

Senate

Minutes of the meeting held on 25 June 2024 at 13:30
Oak Suite 1 and 2 MINUTES

Members

Ex-officio:

President & Vice-Chancellor	Prof Max Lu
Provost and Senior Vice-President [Chair]	Prof Tim Dunne
Pro-Vice-Chancellor, Education [Secretary]	Prof Eunice Ma
Pro-Vice-Chancellor, Research & Innovation	Prof Lisa Collins*
Pro-Vice-Chancellor, Executive Dean, FASS	Prof Annika Bautz
Pro-Vice-Chancellor, Executive Dean, FEPS	Prof Bob Nichol
Pro-Vice-Chancellor, Executive Dean, FHMS	Prof Paul Townsend
Vice-President, Global	Patrick Degg*
Associate VP, External Engagement (International)	Prof Amelia Hadfield*
Associate Dean, Education, FASS	Prof Emma Mayhew
Associate Dean, Education, FEPS	Prof Esat Alpay
Associate Dean, Education, FHMS	Dr Dynatra Subasinghe
Associate Dean, Research & Innovation, FASS	Prof Rachel Brooks
Associate Dean, Research & Innovation, FEPS	Prof Jin Xuan
Associate Dean, Research & Innovation, FHMS	Prof Deborah Dunn-Walters
Chief Student Officer	Kerry Matthews
Director of Academic Performance, Quality and Governance	Nick Moore
Director of Research, Innovation & Impact	Gill Fairbairn
Director, Institute for People-Centred AI	Prof Adrian Hilton
Director, Institute of Sustainability	Prof Lorenzo Fioramonti
President of the Students' Union	Jo Yau
VP Voice of the Students' Union	Kiara Kataike

Nominated (FASS):

School of Law	Assoc Prof Dr Joshua Andresen
School of Literature and Languages	Assoc Prof Dr Constance Bantman
School of Sociology	Prof Karen Bullock*
Guildford School of Acting	Prof Anna McNamara*

Nominated (FEPS):

Computer Science & Electrical Engineering	Dr Mariam Cirovic
Computer Science & Electrical Engineering	Prof Philip Jackson
Mechanical Engineering Sciences	Assoc Prof Dr Tan Sui
Sustainability, Civil & Environmental Eng	Dr Martin Walker*

Nominated (FHMS):

School of Biosciences	Dr Mohammad Asim*
School of Biosciences	Dr Terri Grassby
School of Psychology	Dr Charo Hodgkins
School of Health Sciences	Claire Tarrant*

Nominated (PGR Student)

FEPS PGR Student	Chunlin Chen*
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In attendance:

Governance Officer [minute taker]	Kelley Padley
Senior HR Business Partner (Academic)	Lois Moor [23/081]

* denotes absence

1 INTRODUCTORY ITEMS

23/069 Apologies for absence

- .1 Apologies were received from Lisa Collins, Patrick Degg, Amelia Hadfield, Karen Bullock, Anna McNamara, Martin Walker, Mohammad Asim, Claire Tarrant and Chunlin Chen.
- .2 The Chair welcomed the following to Senate:
Eunice Ma – PVC, Education
Pam Jestico – member of Council attending to observe
Liam White – incoming President of the Students Union

23/070 Minutes of the last meeting(s)

- .1 The Board **approved** the minutes of the meetings held on 24 April 2024 and 10 May 2024.

23/071 Vice-Chancellor’s Update and Report including Financial Resilience Process

- .1 The VC commenced his final update to Senate of the 2023/24 academic session by thanking all staff for their contributions to teaching, innovation and research over the year.
- .2 With the general election approaching, the University continued to engage both the current and opposition party via the UUK Vice-Chancellors group and other fora. Senate noted the Labour party manifesto included some policy signals that were more conducive to supporting the HE sector (longer-term 10yr approach to investment in R&D, sympathetic to international students).
- .3 The final draft of the University’s Strategy will be presented to Council on 25 July for approval and, subject to approval, will be launched in October 2024 heralding the start of a new and ambitious phase of the University’s journey. Senate noted the strategy was also ambitious in terms of its commitment to sustainability with a target to reach net zero emissions by 2030.
- .4 Senate noted the following senior appointments had been made:
Matthew Knight, CFO, commencing in July
Eunice Ma, PVC, Education, commenced during June
Will Davies, confirmed in role as COO with immediate effect
Scott Williams, Director of Marketing and Communications, start date tbc
- .5 Surrey had improved its position in the recently published domestic Complete University Guide 2025 (moving up by one place). Surrey’s position in the international league tables, however, was falling and the Provost would be chairing a group tasked with improving the University’s international ranking.
- .6 The VC thanked those colleagues involved in supporting the recent June Open Day noting that the University would be reviewing HR policy and procedure with respect to the expectation that staff participate to support key University events (open days, graduation, enrolment and Freshers week).
- .7 The VC provided Senate with a summary of progress in the Financial Resilience programme. The University had recovered its current year forecast back to budget and drafted a credible budget

for 24/25 that achieves the required £10m surplus. Compulsory redundancy has been avoided in all areas due to the following measures: a second opportunity to apply for voluntary severance; some changes to individual FTEs; effective selection and redeployment processes delivered the required staffing costs. Non-staffing costs (travel, consumables etc) have been scrutinised on a category basis and reductions in spend have been built into every area's budget for 24/25.

- .8 Senate noted there were a number of external factors (i.e. upcoming UK election, USA election, economic outlook) and that the University would continue working hard on the factors it could control whilst trying to exert influence over external policy where it can.
- .9 Senate discussed the importance of prioritising activities and approaches to proactively improve staff morale. Emma Mayhew, ADE (FASS), will be sharing her observations on how to improve staff morale at the next Executive Board and welcomed input

23/072 SU Update

- .1 The President of the Students' Union provided a summary of the progress made against the USSU Priorities that were articulated at the start of the academic session and monitored at each meeting of the University-Students' Union Committee (USUC) during the year:
- Cost of Living
 - Engagement and Participation
 - Equality, Diversity and Inclusion
 - Education
- Senate noted the SU's engagement and participation activities had been provided free of cost to students thereby also supporting the cost of living agenda (examples included Don't Worry Surrey Campaign, Sustainability Week).
- .2 The SU had collaborated closely with the University on several key projects over the course of the year:
- with colleagues in OSCAR, on the proposed changes to Student Regulations that would be presented to Senate as part of the agenda today.
 - with the CSO and team, on the Seamless Student Journey.
 - with the Director of Student Life, on the submission(s) for the new Access & Participation Plan (student submission and University APP) sharing and analysing data, working together on the shared goal to give all students the best experience and equal opportunity for success.
 - With colleagues in Executive Board, providing SU Resolutions on the Financial Change Programme and working to secure the best interests of the student experience during the period of change.
- .3 The Surrey Students' Union Strategy 2024-27 had been launched and was provided to Senate.
- .4 The Chair thanked the President of the Students' Union and the supporting Sabbatical Officers for their work and contributions over the 2023/24 academic session noting the relationship between the University and the Students' Union had matured.

23/073 Chair's Action/Business

- .1 The Chair confirmed that no Chair's Action had been taken since the last meeting.

2 ITEMS FOR APPROVAL

23/074 Quality Framework – Amendments to University Regulations

- .1 Nick Moore, Director of Academic Performance, Quality and Governance, presented the item to Senate noting the paper is presented jointly by OSCAR and the Students' Union. The proposed amendments had been considered by QESC on 9 May and by UEC on 4 June.
- .2 The key changes were summarised:
 - 1.1 *AO Regulations for Foundation Year*
 - No trailing credit permitted from Foundation year
 - 1.2 *A1 Regulations for taught programmes*
 - Clarify a third attempt allowed for a single module with a credit value of up to and including 30 credits.
 - Allow final year students the choice to retake 2 failed/deferred Semester 1 modules in Semester 2, rather than in the Late Summer Assessment (LSA) period as long as their combined credit total does not exceed 30 credits.
 - Exceptions to A1 Regulations for the Bachelor of Medicine, Bachelor of Surgery (BMBS) Graduate Medicine Programme.
 - 1.3 *A2 Regulations for research degrees, including by published work*
 - Introduction of the distance-learning mode of study for PGR students.
 - Allow the confirmation viva to take place *normally* nine to 15 months after initial registration for full-time students.
 - 1.4 *Amendments to B Regulations*
 - Requiring applicants to declare expulsions for serious misconduct from educational institutions that provide secondary, further or higher education. UEC had approved amendments to the relevant Codes of Practice for Admissions and to the Criminal Convictions Policy. Senate were asked to approve the relocation of the Expulsions and Criminal Convictions Policy from the POPP Framework to the Quality Framework.
- .3 Senate were supportive of the changes but queried the impact the proposed change in A0 regulations would have on progression and requested figures on the approximate number of Foundation students unable to progress. Senate also queried the volume of level 6 semester 1 retakes in semester 2 and the impact this could have on staff workload and morale.
- .4 Senate **approved** the proposed changes with the proviso that further consideration was given to:
 - the number of Foundation students that would be unable to progress under the amended regulation.
 - the volume of level 6 students that would be in a position to undertake 2 failed/deferred semester 1 modules in semester 2 and hence the additional workload this could present to academic staff.

Action: NM to action

23/075 Quality Framework – Compliance with OfS conditions for registration: B4 condition (retaining assessed student work)

- .1 Senate received a paper outlining the implications for Surrey of new guidance related to the retention of students' assessed work (OfS Conditions of Registration B4 and B5). Following the

publication of new conditions of registration in 2022, sector concerns were raised over the burden and cost of new requirements around retention of students' assessed work. In response to these concerns, further guidance had been provided in March 2024. The paper summarised the University's compliance with the OfS' conditions B4 and B5 explored approaches to retaining students' assessed work.

- .2 The paper proposed the University retain all assessments for the various assessment types noting the burden that extracting and retaining the samples creates, coupled with the fact that additional individual student's work would have to be selected and stored for all courses/ course areas, effectively means a keep-all approach is less burdensome. Senate **recommended** retaining all assessments for the various assessment types for approval by Executive Board.

23/076 Degrees Outcomes Statement 2024

- .1 Senate **endorsed** the Degree Outcomes Statement for onward approval by Council.

23/077 Student Protection Plan

- .1 Senate **endorsed** the Student Protection Plan for onward approval by Council.

23/078 Academic Year 2025/26 – 2029/30

- .1 Senate **approved** the academic year dates 2025/26 to 2029/30 for publication.
- .2 Senate noted the potential that a reduction in assessment requirements may, in the future, reduce the scheduled number of exam weeks from 3 to 2 weeks and thereby enable consideration of a reading week.

23/079 Senate Sub-Committees Terms of Reference

- .1 Revisions to the membership of Senate had been recommended by Senators in January and approved by Council in February 2024. The amends had rebalanced membership both in terms of ex-officio vs nominated and in terms of professional services vs academic to ensure a greater academic voice and representation at Senate. The number of Faculty Academic Senators will increase from 12 to 18 in academic session 2024/25 (6 per Faculty).
- .2 The terms of reference and membership of Senate Sub-Committees had been considered at the Senate Nominations Committee on 20 June 2024. The introduction of nominated Faculty Academic Senators as members on the key sub-committees was proposed. This would provide greater connectivity between the delegated matters discussed at sub-committee and Senate and would further address the issue raised by the Advance HE Senate effectiveness review, namely, the need for a stronger academic voice and presence on Senate.
- .3 Senate **approved** the proposed changes to:
 - University Research and Innovation Committee (URIC)
 - Senate Nominations Committee (SNC)
 - Senate Sub-Committee on Academic Freedom and Freedom of Expression (SSC on AFF)
- .4 Senate **approved** the proposed changes to the University Education Committee subject to revision of ToR 7 to reflect that changes in the governance of the Access and Participation Plan

meant that UEC no longer approves the plan and subject to explicit reference to the student experience.

Action: EM to update

- .5 Senate noted that nominated Faculty Academic Senators would be invited to self-nominate for the positions on UEC, URIC and SSC on AF.

23/080 Nominated Faculty Academic Representatives for Senate

- .1 Senate **approved** the 12 nominations endorsed by Senate Nominations Committee for appointment from 2024/25 academic session.

23/081 Promotions Process: Confirmation of final documents

- .1 Lois Moor, Senior HR Business Partner (Academic), attended to assist in the presentation of this item to Senate.
- .2 Senate had received proposed changes to the Academic Promotions Criteria 2024 to embed the approved criteria at its meeting on 10 May 2024. There had been broad support for the proposed changes and Senate agreed the Provost and Senior HR Business Partner (Academic), would revisit the process in light of the feedback received at Senate agreeing that, further to liaison with appropriate Faculty channels on the final documentation, the process, application forms and guidance would be launched in June 2024.
- .3 The Chair provided a presentation to Senate summarising the enhancements made to the process and documentation (notably to the application forms for each track) in response to Senate feedback and confirmed that further consultation had been undertaken with Unions, OAA Programme Board (all PVCs) and with HR.
- .4 Senate voiced concern that the discretion element was not evident to a candidate reading the paperwork and contemplating making an application.
- .5 Senate agreed the process, guidelines and forms should be explicit and foreground that the University requires 'at level of promotion you are seeking' in 2 Domains and making a 'positive contribution' to the third Domain.
- .6 Senate noted that procedural grounds was the only eligible grounds which an unsuccessful applicant could appeal under. There was some discussion as to whether the procedure needed to be clearer and better articulated (in a way which would easily enable one to deal with appeals made under procedural grounds). Senate discussed the realm of discretion and how it was currently articulated in the procedure.
- .7 Senators recommended the inclusion of some examples of activity / evidence that would demonstrate contribution commensurate with seniority and relative to opportunity within the documentation.
- .8 The role of the PDR in the academic promotions process was queried. The Chair confirmed that there would be no connection drawn between the scoring of an individual's PDR and the Academic Promotions Process.

- .9 The chair proposed and Senate agreed to review the documentation in response to the feedback received at Senate today. This review would be done by a sub-set of Senate who would be empowered to approve the final documents on behalf of Senate. The sub-set would consist of the following Senators (who had volunteered to undertake this role on behalf of Senate):

Provost, Tim Dunne (Chair)
FASS Academic, Josh Andresen
FHMS Academic, Terri Grassby
Director, Institute for People-Centred AI, Adrian Hilton
FHMS Academic, Charo Hodgkins
Director of Academic Performance, Quality and Governance, Nick Moore

- .10 Senate noted the importance of launching the process and application forms before academic staff departed for the summer break. Final copies of documentation will be shared with Senate.

3 ITEMS TO NOTE

23/082 Student Satisfaction Survey Results (MEQ Sem 2 and Student Pulse)

- .1 The paper was noted.

23/083 Expulsions and Criminal Convictions Policy

- .1 The paper was noted.

23/084 Education & Student Experience Report to Senate

- .1 The paper was noted.

23/085 Research & Innovation Report to Senate

- .1 The paper was noted.

23/086 Recommendations of newly appointed Emeritus / Emerita Professors

- .1 The paper was noted.

23/087 Senate Sub-Committee Minutes University Education Committee, 4th June University Research & Innovation Committee, 21st May

- .1 The unconfirmed minutes were noted.

23/088 Items for future meetings

- .1 The paper was noted

4 CLOSING ITEMS

23/089 AOB

- .1 Proposed changes to School and Faculty Names in FASS

The PVC, Executive Dean (FASS) presented the proposed names for the three Schools in FASS and for the title of the Faculty itself following the FASS Change Process. Senate noted that academic staff within the Faculty had been involved in the naming process and that a 'bottom-up' approach to naming had been applied.

- .2 Senate engaged in a discussion about the inclusion of the word 'industries' in the School of Arts, Humanities and Creative Industries concluding that the school encompassed many creative industries and that it was apt it was included in the title.
- .3 Senate **approved** the following new School and Faculty name(s):
- School of Social Sciences
 - School of Arts, Humanities and Creative Industries
 - Surrey Business School

 - Faculty of Arts, Business and Social Sciences (FABSS)
- .4 Senate noted the appropriate cascade of the new titles: Council to be informed; Staff within the Faculty to be informed; All staff communication to be issued.
- .5 Thanks to departing Senators
The Chair thanked all Senators for their contributions over the 2023/24 session and noted particular thanks to those Senators that were leaving Senate.

23/090 Dates of next Senate meetings 2024/25

- .1 Wednesday 30 October 2024
Wednesday 15 January 2025
Wednesday 2 April 2025
Wednesday 25 June 2025