

University of Suffolk

SENATE

Minutes of the correspondence meeting held on Wednesday 25 March 2020

Sciences)), Dr Daba Chowdhury (University wide academic representative (Suffolk Business School)), Adam Claydon (School of Engineering, Arts, Science and Technology representative), Professor Mohammad Dastbaz (Deputy Vice-Chancellor), Georgia Downs (6 W X G H Q W V ¶ 8 Q L R Q 3 U H V 6 H D W), School of Health and Sports Sciences), Fiona Fisk (Academic Registrar), Marianne Flack (Director of Quality, Teacher Development, Student Progress and Foundation Learning, Suffolk New College), Rachel Heathershaw (university wide academic representative (School of Health and Sports Sciences), Dr Rachel Kirk (Assistant Principal (Higher Education), West Suffolk College), Dr Wendy Lecluyse (School of Social Sciences and Humanities representative), Professor Brian McCook (Dean, School of Social Sciences and Humanities), Dr Stuart McErlain-Naylor (School of Health and Sports Sciences representative), Kerry Payne (Head of Higher Education and Access, East Coast College), Robert Price (Suffolk Business School representative), Reilly Willis (University wide academic representative, School of Social Sciences and Humanities)

Responses (Non-members) Stuart Agnew (University and College Union representative), Tim Greenacre (Registrar and Secretary), Dr Mark Lyne (Head of Quality Enhancement), James Nial (Head of Planning and Management Information),

Secretary: Alison McQuin (Head of Validation and Exams)

19/069 As a result of Covid-19, the 25 March 2020 Senate meeting was conducted by correspondence. In line with the terms of reference, 75% of the total membership (20 members), excluding vacancies, provided a response to allow approval of relevant items.

Minutes of previous meeting held on 25 November 2019 and 11 December 2019

19/070 The minutes of the meeting held on 25 November 2019 and 11 December 2019 were approved as an accurate record.

Matters Arising

Partnerships ±Partnerships management review (from minute 18/192)

19/071 A Partnerships Review Task & Finish Group had been established with an update on partnership governance provided at a future Senate meeting.

Agreed action: The Deputy Vice-Chancellor to provide an update on partnership governance at the July 2020 Senate meeting.

Degree outcomes statement (from minute 19/027)

19/072 The degree outcomes statement would be considered at the July 2020 Senate meeting to allow a full analysis of the data to take place.

Agreed action: The Head of Quality Enhancement to provide the degree outcomes statement for approval at the July 2020 Senate meeting.

Student attrition (from minute 19/035)
19/073

Policies and procedures

Academic Appeals Procedure

19/082 The Academic Appeals Procedure was reviewed as part of the standard cycle of policy and procedure reviews.

19/083 It was noted that the proposed change to use the OIA terminology of justified, partially
MXVWLILHG RU QRW MXVWLILHG LQ SDUDJUDSKV
Council.

19/084 Members were pleased to see the use of Skype attendance was allowed but
VXJJHVWHG WKDW WKLV EH EURDGHQHG WR μRQOL

19/090 Following a review of the Higher and Degree Apprenticeship Framework by an external consultant the proposed changes were considered by Senate.

19/091 In light of the current Covid-19 situation, members queried whether additional information about a break in learning should be included to cover apprentices who were furloughed or where a break in learning had been forced upon an apprentice.

Agreed action: The Head of Quality Enhancement to update the framework to include information on a forced break in learning and submit by 24 April 2020 for FRQVLGHUDWLRQ RQ & KDLU¶V DFWLRQ

19/092 It was noted that the use of the flowchart in the appendix should be commended.

Recognition of Prior Learning Policy

19/093 The Recognition of Prior Learning Policy was reviewed as part of the normal cycle of policy and procedure reviews.

19/094 It was queried whether prejudice and procedural irregularity should be merged into one category in paragraph 34 to align with the revised Student Complaints Procedure.

Agreed action: The Head of Quality Enhancement to consider aligning paragraph 34 with the categories used within the Student Complaints Procedure. A revised policy should be submitted by 24 April 2020 for FRQVLGHUDWLRQ RQ & KDL

19/095 It was noted that the diagram in appendix A was particularly helpful and it was confirmed that Visio was used to create the process diagram.

Student Charter

19/096 The Student Charter was subject to annual review. While the proposal ual

19/101 It was queried whether it may not always be beneficial to release the name of the complainant to the alleged perpetrator, paragraph 14. It was confirmed that this aligned with advice from the Office of the Independent Adjudicator (OIA) and ensured that the alleged perpetrator could properly and fully defend themselves. It was noted that appropriate action would be taken to protect the complainant.

19/102 It was queried whether the pool of investigating officers could be expanded and what training and support would be available. It was confirmed that the OSACC team were reviewing options for training for investigating officers and that they met with anyone new undertaking the role to discuss the process and expectations.

Agreed action: The Academic Registrar to consider the wording within paragraph 29 to ensure that it sufficiently widened the pool of investigating officers. The revised procedure VKRXOG EH VXEPLWWHG E\ \$SULO IRU FRG

19/103 It was

Course proposal forms

19/110 The list of approved course proposal forms was received.

Course suspension and discontinuations

19/111 The list of approved course suspensions and discontinuations was received.

Course validation/re-approval outcomes 2018/19

19/112 The list of validated and re-approved courses, approved on behalf of Senate, was received.

Professional, Statutory and Regulatory Bodies (PSRB) reports

19/113 Recent correspondence from PSRBs was received for information.

NCFE Approved Centre

19/114

Agreed action: The Deputy Vice-Chancellor to provide a virtual presentation to Senate members by the end of May 2020.

19/123 It was queried whether there was a leadership resilience plan in place during the Covid-19 situation. It was confirmed that the Executive and the Senior Leadership Team had planned alternative leadership arrangements and that Senior Leadership Team members would be reminded to cascade this information to their teams.

Date of next meeting

19/124 The date of the next meeting is to be held at 2.00pm on Wednesday 8 July 2020 in the Boardroom, Waterfront Building.

Alison McQuin
Head of Validation and Exams