Regent's University London

Senate
Minutes
29 April 2020
14.00 – 16.00
MS Teams

Present Members
Ex-Officio

Professor Geoff Smith	Vice-Chancellor (Chair)
Dr Niamh Downing	Deputy Vice-Chancellor & Provost
Professor Paul Ryan	Pro Vice-Chancellor and Dean of HASS
Dr Stephen Ellis	Pro Vice-Chancellor and Dean of BaM (Interim)
Amparo Lallana	Institute Director (Interim)
David Willey	Chief Operating Officer
Professor Mark Allinson	Head of Academic and Educational Developments
Dr Steven Quigley	Registrar
Sue Shutter	PVC / Director of HR
Darren Tysoe	Chief Information Officer and Director of Information Services
Jonathan Strauss	Director of Marketing, Recruitment and Admissions
Chris Sleeman	Director of Marketing, Recruitment and Admissions (alt)
Tatiana Doronina	President of the Student Union
Alexandre Amir Abid	Vice-President of the Student Union – Academic Affairs
Tanisha Anil Diggikar	Vice President of the Student Union – Student Experience

Elected Representatives

Professor Olaf Jubin	Academic Representative for HASS
Tristan Tull	Academic Representative for HASS
Adrian Thornley	Academic Representative for BaM
Isabel Canto de Loura	Academic Representative for BaM
Geraldine Bourgeon	Academic Representative for RILC
Liz Beavers	Representative for Professional Services
Rachel Azzopardi	Representative for Professional Services

Apologies for Absence

Carl Teigh	Finance Director

In Attendance

Richard Reger	Head of Governance (Secretary)
Nazma Kurimbokus	Governance Advisor & Secretary to Committees (Minutes)

Opening Items

1.	**Welcome from the Chair**
	The Chair welcomed members to the committee. Special welcome was given to Niamh Downing, the Deputy Vice-Chancellor & Provost, as it was her first Senate meeting.
2.	**Apologies for absence**
	Apologies were received from Carl Teigh – Finance Director.

3.	**Declarations of Interests** No declarations of interest were made.
4.	**Minutes of the previous meeting (5 February 2020)** The minutes were accepted as a true and accurate record of the meeting on 5 February 2020.
5.	**Actions and Matters arising from the previous meeting (5 February 2020)** Committee actions were noted as completed where relevant. Additionally, the following update was made: **Senate 19/20 – 2.1. The COO and Registrar to further discuss how the SPSP terms of reference are transferred, how programme development processes are clarified and how this is communicated to colleagues.** The COO reported that he had met with the Registrar to discuss the transfer of SPSP terms of reference into the new environment. He added that progress had been made around programme development and that a note had been prepared but it was not ready for sharing at this meeting. A full document will be presented at the July Senate meeting on the terms of reference for a Collaborative Provision Group and details how new programme development will be taken forward. **Action status: Closed** <u>New Action</u>: **Senate 19/20 3.1.** The COO to present a paper on the terms of reference for a Collaborative Provision Group and new programme development processes at the July Senate meeting. **Senate 18/19 – 4.3. The ARSP to consider a redrafting of the Academic Regulations, following the comments of Senate, and including reducing the number of attempts to three, i.e. no resit allowed for a retake in time for the publication of the Academic Regulations 2020/21.** It was noted that the ARSP is due to meet in May to review the draft Academic Regulations 2020/21, prior to presentation at Senate in July 2020. **Action status: Ongoing**
**Part A: Items for Discussion and / or Approval**
6.	**Chair's Report (verbal update)** The Chair thanked the academic community for its incredible and collective work carried out over the past few months, transitioning to on-line delivery, giving support to students and keeping continuity of service. Students' appreciation had been communicated directly to him, conveyed via social media and through Regent's own online survey.

He expressed his gratitude to the academic community for their contribution so far on the People Project, in the design phase as well as during consultation discussions to date. He encouraged members to continue sharing suggestions and ideas for improvement.

The Chair added that COVID-19 is the most serious threat to the sustainability of the UK Higher Education sector and had therefore only heightened the importance of the People Project. He stated that the need to empower our people is greater than ever before and that we must configure ourselves optimally to help get through this and to deal with future challenges.

Priority Projects (paper)

The Chair reported that a meeting of the Curricular Architecture Group whose aim is to design a curricular framework that facilitates the development of the Hallmark Pedagogy had been cancelled due to COVID-19 but would be rescheduled to include the Head of Flexible Learning. This Group would be led by the DVC & Provost and facilitated by the Head of Academic and Educational Development.

The Chair mentioned the launch of the People Project which, as well as addressing long-standing cultural issues, is about simplification. He called for colleagues' continuing, active participation in this process.

The COO gave a brief update of one of the workstreams of the Portfolio Reshaping Project under item 5.

Chair's action - Exceptional regulations

The Committee **noted** the update, report and Chair's Action.

7.	**Student Matters**

The SU President reported that she had been gathering students' feedback regarding online learning and would have a paper ready by the end of the week for circulation. The feedback includes several positive responses.

<u>New Action:</u> **Senate 19/20 3.2** The SUP to circulate a paper on students' feedback regarding online learning.

The SUP highlighted the following queries from students:
- Communication on the plan for graduation to enable students to make their own plans.
- Safety net and its applicability to certain courses
- Method of class delivery after September   - waiting for University feedback.
- Fees reduction for this semester and for future online delivery.

The SUP noted that overall student experience had been positive with more than 70% rating lecturers as doing an excellent job.

She mentioned that the SU is interacting online with students to promote positivity and added that the SU at Regent's is very active compared to those at other universities. The SU is also working closely with Communications and the Alumni office.

It was reported that, given factors beyond our control (such as international travel restrictions and social distancing policy), the plan for a graduation event in early autumn could not be progressed and that this year's graduation ceremony has been postponed to July 2021. However, Regent's is considering holding a virtual event on 10 July via MS teams, similar to the Town Hall and will seek students' input on the idea. The Chancellor of the University has been approached to give a message on that occasion. These plans were welcomed by the SUP. Graduation pages on the website would be updated accordingly.

Additionally, the DVC & Provost described how we would tailor our education to fit the current context and made the following points:

- In the uncertain context for Autumn 2020, we need to ensure that what we can deliver will be of high quality to allow students to thrive and proceed with their studies, with a view to returning to campus as soon as possible.
- In light of the constraints already mentioned, we are working on a programme of work that can deliver tailored online learning if required in September. Feedback received so far will be taken into consideration.
- We will be drawing on research from expert advisers in order to tailor our offer to make sure that it is supportive and structured.
- Whether on campus or not, we will enhance our student support such as access to high value networks, industry experience such as talks by a selected series of global leaders and entrepreneurs.
- The curriculum will reflect the context in which we are in. It gives us an opportunity to ensure that not only the structure of the learning but also our approach to that is engaging with the problems we are facing while drawing on how industry leaders are shaping their businesses in this unusual environment.
- Our focus will be to deliver the same quality experience irrespective of students' location.
- While we do not know what the national position will be, we will plan for every eventuality.

The SU VP for Student Experience queried the following:
- The applicability of safety net to accredited Psychology courses
- Examination Preparation time – different conditions in other universities under the same professional body (2-hr v/s 24-hour notification)
- Timing of examination and students' time zones.

The Pro Vice-Chancellor and Dean of HASS confirmed that our safety net conditions and our approach to pre-requisite modules are in line with the professional body (BPS) and with the practice of other institutions. In view of the different perspectives regarding practice at other universities, it was agreed that clarification with regards to the examination preparation time is sought as soon as possible to avoid any confusion for students.

New action: **Senate 19/20 3.3.** The Dean of HASS to speak with the Head of Programme for Psychology and check the examination preparation time.

The Committee thanked the SU representatives and **noted** their updates.

| 8. | Review of the Risk Register for any Academic or Student Experience Related Risk |

The Head of Governance pointed out that the risk register had been prepared a month ago and events had overtaken since. He noted that COVID-19 issues and related risks had been dealt with elsewhere, at Board level and Directorate. As risk mitigation, the move to teaching online had been undertaken well and student experience reported as generally positive.

The Chair recognized that the move to online teaching had been an instant transition and was powered by strong technological support, innovative ideas from colleagues supported by AED and goodwill in general. He added that if online delivery were to underpin our Autumn 2020 plan, we should be able to devise a stronger proposition that is richer, more compelling and can take more advantages of the medium of delivery in ways that we were not able to exploit within a week.

The CIO pointed out that we are wholly reliant on online delivery as alternative to face-to-face teaching on campus and that risks have increased in terms of resilience of our network and systems especially in the face of cyber-attacks, which other universities had experienced recently.

New Action: Senate 19/20 3.4. The CIO to discuss the risk relating to resilience of systems and networks and reliance on online delivery with the Head of Governance.

The Committee **noted** the update.

Part B: Items for Noting	
9.	**Sub Committee Meeting Minutes (papers)**
	9.1. Senate Quality Assurance & Enhancement Committee – 19 February 2020
	9.2. Senate Student Experience Committee – 11 March 2020
	The Committee noted that action-based points had been completed and that points requiring further decisions and discussions are being worked on.
	9.3. Senate Learning & Teaching Committee - 26 February 2020
	The acting Chair gave an update on the TPD process - A decision had been made on the temporary suspension of the TPD scheme, peer review of teaching, on the basis of the fact that most people selected classroom observations and they are difficult to pursue in this environment. However, a one-off substitute for TPD for the remainder of this academic year is being discussed with the DVC & Provost and the usual scheme will be operational in the next academic year.
	9.4 Senate Research Committee – 27 February 2020
	The Committee noted the new intake of PhD students with a further increase of 4 students. The slow progress on the Research Repository platform was also mentioned.
	Reference was made to the Research Integrity report and statement. To a query regarding whether Senate would need to approve the report and statement, it was stated that this would need to be checked. [Post-meeting, it was reported that the action statements

should have read 'to note' in both cases. The report and statement had been approved by the SRC, as required.]

The Committee **noted** the papers.

10.	**Faculty / Institute Executive Reports (papers)** **10.1. BaM** The Committee noted that the report pre-dated COVID-19 issues. An update of the responses to COVID-19 issues were given at the end of the report. **10.2. HASS** The Committee noted that the main part of the report pre-dated COVID-19 issues. The Chair of the FEC updated the Committee on the following points: • Weekly meetings of the FEC taking place • Successful revalidation of several programmes in the Creative and Liberal Arts • ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ **10.3. RILC** The Committee noted that the report summarized the effects of COVID-19 on RILC activities and the appropriate actions taken. The Committee **noted** the papers.

11.	**Conferment Lists for Noting**
	     11.1. Finalist Board - 16 January 2020 (paper)
	     11.2. Finalist Board - 28 January 2020 (paper)
	
	 The Committee noted the reports.

Closing Items	
12.	**Confidentiality** No items of confidentiality were noted.
13.	**Communication from the committee** No communications from the committee were noted.
14.	**Risk Management Update** No additional items of risk were noted.
15.	**Any Other Business** **Choice of electives on postgraduate programmes** The Academic Representative for BaM informed the committee that a proposal would be submitted at the July meeting to allow a window of change for choice of electives for students on the Masters programme. The current Senate policy decision on electives does not allow the change once a choice has been made.

	The Registrar explained that this is linked with the Timetabling principles approved by Senate and the proposal would need to address these principles. He also added that changes of electives would affect large numbers of undergraduates in terms of timetables. It was agreed that the Registrar, the DVC & Provost and the BaM representative would discuss the dependencies of the process and the reasons behind the policy decision. **New Action: 19/20 3.5** The Registrar, DVC & Provost and the Academic Representative for BaM to discuss process dependencies and policy decision with respect to timing of choice of electives. **Laptops for staff** To a query on the availability of additional PCs for staff who require them, the CIO reported that 25 laptops had been ordered and allocation to staff will be criteria-based.
16.	**Next meeting**

Meeting Date	Deadline for Papers
08th July 2020	17th June 2020

Item	Action Required	Staff responsible	Due Date
New Actions:			
Senate 19/20 – 3.1.	The COO to present a paper on the terms of reference for a Collaborative Provision Group and new programme development processes at the July Senate meeting.	COO	July 2020
Senate 19/20 – 3.2	The SUP to circulate a paper on students' feedback regarding online learning.	SUP	May 2020
Senate 19/20 – 3.3	The Dean of HASS to speak with the Head of Programme for Psychology and check the examination preparation time.	Dean of HASS	ASAP
Senate 19/20 – 3.4	The CIO to discuss the risk relating to resilience of systems and networks and reliance on online delivery with the Head of Governance.	CIO	May 2020
Senate 19/20 – 3.5	The Registrar, DVC & Provost and the Academic Representative for BaM to discuss process dependencies and policy decision with respect to timing of choice of electives.	Registrar/DVC/BaM Academic Representative	ASAP

On-going Actions:			
Senate 18/19 – 4.3.	The ARSP to consider a redrafting of the Academic Regulations, following the comments of Senate, and including reducing the number of attempts to three, i.e. no resit allowed for a retake in time for the publication of the Academic Regulations 2020/21.	Chair of ARSP	July 2020
Closed Actions:			
Senate 19/20 – 2.1.	The COO and Registrar to further discuss how the SPSP terms of reference are transferred, how programme development processes are clarified and how this is communicated to colleagues.		
Senate 19/20 – 2.2	The Head of Governance to circulate the detailed Risk Register to Senate members for information.		