67. WELCOME

The Deputy Principal (External Relations) offered apologies for absence from the Principal and the Vice Principal. The Senate confirmed that the Deputy Principal (External Relations) would act as Chair on this occasion. The Chair welcomed all those attending the meeting making particular mention of:

- Mr P Travill, Academic Registrar Designate, who was in attendance for the first time since joining the University;
- Professor A Miller, who was attending his final meeting of Senate prior to his retirement and after several years of valuable contribution to the Senate and to the University;
- Dr C Annabie, who was attending via skype from Dubai; and
- Mr J McDermott, who had joined the University on a temporary basis as Clerk of Senate.

68. MINUTES OF PREVIOUS MEETING

The Senate approved the minutes of the meeting of 8 October 2014, subject to amending some drafting errors on page 3 and page 11.
69. REPORT OF MEETING OF SENATE MEMBERS WITH THE CHAIR OF COURT DESIGNATE ON 13 NOVEMBER 2014

Senate noted the report of the informal meeting held in November between the Chair Designate of Court and some members of the Senate.

70. MATTERS ARISING FROM THE MINUTES

70.1 Review of the Charter and Statutes (minute 52.7)

The University Secretary provided the Senate with a verbal report on progress being made with the Scottish Government and Privy Council towards approval of the revised Charter and Statutes. It was hoped that approval may be granted by the Privy Council before Christmas. Privy Council had requested some non-material changes to clarify some aspects and these had been provided. These would be communicated to Senate members in due course.

It was noted that once the Charter and Statutes as a whole had been approved, there would be significant work required, led by the Ordinances and Regulations Committee and the Senate, to bring the University Ordinances and Regulations into line.

70.2 Appointment of the new Principal & Vice-Chancellor (minute 54.1)

The University Secretary provided the Senate with a verbal report on the continuing process to appoint a new Principal & Vice-Chancellor to succeed Professor Steve Chapman. Members were reminded that a special meeting of the Senate had been arranged for Wednesday 10 December to receive and consider any recommendation emerging from the joint Court and Senate Appointment Committee, which would meet the previous day. It was noted to be important that as many members as possible attend the meeting to ensure due process is undertaken by a quorate meeting of Senate. The content of the meeting would be kept strictly confidential and would be reported to Court.

71. REPORT FROM THE SENATE BUSINESS COMMITTEE: BUSINESS TRANSACTED TO 10 NOVEMBER 2014 (SP/14/39)

The Senate received and considered a report on items considered by the Senate Business Committee by correspondence. The Senate noted the approval by SBC of Regulation 50: Student Discipline and further noted that the revised Regulation and Student Discipline Policy & Procedures were introduced on 1 November 2014 and are available for reference online. Senate further noted the following items that had been dealt with by SBC:

- Conferment of Awards;
- Conferment of Honorary Titles.

72. REPORT FROM THE SENATE BUSINESS COMMITTEE: MEETING OF 27 NOVEMBER 2014 (SP/14/40)

The Senate received and noted a report on a meeting of the Committee held on 27 November 2014. The Senate noted the following items:

- Discussion on University Response to Government Consultation on HE Governance Bill;
- Recruitment of New Principal and Vice-Chancellor;
- Future action towards ensuring that the Terms of Reference of Committees of Senate met equality and diversity requirements;
- Conferment of Awards;
- Conferment of Honorary Titles.

73. REPORT FROM THE UNDERGRADUATE STUDIES COMMITTEE (SP/14/41)

The Senate received and noted a report, presented by the Chair of the Undergraduate Studies Committee, on meetings held on 1 October and 5 November 2014. The Senate noted the following items:

- Amendment to Registrations and Student Appeals to the Undergraduate Studies Committee;
- Programme Proposals.
74. **REPORT FROM THE POSTGRADUATE STUDIES COMMITTEE (SP/14/42)**

The Senate received and noted a report, presented by the Chair of the Postgraduate Studies Committee, on a meeting held on 28 October 2014. The Senate noted the following items:

- Approval of Thesis Titles and Appointment of Examiners;
- Amendments to Registration;
- Approval of Supervisors for Postgraduate Research Students;
- Appointment of Approved Supervisors for Postgraduate Research Students;
- Approval of Supervisor Nominations for Postgraduate Research Students;
- Report from Examiners for Research Degrees.

75. **REPORT FROM THE QUALITY AND STANDARDS COMMITTEE (SP/14/43)**

The Senate received and considered a report, presented by the Chair of the Quality and Standards Committee, on a meeting held on 15 October 2014.

75.1 **Review of Quality & Standards Committee Terms of Reference**

The Senate approved the revised Terms of Reference of the Quality and Standards Committee as given in Appendix 1 to paper SP/14/43.

75.2 **Revised Terms of Reference: Academic Council (West London College)**

The Senate approved the revised Terms of Reference of the West London College Academic Council as given in Appendix 2 to paper SP/14/43.

75.3 **Items Presented for Information**

The Senate noted the following items contained in SP/14/43:

- Academic Review of the School of the Built Environment, Dubai;
- Academic Review of MSc in Construction Project Management, Malaysia;
- Internal Audit of the School of Mathematical & Computer Sciences: One-Year Progress Report;
- Internal Audit Progress Report: School of Management & Languages;
- Approved Learning Partner Visit Template (Edinburgh Business School);
- Review for Educational Oversight – Monitoring Visit: The City College
- Annual Report on On-Campus Examinations, 2013/14: Summary;
- Schedule of Annual Reviews;
- Academic Reviews: Summary of 2013/2014 Reviews;
- Academic Reviews: One Year Progress Reports;
- Academic Review of Computer Science;
- Internal Audit Handbook and Schedule;
- Internal Audits;
- Professional, Statutory and Regulatory Bodies (PSRBs) Accreditations for 2012/2013;
- Embedded College Review for Educational Oversight – Monitoring Visit: Heriot-Watt University International Study Centre;
- Exchange Agreement Approvals;
- Special Circumstances Procedures: Revisions.

76. **REPORT FROM THE ACADEMIC COUNCIL (WEST LONDON COLLEGE) (SP/14/44)**

The Senate received and noted a report, presented by the Chair of the West London College Academic Council, on a meeting held on 16 September 2014. The Senate noted the following items:

- Confirmation of a new member of Academic Council / Terms of Reference;
- QAA Review for Educational Oversight Report;
- QAA ELIR;
- National Student Survey / Postgraduate Taught Experience Survey;
- HESA Return;
- School of Management & Languages Alignment Project;
- SQA Diploma;
- Staffing issues.
77. REPORT FROM THE ACADEMIC COUNCIL (MALAYSIA) (SP/14/45)

The Senate received and noted a report, submitted by the Chair of the Malaysia Academic Council, on meetings held on 13 June 2014 and 19 September 2014. The Senate noted the following items:

- Terms of Reference;
- Foundation Programme;
- Academic Review of Programme in Malaysia;
- Postgraduate Programmes;
- Research Opportunities;
- Strategic Planning Framework of Industrial Linkages and Networking for HWUM.

78. REPORT FROM INFORMATION SERVICES COMMITTEE (SP/14/46)

The Senate received and considered a report, presented by the Chair of the Information Services Committee, on a meeting held on 10 September 2014. The Senate noted two changes to the membership of the Committee. The Senate further noted the following items:

- Information Services Report;
- National Student Survey 2014.

79. ORDINANCES AND REGULATIONS COMMITTEE (SP/14/47)

The Senate received and noted a report, presented by the Chair of the Ordinances and Regulations Committee, on a meeting held on 9 November 2014. The Senate noted the following item:

- Proposed Revisions to Regulation 50: Student Discipline.

80. PRESENTATION AND DISCUSSION ITEMS

80.1 ELIR Update

The Deputy Principal (Learning and Teaching) gave a presentation giving an update on ELIR. The presentation included the following:

- A reminder of the focus and scope of ELIR, noting its enhancement and assurance components;
- A reminder of the importance of ELIR, particularly with regard to the University’s reputation across all of its stakeholders;
- The timetable of activities for the ELIR process, noting that preparations have been underway since 2013, involving the effort and expertise of a great many staff. The latest milestone had been that the required documents had been submitted to QAA Scotland by the 14 November 2014 due date.
- Senate recorded its profound gratitude to Dr King and other colleagues in the Registry who had prepared the documents and to all staff who had been involved in the submission.
- A number of staff would be involved in the Review Visit; and Senate noted that the two parts of the Visit followed different formats:
  - Part 1: 28-29 January 2015 – formal, set meetings
  - Part 2: w/c16 March 2015 (likely to be 5 days: to be confirmed at end of Part 1 visit)
- The means by which staff and students have been involved so far including discussions at committees across the University and through the Student Union. Feedback had also been submitted by undergraduate and postgraduate cohorts to the Reflective Analysis document;
- ELIR3 invites HEI’s to identify areas on which they would welcome feedback from the ELIR Team and HWU has highlighted 3 of these:
  - Implementation of the Academic Management Structures
  - Alignment with the Learning and Teaching Strategy
  - Use of the Code of Practice for the Management of Multi-Location, Multi-Mode Programmes
- Possible ELIR Lines of Enquiry in these three developments were considered
- Questions and views from Senate members were invited.
  - The importance of ensuring consistent quality across multi-campus and multi-mode operations was agreed, whilst recognising that diversity in the student experience was inherent in a diverse organisation;
  - The relationship with West London College.
80.2 Overview of School of Management & Languages

The Head of the School of Management & Languages gave a presentation giving an overview of the School and its strategy. The presentation included the following areas of the School:

- Structure of the School around its academic disciplines and 10 Research Institutes;
- The size and geographical spread of the School, with some 35% of the University's student FTE count and staff based in Scotland, Dubai and Malaysia;
- Its ability to cater for the diverse requirements of its different stakeholders;
- The creditable performance of the School in research exercises despite a very demanding tariff and competing against significantly better resourced schools elsewhere;
- Innovative course design to maximise elective choice to students;
- Plans to create an Advisory Board to gain greater input from the wider business community;
- Workload modelling, sabbaticals, mentoring and other approaches to staff issues;
- Challenges facing the School included: its physical accommodation; visibility with industry; research intensification; competition with better resourced institutions;
- To meet these challenges there was a clear strategy in place, improving management information and high-level support, which was appreciated by the School;
- It was noted that the unique nature of the School was both a challenge and an asset.

Following the presentation, members of the Senate were invited to raise comments and questions.

The Chair thanked the Head of the School for his presentation.

80.3 University response to Government consultation on HE Governance Bill

Members were asked to refer to the documents that had been circulated on the subject:

- SP/14/48 cover paper;
- a copy of the Government Consultation Document;
- the Universities Scotland response to the consultation;
- the template for submitting responses.

The University Secretary gave a presentation and led discussion on the Scottish Government Consultation on the Higher Education Governance Bill. It was emphasised that written comments were welcomed from members on all aspects of the consultation (via email to the Clerk). These would be collated with the undernoted discussion of the Senate and presented to Court on 15 December in order to frame a University response, which in turn would contribute to a unified response from the HE Sector as a whole.

Senate considered each in turn of the consultation questions:

- **Section A (Privy Council)**
  The Senate recognised that this had implications at a higher constitutional level that was outwith its scope. However, there was some resistance to replacing the role of the Privy Council, given that it contained some academic representation and the replacement body might not contain that. It was also felt that the new arrangement might leave institutions open to greater interference from the Government of the day. Finally, a new process might even lengthen the process for approving statutes and the like.

- **Section B (Academic Freedom);**
  To aid discussion, the cover paper contained the University's current and prospective definition of Academic Freedom. The Senate was strongly opposed to any change that would weaken the University’s definition. Clarification was required on whether the version in the consultation would replace or be added to institutions’ existing definitions. Clarification was also required on which members of staff were considered to be ‘academic’.

- **Section C (Role of Principals);**
  It was noted that the University already met this section.

- **Section D (Chairing of Governing Bodies)**
  The recent experience of the University's appointment of a new Chair of Court informed discussion. It was noted that despite the vacancy being widely advertised, success was attained through the use of a recruitment agency. It was agreed that it would be inappropriate to go through that process and then to ask the candidates to submit themselves to an election. In addition the composition of any
electorate was unclear. The President of the Student Union provided an overview of the means by which the Student Union had been engaged in the selection process for a new Chair and agreed that it had been appropriately open and transparent. It was suggested that holding elections might reduce diversity, with evidence cited that women were less likely to stand for elected positions. Heriot-Watt was very inclusive and continually sought to further improve. It did not wish to change that approach.

In further discussion it was noted that the duties of a Chair of Court were increasingly onerous, with expanded responsibilities also being proposed in the Bill. This had led to a suggestion that Chairs and other members of Court might receive remuneration. It was noted that the University’s Statutes contained the permission to offer remuneration, but that there was currently no intention to do so.

• **Section E (Membership of Governing Bodies)**;
The Senate was strongly opposed to there being staff representatives on Court nominated by the Trade Unions. The University’s current practice of all staff being able to elect the staff members was seen as more inclusive. In addition, the principle of equality was already embedded in the University’s new Charter & Statutes and Senate was therefore content on that issue.

• **Section F (Composition of Academic Boards and Appointment of Members)**;
The Senate agreed that it should remain the final arbiter on all academic matters. Senate was clear that both elected and ex-officio categories of membership should be retained, agreeing that certain academic responsibilities, such as those currently discharged by the Deputy Principals, would be lost to the Senate. Those charged with implementing academic strategy should have ownership of it. It was noted that the Senate currently had around two-thirds of its membership elected. It was further noted that the University currently had student representation at all levels and this should not be lost.

The University Secretary encouraged the Senate to send any further responses to the consultation via email to the Clerk no later than 10am on Monday 8 December 2014.

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81. **BRIEFING FROM THE PRINCIPAL AND THE UNIVERSITY EXECUTIVE** (SP/14/49)

The Senate received a report from the Principal and the University Executive on a range of topics of current interest. The Senate noted the following items contained in SP/14/36:

- Staff news;
- Preparing for the 2014/15 Planning Round;
- Annual Report and Financial Statements 2013/14;
- Review of the Role of Deans
- Athena SWAN;
- Management of Scholarships and Bursaries;
- Honorary Degree Nominations;
- UE Away Day: October 2014;
- Court Meeting on 13 October 2014
- External Publications and News.

82. **REPORT FROM THE LEARNING AND TEACHING BOARD** (SP/14/50)

The Senate received and considered a report, presented by the Deputy Principal (Learning and Teaching), on the meetings of the Board of 22 October 2014 and 12 November 2014.

82.1 **Item Presented for Approval**

The Senate approved the renaming of the Common Assessment and Progression System to the “Heriot-Watt Assessment and Progression System”.

82.2 **Items Presented for Information**

The Senate noted the following items contained in SP/14/50:

- Learning and Teaching Strategy: Summary Report;
- Learning and Teaching Strategy: Updated Operational Plan and Timeline;
- Learning and Teaching Strategy: Updated Strategies and Plans from Schools;
- Learning and Teaching Strategy: Next Stages;
• Progression and Retention
• Learning and Teaching Key Performance Indicators 2014;
• HWU-SFC Outcome Agreement;
• Postgraduate Taught Student Learning Experience;
• Annual Strategic Review Report 2013/14;
• Sharing External Examiner Reports with Students;
• QAA ELIR3: Preparations and Key Areas of Activity;
• QAA ELIR3: Case Study on the Learning and Teaching Strategy;
• Report from the Student Learning Experience Committee;
• Report from the Learning and Teaching Symposium;
• National Enhancement Theme: Student Transitions;
• Updated Committee and Reporting Structure for Learning and Teaching;
• Equality and Privacy Impact Assessment;
• ELIR Review Visit: Roles for Schools and Directors of Learning and Teaching;
• Learning and Teaching Risk Register;
• Report from the Learning Spaces Management Group;
• Report from the Centre for Academic Leadership and Development;
• Curriculum for Excellence Event;
• Gender Segregation at Meetings and Events.

83. REPORT FROM THE RESEARCH AND KNOWLEDGE EXCHANGE BOARD (SP/14/51)

The Senate received and noted a report, presented by the Deputy Principal (Research and Knowledge Transfer), on the meeting of the Board of 16 October 2014. The Senate noted that each school had presented its Research and Knowledge Exchange Strategy to the Board.

84. VALEDICTION & CLOSING REMARKS

It was noted that this was the final scheduled meeting of the Senate that Professor Alan Miller would attend prior to his retirement from the University. The Chair offered sincere thanks to Professor Miller for his contribution to the Senate and the University over a number of years as Deputy Principal (Research & Knowledge Transfer) and wished him well in his future endeavours.

The Chair also expressed gratitude on behalf of Senate to Mrs Kathy Patterson, Academic Registrar, who had attended her final meeting of Senate in October and who would retire shortly after more than twenty years of valuable service to the University. Mrs Patterson was currently abroad overseeing the University’s awards ceremonies in Dubai, Malaysia and Hong Kong.

It was further noted that, such were his diary commitments, the Principal, Professor Steve Chapman, had also attended his final meeting of Senate in October. Although he would still be in post at the time of the February meeting, he would be officiating at the formal opening of the University’s campus in Malaysia and thus unable to attend the Senate. Members were asked to give consideration to an appropriate means for the Senate to express its gratitude to Professor Chapman for his considerable contribution to the University.

The Chair wished members a peaceful and enjoyable break over the festive season.

85. NEXT MEETING

The Chair reminded members of the details of the next meetings:

• the special meeting of Senate on 10 December 2014 at 3.30pm in Lecture Theatre 2;
• the next scheduled meeting of Senate on 11 February 2015 at 2.15 pm in the Carnegie Room.