email approval which was approved on 14 April 2022.**

70.21-22 **Higher and degree Apprenticeship Intent Statement (Document SEN064/21-22)**

70.1 This item was not discussed, and it was agreed to move this item to the 22 June 2022 agenda.

71.21-22 **International students: A review of their career and employability support (Document SEN065/21-22)**

71.1 The Associate Director Student Services: Careers, Employability and Engagement provided an overview of the report, and highlighted the findings and recommendations of the review into the career and employability support for international students.

71.2 The Associate Director explained that the paper had been prompted by the external HEPI report in October 2021 and that the review had been undertaken based on this framework.

71.3 A discussion took place, and it was noted that:

- There was a strong call for video content specifically focusing on programmes and placements content, however this required funding;
- Careers and employability support were important for international students when choosing a place to study, and the University had been performing strongly in relation to employment;
- There was a need to enhance activity to support postgraduate students and to provide a more consistent approach to Alumni support;
- Changes to the HESA Graduate Outcomes Survey data collection were due to be published in May 2022. International students would no longer be contacted via telephone instead they would only receive the survey by email, and the sector was anticipating a significant reduction in the response rate. The University needed to consider whether it would carry out its own graduate outcomes survey with international students alongside the 6 month beyond graduation survey which was currently undertaken with UK graduates by Career and Employability Services.

71.4 The Committee endorsed the proposed recommendations to enhance the pre-arrival communications and queries career related experience, the welcome, induction and student experience, and the proposed work to be undertaken. The submission of a business case to request investment would be required to be submitted through the operational planning process.

72.21-22 **Strategic Ownership and Operational Coordination of External Student Surveys (Document SEN066/21-22)**

72.1 Senate noted the establishment of the Student Surveys Coordination and Operations Group.

73.21-22 **Applications of Honorary, Visiting, and Emeritus Professor(s) (Document SEN067/2021-22)**

73.1 Chairs action was noted for the approval of the renewal of the Honorary Professor title for Professor Paul Thorning, Faculty of Life Sciences with effect from 11 February 2022 for a term of three years.

73.2 Senate approved the renewal of the Emeritus Professor title for Professor Colette McAuley, Faculty of Management, Law and Social Sciences with effect from 31st May 2022 for a term of three years.

73.3 **Senate approved the renewal of the Emeritus Professor by email 14 April 2022.**

74.21-22 **Honorary Awards Committee (Document SEN068/21-22)**

74.1 The Joint Committee of Senate and Council on Honorary Awards at its meeting on 7 March 2022, agreed to recommend six candidates for an Honorary Degree to Senate and Council for approval.

74.2 The Committee also considered a report on the conferment of Honorary Awards which identified individuals to whom the University had agreed to confer an Honorary award and progress made in the conferment of these awards. The Committee discussed the diversity of nominations received and agreed that the approach being taken to attract a wider range of nominations would be reviewed to ensure all EDI aspects were being considered.

74.3 **Senate approved by email 14 April 2022.**

75.21-22 **Learning and Teaching Committee (Document SEN069/21-22)**

75.1 Senate received and noted the report.

76.21-22 **Research and Innovation Committee (Document SEN070/21-22)**

76.1 Senate received and noted the report.

77.21-22 **Minor Amendments to the Student Fitness to Practise Procedure (Document SEN071/21-22)**

77.1 Senate received and noted the report.

78.21-22 **Prevent update (Document SEN072/21-22)**

78.1 Senate received and noted the report.

79.21-22 **Management, Law and Social Sciences (Document SEN073/21-22)**

79.1 Senate received and noted the report.

80.21-22 **Life Sciences (Document SEN074/21-22)**

80.1 Senate received and noted the report.

81.21-22 **Health Studies (Document SEN075/21-22)**

81.1 Senate received and noted the report.

82.21-22 **Register of Interests (Document SEN076/21-22)**

82.1 Senate received and noted the report. No declarations of interest were received in relation to the business of the meeting.

83.21-22 **Draft agenda for Senate 4 (Document SEN077/21-22)**

83.1 Senate received and noted the report.

84.21-22 **Schedule of Business 2021-22 (Document SEN078/21-22)**

84.1 Senate received and noted the report.

85.21-22 **Terms of reference and membership 2021-22 (Document SEN079/21-22)**

85.1 Senate received and noted the report.

86.21-22 **Any other business**

86.1 The next Senate informal briefing was being held on 30 May 9-10am, and members were reminded that the next Senate on 22 June 2-5pm was being held on-campus.

Secretary: Rachel Trawally, Governance Team

Date: April 2022