University of Suffolk

SENATE

Minutes of the meeting held on Thursday 13 July 2023 at 09:30 hours in room A202, Atrium Building

Chair:	Professor Helen Langton (Vice-Chancellor)
Present:	Dr Ellen Buck (Director of Learning and Teaching), Dr Sam Chenery-Morris (University wide representative, School of Health and Sports Sciences), Sam Clarke (Students' Union Officer, School of Social Sciences and Humanities), Professor Mohammad Dastbaz (Deputy Vice-Chancellor), Dr Paul Driscoll-Evans (Pro Vice-Chancellor, Health and Wellbeing), Fiona Fisk (Academic Registrar and Director of Student Life and Registry Services), Deana Hazeldene (School of Health and Sports Sciences representative), Dr Ross Kemble (Suffolk Business School representative), Dr Rachael Martin (University wide representative, School of Social Sciences and Humanities), Professor Brian McCook (Dean, School of Social Sciences and Humanities), Abigail Morgan (OSACC Manager) (Professional Services representative), Felix Ngobigha (Lecturer, School of Engineering, Arts, Science and Technology, Vice-Chancellor's nominee), Sean Preston (University wide representative, School of Engineering, Arts, Science and Technology), Lewis Woolsten (Students' Union President of Education)
Apologies:	Professor Emma Bond (Pro Vice-Chancellor Research), John Cavani (Interim Director of External Relations), Jo Campbell (Head of People, People and Organisational Development, Vice-Chancellor's nominee), Dr Adam Clayden (School of Engineering, Arts, Science and Technology representative), Tim Greenacre (Chief Operating Officer), Professor Gurpreet Jagpal (Pro-Vice-Chancellor Business and Entrepreneurship), Stuart Lipscombe (Representative, University and College Union), Professor Alistair Mathie (Dean, School of Engineering, Arts and Science and Technology), Shannon Pilsworth (Students' Union Officer, School of Engineering, Arts, Science and Technology), Dr Pallawi Sinha (School of Social Sciences and Humanities representative), Jamie Steele (Students' Union Officer, School of Health and Sports Sciences), Reilly Willis (University wide representative, School of Social Sciences and Humanities)
Secretary:	Alison McQuin (Head of Quality)
In attendance:	Associate Professor Stuart Agnew (Director, Centre for Academic and International Partnerships), James Nial (Head of Planning and Management Information), Laura Pennie (Deputy Academic Registrar), Andreea Tocca (Head of Research Development)

Minutes shown in bold italics should be treated as confidential and will be removed from the published set on the University website.

Secretary's note: The meeting of Senate was not quorate, members who sent apologies were asked to send comments and/or approval prior to the meeting.

Policies and procedures

Academic Appeals Procedures

22/145   It was confirmed that reference to 'days' within the procedure referred to calendar days, otherwise 'working days' were stated. Consistency in the use of calendar days and working days across policies would be checked as policies and procedures went through cyclical review.

22/146   It was noted that further signposting to other policies and guidance would be useful for reader ease and that typographical errors and inconsistencies should be corrected.

Agreed action: The Deputy Academic Registrar to provide further signposting within the policy and to correct any minor errors prior to publication.

Academic Misconduct Policy

22/147   The timelines for referral of misconduct cases to OSACC were discussed and it was agreed that the time for allegation forms to be submitted should be reduced from 'normally 2 months' to 'normally 4 weeks' to provide prompter outcomes for students. The challenge for partner institutions with large volumes of students was noted and discussions with partners had already begun to reduce the timeframe against which they were currently submitting allegation forms.

Agreed action: The Deputy Academic Registrar to amend paragraph 55 from 'normally 2 months' to 'normally 4 weeks' and include professional values within the introduction prior to publication.

22/148   Members noted that this policy was likely to be reviewed again in 2023/24 to ensure that it responded to artificial intelligence (AI) developments. Senate endorsed course teams to have conversations with their students about both the positive and negative use of AI and noted that the review of the assessment strategy was ongoing.

Admissions Policy

22/149   It was agreed that the availability of further language support should not be included within the policy as the focus should be on entry requirements.

22/150   Subject to the amendment to paragraph 55 from "art and design" courses to "arts" courses, members approved the proposed revisions.

Agreed action: The Academic Registrar to update paragraph 55 prior to publication.

Applicant Appeals and Complaints Procedure

22/151   Members approved the proposed revisions.

Outcome: Approved.

Assessment Board Policy

22/152   The Assessment Board Policy had been reviewed to ensure membership and responsibilities remained appropriate. It was agreed that it was beneficial for the personal academic coaches to be present at assessment boards. It was confirmed that further guidance could be made available about assessment board observations and it was agreed that this should sit outside the policy.

Outcome: Agreed.

Assessment Moderation Policy

22/153   The Assessment Moderation Policy set out the baseline requirements but there was the flexibility within the policy to allow course teams to undertake additional assurance activity such as further calibration. The Quality team were available to support course teams to work within the spirit of the policies and procedures.

22/154   Members discussed moderation sampling and whether all referred work needed to be reviewed. It was noted that moderation looked at the way assessments were marked as well as the feedback provided to students. As moderation of all referred work was broadly in line with the sector standard, it was agreed that this should be approved for 2023/24 implementation.

Agreed action: The Deputy Academic Registrar to correct any typographical and grammatical errors and include information on the retention of student work within paragraph 16 prior to publication.

Framework and Regulations for SQA Advanced Awards in Nautical Science

22/155   It was confirmed that the SCQF credit points operated on the Scottish qualification system and so were lower than the FHEQ credit structure used by the University. An equality impact assessment (EIA) would be completed by the Quality Team.

Outcome: Approved.

Learning Session Recording (Lecture Capture) Policy

22/156   It was confirmed that Panopto would be used from 2023/24 to webcast learning sessions only for students who have a reasonable adjustment agreed by Student Life.

22/157   A meeting would take place with Associate Deans and Course Leaders to confirm digital register and compliance requirements.

22/158   Subject to updating paragraph 1 to reflect the Equality Act (2010) and rephrasing paragraph 14f to provide further clarity, members were supportive of the changes. Issues with recording classrooms in The Hold would be addressed separately with the Digital and IT Services team.

Agreed action: The Director of Learning and Teaching to update paragraph 1 and 14f prior to publication.

Personal Tutorial Policy

22/159   It was confirmed that the Personal Academic Coaching Policy would be for Ipswich students, with students from partner institutions continuing to use the existing Personal Tutorial Policy.

Outcome: Approved.

Senate engagement

22/160   It was noted that two out of the last three Senate meetings had not been quorate and as the most important academic decision-making committee at the University, both attendance and engagement with the papers needed to improve.

22/161   Members agreed that Senate should remain in-person and, only in exceptional circumstances, and with prior agreement from the Chair, would a member be allowed to attend virtually. It was also agreed that members should provide a reason for non-attendance at Senate to the Chair in advance and that this would be monitored in-year, with discussions taking place with members who did not attend or engage with the papers.

22/162   At the induction of new School Officers, they would be reminded that attendance at Senate was mandatory, unless there were exceptional reasons otherwise.

22/163   At future meetings, it was agreed that elected members would be allocated a paper (or papers) to provide a brief overview and start the conversation at the meeting.

Date of next meeting

22/164   The date of the next meeting was to be confirmed.

Alison McQuin
Head of Quality