

Senate

Minutes of a meeting held on Monday 24th October 2022
1330 to 1630 hrs, Oak 1 and 2

Ex-officio members:

President & Vice-Chancellor
Chair: Provost & Senior Vice-President
Pro-Vice-Chancellor, Academic
Pro-Vice-Chancellor, Research & Innovation
Pro-Vice-Chancellor, Executive Dean (FASS)
Pro-Vice-Chancellor, Executive Dean (FEPS)
Pro-Vice-Chancellor, Executive Dean (FHMS)
Vice-President, External Engagement
Associate Dean, Education (FASS)
Associate Dean, Education (FEPS)
Associate Dean, Education (FHMS)

Associate Dean, Research & Innovation (FASS)
Associate Dean, Research & Innovation (FEPS)
Associate Dean, Research & Innovation (FHMS)
Dean International
Chief Student Officer
Academic Registrar
Director of Surrey Institute of Education
Director of Library & Learning Support Services
Director of Research & Innovation Services
Director of Research Strategy
Director of Innovation Strategy (Incubation & Enterprise)
Director of the Doctoral College
President of the Students' Union
VP Voice of the Students' Union

Professor Max Lu
Professor Tim Dunne
Professor Osama Khan *
[vacant]
Professor Bran Nicol (Interim) *
Professor Bob Nichol *
Professor Paul Townsend
Mr Patrick Degg
Professor Emma Mayhew *
Professor Esat Alpay
Professor Rhys Jones *
Dr Alfred Thumser (Interim) *
Professor Rachel Brooks *
Professor Jin Xuan
Professor Dan Horton
Professor Amelia Hadfield
Ms Kerry Matthews
Mr Adam Child
Professor Naomi Winstone *
Mr Paul Johnson *
[vacant]
Dr Alexandra Lewis
Mr Will Lovegrove
Dr Kate Gleeson *
Ms Diana Dakik *
Ms Megan Simmons

Nominated members:

FASS	FEPS	FHMS
Dr Joshua Andresen	Dr Lewis Baker *	Dr Charo Hodgkins
Professor Karen Bullock	Professor Tom Bridges	Dr Surinder Soond
Dr Bora Kim	Professor Philip Jackson	Dr Dynatra Subasinghe
Professor Anna McNamara	Dr Tan Sui	Mrs Claire Tarrant

In Attendance

Mrs Beth Herbert (EH), Secretary
Professor Julia Buckingham CBE, on behalf of University Council
Mrs Fernanda Haswell-Martin, OAA Executive Programme Manager (for item 3.2)

* indicates member not present

1. Introductory Items

1.1 Welcome / Apologies for Absence

- .1 The Chair welcomed everyone to the first meeting of Senate for the current academic year. The Chair further welcomed ex-officio members Diana Dakik, Kerry Matthews, Alfred Thumser and the three new academic representatives from the Faculties. The Chair also acknowledged that we have one observer in attendance, Julia Buckingham, from the University Council.
- .2 Apologies were received from Lewis Baker, Rachel Brooks, Diana Dakik, Kate Gleeson, Paul Johnson, Rhys Jones, Osama Khan, Emma Mayhew, Bob Nichol, Bran Nicol, Alfred Thumser and Naomi Winstone.

1.2 Approval of minutes of meeting on 4th July 2022

- .1 The minutes of the Senate meeting held on 4th July 2022 were approved as a true and accurate record of the meeting.

1.3 Vice-Chancellor's Report to Senate

RECEIVED PAPER 22/SEN/01

- .1 In addition to the above paper, which was taken as read, the Vice-Chancellor made the following comments and observations:
- The VC thanked all members and their colleagues for the hard work during the opening weeks of the academic year.
 - There were some teething problems associated with AV equipment which are being addressed.
 - The Teaching Block was refurbished over the summer months.
 - The recent Open Days went well, despite the weather.
 - In terms of the political context, we await word on the next Prime Minister (and pending cabinet). Due to the Whitehall situation, there has been no announcement regarding Plan B. However, there was assurance from government on the previously announced 2.4% of GDP funding for research and development, particularly the 3-year settlement for UKRI.
 - In terms of League Tables, Surrey has moved up to the 201-250 ranking band of the Times Higher World University Rankings 2023 (calculated ranking of 239th place, a rise of 7 places over last year). Domestically, we are ranked 22nd in the Times Good University Guide, 24th in the Guardian University Guide and 18th in the Complete Guide.
 - Headlines from the 2022 People Survey results indicate a 76% response rate and 75% engagement score. The latter has been increasing over recent years; this reflects the journey we are on.
 - Three things that remain foremost in the mind of the VC are (i) level 3 to level 4 continuation and withdrawal rates; (ii) student recruitment (particularly international students), and (iii) research and innovation, but specifically the level of bidding.
- .2 The VC invited comments, and the following observations were made:
- It was reported that EPSRC is replacing JeS with a new simplified application process which aims to reduce the burden on applicants and universities. The timeline is yet to be confirmed.
 - Most Russell and Wesley Group universities have continuation rates which are greater than 90%. In response to student concerns over finances, a Cost of Living Task & Finish Group has been set up by the CSO (with membership including the SU Sabbatical Team) to brainstorm ideas outside the normal route of the Hardship Fund. A Cost of Living website will be launched shortly. Commuter students are also facing rising costs. This is a sector-wide issue and therefore not unique to Surrey. The VP Voice asked members to forward any comments they receive from students concerning cost of living.
 - Continuation and withdrawal data can be found on the Power BI dashboard.
 - The MySurrey Engagement (MSE) learning analytics platform was launched in early September. MSE is personalised to individuals. It provides them with information about how much they engage with their learning and enables them to reflect on what they could do to improve engagement. As of last week, a large proportion of students had yet to engage with the platform; some staff had also not yet engaged. The Student Success Team will follow-up student lack of engagement with the students as well as the Personal Tutors. However, Personal Tutors should also take a pro-active approach and reach out to their tutees. Early intervention is key.
 - The VP Voice noted that it is "Wellbeing Week". It is also the last week for students to withdraw from their programme without paying any fees.

- .3 There was a typo noted on the top of page 2 of the report, second paragraph. The correct wording is “ ... Surrey is now top 25 across all the broad domestic tables.”

1.4 Chair’s Action/Business

RECEIVED PAPER 22/SEN/02

- .1 Senate RATIFIED the decision taken electronically to amend Paragraph 5 of the B1 Regulations for Extenuating Circumstances for the 2022/2023 academic year.
- .2 The Chair advised members that Chair’s Action had been taken on 14th September 2022 to approve minor updates to Paragraphs 61 and 62 of the A2 Regulations. These changes reflect current practice (Paragraph 61) and align with other areas of regulations (Paragraph 62).

2. Items for Approval

2.1 Changes to Senate and its Sub-Committee Structure (including *Senate Governance*)

RECEIVED PAPER 22/SEN/03

- .1 The paper provides an update, through annual review and as a result of the Pro-Vice-Chancellor, Research & Innovation (PVC R&I) standing down in mid-September 2022, to membership and Terms of Reference for Senate and its sub-committees. Specifically,
- For Senate, the removal of the Head of Employability & Careers as a member (as the Chief Student Officer is now in post).
 - For the University Education Committee, one job title was corrected. It was noted that the papers did not reflect that the Director of Marketing, Recruitment & Admissions was being replaced by the Chief Information & Digital Officer.
 - For the University Research & Innovation Committee, the Pro-Vice-Chancellor, Executive Dean (FHMS) will Chair. The addition to membership includes the Directors of the two Pan-University Institutes, the Chair of the Research Integrity & Governance Committee and the Academic Lead for the National Physical Laboratory. Research Theme Leads have been removed from membership as the themes have closed. One job title was corrected.
 - For Senate Progression & Conferment Executive, one job title was corrected.
 - For the University Promotions Committee, an alternative senior HR representative was added. Recognising the vacant PVC R&I position, one internal senior research-active academic was added to provide relevant expertise. Terms of Reference have also been updated to reflect the unified job titles.
 - There were no changes to the Honorary Degree Committee.
- .2 The Chair noted that the *Senate Governance* paper (Annex 7) was previously known as the *Code of Practice for Academic Governance*. Section 2 has been updated to reflect that Senate has responsibility (under the control and approval of Council) for oversight and assurance of the Academic Endeavour of the University, as set out in Charter and Statutes. Faculty committees are indicated as a dotted line report on the committee structure diagram (as opposed to a solid line report).
- .3 The Chair invited comments, and the following observations were made:
- It was reported that the previous roles of Head of Research Performance (REF) and Head of Teaching Performance have been subsumed into one role, Head of Academic Performance.
[Post-meeting note:
The above bullet is correct; the role is also supported by a small team.]
 - The previous code implied that Senate was a governing body over academic matters; this may have been unintentionally misleading. Council is our governing body. Senate acts within the authority granted to it by Council and set out in the Charter.
 - The solid line on the committee structure diagram reflects a direct reporting line; the dotted line is more of an information reporting line.

- .4 Senate APPROVED the proposed changes to Membership and Terms of Reference for Senate and its sub-committees for implementation in the 2022/2023 academic year. Senate further APPROVED the changes to *Senate Governance*. It was noted that, in parallel, any necessary changes to the Ordinances and the Scheme of Delegation would be made.

2.2 Research Integrity Annual Statement 2021/2022

RECEIVED PAPER 22/SEN/04

- .1 In July 2012, Universities UK published the “Concordat to Support Research Integrity”, a comprehensive national framework for good research conduct and its governance. A revised and strengthened concordat was published in October 2019 to meet the recommendations of the Science and Technology Select Committee of the House of Commons, which concluded that the language of the Concordat should be tightened, so that compliance could be more easily assessed. The Concordat sets out five commitments that those engaged in research must make to help ensure that the highest standards of honesty, rigour, transparency and open communication, care and respect, and accountability are maintained. The fifth commitment requires the University to present a short annual statement to its governing body and publish it on its website.
- .2 The statement provides a summary of actions and activities that have been undertaken to support and strengthen understanding and application of research integrity issues and provides assurances that transparent, robust and fair processes are in place for dealing with allegations of misconduct. It further contains a high-level statement that no formal investigations were undertaken during 2021/2022, a statement on what we have learned from any formal investigation, and a statement on how the institution creates and embeds a research environment in which all staff, researchers and students feel comfortable to report instances of misconduct. The statement was discussed at the University Research & Innovation Committee on 4th October 2022.
- .3 The Chair invited comments, and the following observations were made:
- Although 13 allegations were considered, none had resulted in a screening panel investigation and hence, no formal investigations were undertaken.
 - It was noted that a Working Group led by UKRI, UUK and Wellcome Trust is exploring ways in which the various Concordats might be better aligned across the sector as a means to reduce bureaucracy through simplification.
- .4 Senate ENDORSED and RECOMMENDED the Research Integrity Annual Statement 2021/2022 to Council for approval.

2.3 Academic Quality Assurance Annual Report 2021/2022

RECEIVED PAPER 22/SEN/05

- .1 The Academic Registrar presented an annual report summarising the activity of the University academic governance structures and academic quality processes in 2021/2022, noting that this annual quality assurance reporting mechanism was a standard requirement for all UK Higher Education Institutions.
- .2 The Academic Registrar commented on some of the actions that had been identified and that will be taken forward during the course of this academic year to further underpin the University’s alignment to the Office for Students’ (OfS) conditions of registration:
- Implement an enhanced committee structure to focus activities on Access, Student Success and Progression.
 - To monitor degree outcomes in 2022/2023 in the context of Universities UK commitment to return to pre-pandemic levels of Good Honours.
 - Implement the first annual cycle of Annual Programme Enhancement Reviews (APERs).
 - Respond, as required, to OfS regulatory actions associated with B3 indicators (student outcomes).

- Implement new progression enhancement support programme.

.3 The presented report provides assurance that the University continues to align with the quality and standards ongoing conditions of registration, The annual report had been previously considered and supported by the University Education Committee (UEC) and the Quality Enhancement Sub-committee (QESC).

.4 Senate ENDORSED and RECOMMENDED the Academic Quality Assurance Report 2021/2022 to Council for approval.

2.4 Proposal to introduce the award of “BMBS” (Bachelor of Medicine, Bachelor of Surgery) degree at the University of Surrey

RECEIVED PAPER 22/SEN/06

.1 The Pro-Vice-Chancellor, Executive Dean (FHMS) presented the paper which notes the University has approved development of a four-year Graduate Entry Medicine (GEM) programme which will sit within a new School of Medicine as part of FHMS. We are partnering with the University of Exeter who will (i) act as a contingency partner during the 5 year General Medical Council (GMC) accreditation process, and (ii) be granting a license for Surrey to use/adapt their 5 year BMBS (Bachelor of Medicine, Bachelor of Surgery) curriculum to develop the GEM curriculum. Although our programme aligns with the Exeter programme, it will be “uniquely” Surrey. The proposed award title was approved by the GMC at Stage 1 of the accreditation process which is underway, and also by the University Education Committee on 4th October 2022.

.2 It was noted that the programme will be open to international students (x 40) but there are some widening participation commitments for UK students (x 4) if certain criteria are met.

.3 Senate APPROVED the proposed programme title, BMBS (Bachelor of Medicine, Bachelor of Surgery).

2.5 Proposed Name Change for the School of Biosciences and Medicine

RECEIVED PAPER 22/SEN/07

.1 The Pro-Vice-Chancellor, Executive Dean (FHMS) presented the paper. Following the development of the new programme in the School of Medicine, a need has arisen to avoid confusion with the existing School of Biosciences & Medicine (SBM) and the School of Medicine. It is proposed that the School of Biosciences & Medicine be renamed School of Biosciences. This change will provide the School with a stronger identity in relation to its core expertise in Biosciences and allied subjects, and also clearly differentiate the School from the new Medical School.

.2 Senate APPROVED the proposed name change for the School of Biosciences and Medicine to School of Biosciences with effect from November 2022.

.3 The PVC ED (FHMS) stated that the primary purpose of the School of Medicine is (i) to gain programme approval from the GMC, (ii) to gain accreditation from the GMC, and (iii) recruit the students. The programme will have a “golden” thread woven throughout; students will be digitally innovative and there will be significant embedded interdisciplinary team working from day one. Given this initial focus on education, there is an expectation that research in the School will follow.

.4 The Chair thanked members of the SBM Senior Management Team for their willingness to consider a name change in the wider interests of the University.

2.6 Nominations for Honorary Degrees

RECEIVED PAPER 22/SEN/08

- .1 Following rigorous discussion at the Honorary Degrees Committee last month, the Committee recommended the following nominations for conferment of honorary degrees at ceremonies during 2023 or subsequently:

For Doctor of the University



- .2 It was noted that all nominations received in the current round were quite stellar, and those proposed represented distinguished leadership and diversity.
- .3 Senate ENDORSED and RECOMMENDED the six nominations to Council for approval.
- .4 Senate was reminded that these nominations were strictly confidential as the candidates were not aware they were being nominated and due process needs to be followed.

3. Matters for Discussion

3.1 Senate and its Format/Structure

- .1 The Chair prefaced the open discussion by noting that Senate's role is to provide oversight of the academic endeavour. Three questions were posed:
 - What is the function of Senate?
 - Do we have the right balance of nominated versus ex-officio membership?
 - Is there a need to re-consider Senate membership on the key sub-committees?
- .2 The Chair invited comments, and the following observations were made:
 - It was suggested that Senate needed to provide balance and oversight.
 - Senate should be for an outlet where the voice of the academic community is heard.
 - In years gone by, there was no Executive Board and Senate was powerful. In c.2009/2010, in anticipation of tuition fees, changes were made and Senate became more streamlined and regulatory. Senate is a decision board for academic matters.
 - Executive Board meetings operate more like a business; management now is very different to management before fees came into existence. The creation of the Office for Students (OfS) has put more responsibilities onto Councils to ensure that universities align with the OfS's conditions of registration.
 - Senate is useful for "information" gathering, it gives the voice to academics and serves to bring people together to deliberate.
 - There are limits to Senate's authority and to Executive Board's authority. How do we deal with issues that have multiple facets to approve?
 - In terms of nominated members, there are 12 on Senate, 3 on the University Education Committee and 1 on the University Research & Innovation Committee. Is this optimal?
 - The VP Voice noted that the Students' Union can bring subjects to Senate for debate/discussion. They can also take subjects to the Student Experience Committee.
 - Senate academic representatives can identify what things feel like "on the ground"; in so doing they can help to hold the Executive of the University to account.
- .3 The Chair summarised the discussion by noting the following questions: What is the function of Senate? What do our sub-committees do? Who is accountable? Do we have the right balance of membership? The upcoming Senate Effectiveness Review is an opportunity for Surrey to find optimal answers to these questions.

3.2 Optimising Academic Achievement (OAA)

RECEIVED PAPER 22/SEN/09

- .1 The Chair introduced the OAA Executive Programme Manager, Fernanda Haswell-Martin, who gave a presentation, *“Optimising Academic Achievement Workstream”*. The overview provided the context and objectives of the programme, noted the project governance, confirmed that six Task & Finish groups (Criteria for Academic Performance; Academic Appraisal; Individual Academic Performance Measures; Promotion Criteria; Workload Allocation; Academic Remuneration) had been established, indicated that Senate and/or Executive Board approval would be needed for any changes to academic policy and concluded with the programme timeline.
- .2 The Chair invited comments, and the following observations were made:
 - With regards to the promotions, we are aiming to finish the design by the end of the year and then test. Given the timing of the promotions round, we will operate a “no detriment” rule to applicants (use existing criteria but steer applicants towards the “new” criteria).
 - There will be continuous engagement with stakeholders through the monthly Academic Leaders Forum. There is an expectation that Heads of Schools will cascade down to the next level; it is their responsibility to listen and feedback to the Task & Finish group leads.
 - Terms of Reference (ToRs) and Membership for each Task & Finish Group are being written. Membership varies per Group. For example, T&F #2 includes academics from all three Faculties at various career levels and HR. All ToRs have EDI objectives.
 - A three domain ecosystem (Research, Innovation & Impact; Education & Innovation; Citizenship, Values & Service) has been agreed and performance criteria for each domain are being developed. Once developed, they need to be tested with members of the academic community before being approved and implemented.
 - With regards to discipline specific criteria, there is a need to get the balance right.
 - Consultation will be both narrow (testing) and broad (to socialise the outcomes). We will test in smaller groups before we expand to large groups such as Town Hall meetings, open to all.
- .3 The Chair concluded the discussion by thanking members for their contributions to the discussion and confirmed that Senate will have the opportunity to contribute through optional OAA drop-in sessions.

3.3 Race Equality Charter and its impact on education and research

- .1 The Pro-Vice-Chancellor, Executive Dean (FHMS) gave a presentation, *“Race Equality Charter Update, October 2022”*. The University achieved a Race Equality Charter bronze award at the end of August 2022 in recognition of the race equality work undertaken and committed to in its Equality, Diversity and Inclusion action plan. The plan targets our EDI priority areas: student awarding gaps, staff pay gaps, staff diversity and zero tolerance and inclusive culture.
- .2 For research-related concerns, there are a number of activities/actions in train to address the concerns as noted in the presentation.

The Chair invited comments, and the following observations were made:

 - Since September via the Cowrie Scholarship Foundation, we have been supporting two Black British undergraduate students with fee and living cost support.
 - There have been observations of PGR students experiencing racism.
 - Although activities are currently ongoing, there is an aspiration to see all activities enacted within the next 12-18 months.
- .3 The Chief Student Officer continued the presentation noting the education-related concerns and that activities/actions are also in train to address the issues.

The Chair invited comments, and the following observations were made:

- Building a sense of community is particularly important for our international students.
- Vet School students undertake EDI training and they are very active in this regard. Staff in this School support EDI for the discipline and in their practice.
- The SU noted that students in the Vet School and Psychology are positively supporting EDI; this needs to expand pan-University.
- We need our students to be more pro-active with regard to EDI; embedding this into the curriculum through skills training should help. The Chair of the Student Success Group has reached out to Faculties as there are some academics who strongly embrace EDI in their research and teaching.
- Developing staff awareness of EDI is equally as important as developing student awareness.
- The withdrawal rate is increasing and data can be found on the Power BI dashboard. This includes being able to view data by withdrawal and student background.

.4 The Chair concluded the discussion by thanking members for their contributions to this very important issue.

4. Items to Note

4.1 Policy Statements Annual Review

RECEIVED PAPER 22/SEN/10

.1 It was noted that all policy statements are undergoing their annual review. Three statements are of relevance to Senate; Our Education, Our Students and Our Research & Innovation. Due to timing of the next Senate meeting, members are asked to forward any comments/observations on the presented policies to the Executive Owner by 11th November 2022.

4.2 Access and Participation Plan Variations Document and Summary

RECEIVED PAPER 22/SEN/11

.1 Senate NOTED the papers.

4.3 Student Protection Plan 2022/2023

RECEIVED PAPER 22/SEN/12

.1 Senate NOTED the Student Protection Plan 2022/2023.

4.4 Education & Student Experience Report to Senate

RECEIVED PAPER 22/SEN/13

.1 Senate NOTED the report.

4.5 Research & Innovation Report to Senate Q4 2021/2022 to Q1 2022/2023

RECEIVED PAPER 22/SEN/14

.1 Senate NOTED the report.

.2 In response to a pre-meeting question, the Interim Chair of URIC stated that we are looking to reset the research report over the coming months. Real time data can be found in Power BI (under "Conditions for Success"; various filters and views are available including staff numbers and diversity).

4.6 Senate Sub-committee Minutes

4.6.1 University Education Committee Minutes, 4th October 2022

RECEIVED PAPER 22/SEN/15

.1 Senate NOTED the unconfirmed minutes.

4.6.2 University Research and Innovation Committee Minutes, 4th October 2022

RECEIVED PAPER 22/SEN/16

.1 Senate NOTED the unconfirmed minutes.

5. Closing Items

5.1 Any Other Business

.1 The Chair thanked Saniyah Testa (who had recently stood down from her role as Director of Research & Innovation Services) for her contributions to Senate and the wider University. The Chair also thanked Julia Buckingham for observing the meeting and for her contribution to the discussion.

5.2 Dates of next Senate meetings

17th January 2023, 1330 to 1630 hrs

27th April 2023, 1330 to 1630 hrs

28th June 2023, 1330 to 1630 hrs

/eh