

University of Suffolk

SENATE

Minutes of previous meetings held on 3 March 2021 and the sub-group meeting on 30 March 2021

20/159 The minutes of the meetings held on 3 March and 30 March 2021 were approved as an accurate record to be published on the website.

Matters arising

20/160 All matters arising items were either completed, deferred or due for completion at a later date.

20/161 It was reported that the Quality team were working closely with the Director of Learning and Teaching and the Associate Deans on the streamlining quality processes project.

Students' Union report

20/162 The Students' Union report was received, noting the achievements of the Students' Union over a difficult year with Covid. Work on the 'Good Night Out' and student bystander campaign would continue next academic year.

20/163 Members thanked the Students' Union President and School Officers for their contribution to Senate, noting that this was their last meeting.

Chair's report

20/164 The Chair's report was received, noting that Amanda Tiller, Student Life Assistant, won the Hero of the Year at the Students' Union awards.

20/165 A further 'all staff update' would be issued following the recent Prime Minister's announcement on Covid-19. While the deadline for exiting lockdown had been delayed, it was not expected to affect the start of the autumn term. The Recovery Planning Group had developed three scenarios for course delivery in 2021/22, dependent on government Covid-19 restrictions in place.

Access and Participation Plan (APP) research

20/166 The APP research explored the factors influencing students' decisions to come to the University of Suffolk, the student experience of seeking additional support and the experience of developing employability skills.

20/167 The research was completed using quantitative data as well as the use of focus groups. In the future, qualitative research would be completed prior to the survey, to help inform questions. In addition, the team would engage in large scale data mapping to identify any gaps, noting that a wealth of rich data was available from some smaller focused projects.

20/168 The impact of Covid-19 on progress with the APP was discussed, noting that some benefits included extending the geographical reach through online activities; developing a new range of tools and techniques; and creating an online and elongated induction that led to better engagement with online learning. However, Covid-19 had inhibited access to schools and made it harder to reach some groups due to digital poverty. A new digital support fund had been set-up to help existing students with costs towards digital technology.

20/169 It was confirmed that the final report would be provided at the next Senate meeting.

Agreed action: The Director of Learning and Teaching to submit the final APP report to the next Senate meeting for discussion.

Policies and procedures

Framework and Regulations for Higher National Awards

20/170 Minor amendments were proposed to the Framework and Regulations for Higher National Awards to ensure its continued alignment with Pearson, the awarding body.

20/171 It was agreed that paragraph 3 should be updated to include the terms 'programme' and 'unit' leader to reflect the terminology used by Pearson. While it was suggested

Student Representation and Student Voice Policy

20/177 The existing Student Representation Code of Practice was reviewed in collaboration with the Students' Union. It was confirmed that students were able to opt out of joining the Students' Union during enrolment and that further supporting documentation would be developed to ensure the policy was accessible to all students.

Outcome: Approved.

Support for Study Procedure

20/178 The Fitness to Study Procedure was reviewed as part of the cycle of policy and procedure reviews. The review had shown that the procedure was broadly in line with the sector, but changes were proposed, including a title change to Support for Study Procedure.

20/179 Members noted that some small corrections were needed, including showing that partner institutions would retain the existing Personal Tutor role, but supported the changes in principle.

Agreed action: The Academic Registrar to update the procedure with the following:

- Update appendix 2 to reflect the revised title
- Add 'or equivalent at partner institution' to stage 1 and in reference to the Personal Academic Coach role

The revised procedure should be updated prior to publication in August 2021.

20/180

Student recruitment

20/197 The difficulty in comparing recruitment figures to previous years was discussed, noting the different environment and deadline dates due to Covid-19. It was confirmed that a RAG rated list for conversion rates was provided to Deans and the Portfolio Oversight Committee.

Agreed action: The Director of External Relations to provide comparative student recruitment data for 2019/20 and 2020/21, where it was meaningful to do so, for the next Senate meeting.

20/198 It was reported that the Clearing campaign had started and that Course Leaders could contact External Relations should they want support for targeted course campaigns.

Covid-19

20/199 It was agreed that all sub-committees of Senate would be requested to include an item on capturing good practice that had occurred during Covid-19 at their next meeting so that any common themes can be identified.

Agreed action: The Chair and Secretary to request that all Senate sub-committees include an item on good practice during Covid-19 at their next meeting.

REF and RDAP

20/200 An update was provided to members on progress with REF and RDAP.

Partnerships

Partnerships update

20/201 An update on existing and new partnerships was provided to members.

Partnerships register

20/202 The University's register of partnership arrangements was received.

Course proposal forms

20/203 The list of course proposal forms approved since the last meeting was received.

Course suspension and discontinuation forms

20/204 The list of approved course suspension and discontinuation forms was provided to members.

Course validation/re-approval outcomes

20/205 The list of courses that were approved/re-approved so far in 2020/21 was provided to members.

Professional, Statutory and Regulatory Bodies (PSRB) reports

20/206 The recent reports received from PSRB was shared with members.

Reports from sub-committees

Academic and Appointments Promotion Committee (AAPC)

20/207 The minutes from the AAPC meeting held on 29 April 2021 were received.

Learning, Teaching and Assessment Committee (LTAC)

20/208 The minutes from the LTAC meeting held on 27 January and 5 May 2021 were provided for information.

Quality Committee