

Heriot-Watt University

The Senate

Approved minutes of the meeting held 7 October 2015

Chair:	Prof RA Williams		
Present:	Prof A Kaka Prof G Hogg Prof J Sawkins Prof L Galloway Prof J Ritchie Prof S McLaughlin Dr P Morris Prof R MacIntosh Prof F Waldron Prof P John Prof A Macdonald Ms H Frances Ms M Mitoshi Dr C Annabi* Dr D Ball Dr A Bell Prof P Corbett	Dr A Forster Prof I Galbraith Dr L Galbrun Dr S Gao Dr L Georgieva Dr F Ghaith* Prof N Gilbert Dr A Gow Mr A Hanif Mr A Harper Dr S Houston Dr B Jamieson Dr S Keith Prof O Laghrouche Dr T Lansdown Prof K McKendrick Dr Y McLaren-Hankin	Dr G Medero Prof G Michaelson Dr R Mochrie Mr D Mothiram* Ms V Northway* Dr O Ogwuda* Dr A Paterson Prof I Perez Ms J Priest Dr J Richards Mr B Roberts Dr G Streftaris Dr D Sun Prof N Taylor Dr R Van Dijke Dr M Winters
In Attendance:	Ms AM Dalton Mr P Travill Mr R McGookin	Mr M Roch Prof P Wookey** Mr G Watson	Mr B Dodgson (Clerk)
Apologies:	Prof J Jones Prof R Craik Prof D Hand Prof G Gibson Prof K Lumsden	Prof G Pender Dr F Bosche Dr G Buckingham Dr A Cuthbertson Dr M Gul	Dr H Hastie Dr J Ma Prof R Ocone

* Indicates member participating remotely

** For the business recorded under 15/65

1. Formal Matters

15/61 Welcome and Announcements

The Chair welcomed to the meeting the members of the Senate and those colleagues who were in attendance. The Chair welcomed to the meeting Mr Watson who, as a member of the Court, was attending as a guest.

Noted: Those members who had commenced their term of membership in August 2015; those former members who had completed their term of membership in July 2015; and those members who had in June 2015 been elected to represent the Senate at the meetings of the Court.

Noted: Those members who had submitted to the Clerk their apologies for the meeting.

15/62 Minutes of the Last Meeting

Received: The minutes of the meeting held on 13 May 2015.

Noted: That the Vice-Principal, as Chair for that meeting, had approved three minor amendments to the version that had previously been circulated.

Approved: As a correct record.

15/63 Matters Arising from the Minutes

Noted: There were no matters arising from the minutes that were not already on the agenda as circulated.

15/64 Principal's Briefing to the Senate

Noted: The Principal noted the welcome that had been extended to him since he had taken up office in September 2015. The Principal noted that he had met with colleagues at the Edinburgh, Galashiels, and Dubai campuses and had been impressed with the excellence of the work he had seen and the shared interest in making the University stronger. The Principal noted that he had plans to visit the Orkney and Malaysia campuses in the near future.

The Principal noted the continuing financial uncertainty ahead of the announcement, due in November 2015, of the results of the UK Government's latest spending review. The Principal noted that, given the likelihood that the review would lead to the further tightening of public expenditure and reductions in the budgets of the Research Councils and other bodies, the University would need to consider and plan how it could maintain and strengthen its financial position.

The Principal briefed the Senate on issues discussed at the Universities UK annual meeting held in September 2015 and noted the UK Government's proposed Teaching Excellence Framework; the new rules on counter-terrorism and Prevent guidance; and continuing concerns as to the UK's immigration and visa rules.

The Principal was pleased to note that the University had improved its position in a number of recent national and international rankings.

2. Matters for Presentation/Discussion

15/65 School of Life Sciences: Disestablishment of the School

Considered: A report on a proposal to disestablish the School of Life Sciences and to reorganise its academic activities within other Schools [SENP/15/39].

Noted: That

- a. a review of the School of Life Sciences had been commissioned in May 2015 and had concluded that the School had made significant progress since its last review five years previously, but that its relatively small size and the diversity of activity for its size meant that it could not deliver the quality of student experience or the intensity of research that was required under the University's strategic plan;
- b. in response to the findings of the review, it was proposed that the School of Life Sciences should be disestablished; the School's psychology department should be reorganised within the School of Management and Languages; and that working groups should be established to consider the reorganisation of the School's other research activities and taught programmes within other Schools;
- c. there was no intention to disengage from the School's current research areas or to withdraw the School's taught programmes;
- d. the review process had involved the Students' Union and the recognised trades unions and it was hoped that that dialogue would continue; the Senate noted that the review process had been characterised by a positive approach from all sides and a recognition that all sides were trying to achieve the same aims;
- e. the findings of the review had been considered by the Combined Joint Negotiating and Consultation Committee, but the full proposals had not been available at that time; the Universities and Colleges Union had not been opposed to the review or to the process that had been followed, but it believed that the consultation process could have been more transparent, risks could arise if actions were taken precipitately, and that some staff did not feel that their views were always heard; the Senate noted that the Secretary of the University would convene an extraordinary meeting of the Combined Joint Negotiating and Consultation Committee should the recognised trades unions request it;

- f. some members suggested that communications to School staff regarding the review could have been clearer; the Senate noted that this would be addressed in future communications;
- g. some members suggested that it could have been made clearer why a recommendation as to the School's psychology department had been made in advance of a recommendation as to its biological sciences department and that this had led to some uncertainty among the School's staff and a perception that the psychology department had been prioritised; the Senate noted that this had not been intended – the psychology department formed a more coherent unit and, as a result, recommendations with respect to it had taken less time to develop; the Senate noted that the proposed working groups would develop recommendations with respect to the biological sciences department;
- h. should the components of the biological sciences department be reorganised within more than one School, measures should be taken to avoid disruption to the delivery of taught programmes and ensure the reorganisation did not inhibit collaborative research projects;
- i. opportunities to enhance the identity and raise the profile of the University's biological sciences activities should be identified and exploited so as to counter any impression that the University was seeking to disengage from that area;
- j. the proposed reorganisation of the School's academic activities could have implications for the overall composition of the other Schools; the Senate noted that no decision had been taken as to the future constitution of the Schools, or on the need for any new Schools, and that these would be issues for the proposed working groups to consider;
- k. more use could be made of the Orkney campus through new research programmes in areas such as cultural heritage; the Senate noted that the Orkney campus was valued and that it was recognised that staff based there had in recent years experienced several changes in affiliation; staff based at the Orkney campus had been consulted as part of the review and had expressed appreciation that the value of the Orkney campus had been recognised;
- l. some students from the School had, through the Student Union, raised concerns as to the schedule for any reorganisation of the School's academic activities and the possible implications of this with respect to the title and status of the degrees for which they were studying; the Senate noted that any relocation of taught programmes would take effect from the start of the 2016-17 academic year to avoid disruption to the studies of continuing students – current final year

students would graduate from the School of Life Sciences and the proposals would not lead to any change in the recognised status of the degrees awarded by the University; and

- m. the purpose of the report was to inform the Senate as to matters arising from the review and to give members of the Senate the opportunity to share their views in advance of more detailed proposals being prepared; following further discussions the Senate suggested that at this time the proposals should be approved in principle and that the Senate should be invited to consider detailed recommendations at a subsequent meeting to ensure that they were academically appropriate.

Approved: That, in principle,

- a. the School of Life Sciences should be disestablished; and
- b. the School's psychology department should be reorganised within the School of Management and Languages.

Agreed: That

- a. working groups should be established to consider the reorganisation within other Schools of the School of Life Science's other research activities and taught programmes and that the working groups should include members from all of the current Schools;
- b. detailed recommendations, including the findings of the working groups and recommendations with regards to the biological sciences department, should be presented for the approval of the Senate at its meeting in December 2015; and
- c. an appropriate communication to students should be issued following the meeting and that this should include advice as to what the Senate had agreed and what would happen next as well as seeking to address the types of concerns that had been raised by students.

15/66 West London College: Disestablishment of the Academic Council

Considered: A report on the proposed disestablishment of the Academic Council (West London College) [SENP/15/40].

Noted: That

- a. the University and West London College had a longstanding partnership;

- b. owing to changes in the rules regarding visas for students from outside the European Union, the University Executive had agreed that the University should withdraw from its partnership with West London College;
- c. in order for the University to fulfil its academic obligations to current students based at West London College, the University Executive had approved a three year “teach-out” period starting in October 2015; and
- d. the Academic Council (West London College) had provided oversight of academic and quality assurance arrangements in relation to programmes delivered at West London College; the University Executive had agreed that an alternative model would better deliver the management of the teach-out arrangements and had approved the establishment of a Management Oversight Committee, chaired by the Deputy Principal (Learning and Teaching), to perform that role.

Agreed: That the Academic Council (West London College) should be disestablished with immediate effect and that the Management Oversight Committee should report to the Senate through the Quality and Standards Committee.

15/67 Effectiveness Review of the Senate

Considered: A report on the planned mid-point review of the Senate and its committees [SENP/15/41].

Noted: That

- a. the report provided an update on the report that the Senate had considered in May 2015 [minute 15/45];
- b. the review process would provide assurance that the University's academic governance arrangements remained appropriate, identify ways in which the effectiveness and efficiency of those arrangements might be improved, and demonstrate compliance with the Scottish Code of Good Higher Education Governance;
- c. the planned mid-point review would commence in October 2015; full reviews would take place every five years and would be complemented by smaller annual and mid-point reviews; the schedule of reviews would be coordinated with the equivalent reviews of the Court;
- d. the review would cover the Senate, the Senate committees, and related processes; the responsibilities of the Senate, as defined in the Charter and Statutes, would form the basis of the criteria against which effectiveness would be assessed;

- e. the review would be informed by a survey of members of the Senate and the Senate committees together with an analysis of academic governance structures and practices at other comparable UK universities; and
- f. the review would be led by a project board comprising the Chair of the Senate, the Secretary of the University, the Chairs of the Senate committees, and a representative of the Students' Union.

Agreed: That

- a. the review should take account of the international nature of the University's activities and should consider the extent to which its academic governance arrangements were appropriate with respect to both current and possible future needs; and
- b. the proposed project board should include members of the Senate and the Senate committees.

Endorsed: The proposed review process and reporting schedule.

15/68 Higher Education Governance (Scotland) Bill

Noted: That in October 2015 the Secretary of the University had, with other representatives of the Scottish higher education sector, given evidence on the Higher Education Governance (Scotland) Bill to the Education and Culture Committee of the Scottish Parliament.

Agreed: That the Senate remained extremely concerned about many aspects of the Bill. That the Senate hoped that the Scottish Government would take account of the significant concerns that had been expressed, but that the University would work to ensure that new legislative requirements did not impede the achievement of its strategic objectives.

15/69 Learning Spaces and Student Systems Developments

Considered: A verbal report on recent and planned investments in campus learning spaces and student information services systems.

Noted: That

- a. the University Executive had agreed that planned expenditure within 2015-16 Information Services capital fund should be reallocated to enhancements of student-related systems;

- b. around £700,000 had been spent on improvements to teaching and learning spaces at the Scottish campuses; works completed in 2015 had included the
 - i. refurbishment of a number of teaching areas and study spaces to support collaborative student working and improve access to learning technologies;
 - ii. opening up of new study spaces in the main library building on the Edinburgh campus – the third consecutive year in which capacity had been increased;
 - iii. introduction of improved lighting and wi-fi access in the main library building on the Edinburgh campus; and
- c. a working group had been established by the Research and Knowledge Exchange Board to support the development of procedures and systems with respect to making research data openly accessible.

Agreed: That

- a. the open data working group should consider opportunities for the University to become a leader within the sector for making research datasets openly accessible; and
- b. the Senate should be presented in December 2015 with a further report that included a summary schedule of the work to enhance student-related systems.

15/70 Academic Interview Panel

Considered: The proposed membership of the appointment panel for the position of Deputy Principal (Research and Knowledge Exchange) [SENP/15/55].

Agreed: That the gender balance of the appointment panel should be more even and that the panel should include additional members from non-science subjects.

3. Reports from Committees of the Senate

15/71 Senate Business Committee

Considered: A report of the meeting held on 1 October 2015 [SENP/15/44] - including

- a. degrees and awards and honorary titles approved for conferral by the Committee on behalf of the Senate;
- b. appointments to the membership of the Senate committees approved by the Committee on behalf of the Senate;
- c. honorary degrees approved for conferral by the Honorary Degrees Working Group on behalf of the Senate;
- d. terms of reference for the 2015-16 academic year.

Noted: That in October 2015 a revised Ordinance E3 (Graduates' Association) had been endorsed by the Committee on behalf of the Senate and had been recommended to the Court for approval.

Approved: The Committee's terms of reference for the 2015-16 academic year.

15/72 Undergraduate Studies Committee

Received: A report of the meetings held on 20 May 2015 and 26 August 2015 [SENP/15/45] – including

- a. approved external examiner appointments to undergraduate programmes; and
- b. terms of reference for the 2015-16 academic year.

Approved: The Committee's terms of reference for the 2015-16 academic year.

15/73 Postgraduate Studies Committee

Received: A report of the meetings held on 27 May 2015, 18 August 2015, and 15 September 2015 [SENP/15/46] – including

- a. approved external examiner appointments to taught postgraduate programmes;
- b. approved research degrees awards; and
- c. terms of reference for the 2015-16 academic year.

Approved: The Committee's terms of reference for the 2015-16 academic year.

15/74 Quality and Standards Committee

Received: A report of the meeting held on 17 June 2015 [SENP/15/47].

Noted: That “significant” changes to programmes/courses delivered at the Malaysia campus could require approval from the Malaysian Qualifications Agency and that Schools should be aware of the implications of this and take account of the additional time needed.

15/75 Information Services Committee

Received: A report of the meeting held on 17 June 2015 [SENP/15/48].

Noted: That a Virtual Learning Enhancements Manager had been appointed and had taken up office in September 2015.

15/76 Academic Council (Dubai)

Received: A report of the meetings held on 27 May 2015 and 12 August 2015 [SENP/15/49].

Noted: That Ramadan would not coincide with the 2015-16 examination period but could do so in 2016-17; the Senate noted that the Academic Council (Dubai) would seek advice from the Academic Registrar as to the implications of this for future planning.

15/77 Academic Council (West London College)

Received: A report of the meeting held on 3 June 2015 [SENP/15/50].

Noted: That in accordance with the Senate’s decision to disestablish the Academic Council (West London College) [minute 15/66], the report would be the final one presented to the Senate.

4. Reports from Committees of the Court and the Senate

15/78 Ordinances and Regulations Committee

Received: A report of the meeting held on 16 June 2015 [SENP/15/51].

Noted: That in August 2015 the Senate Business Committee had, on behalf of the Senate, approved revised versions of Regulations 1, 36, and 50; approved the rescinding of Regulations 17, 19, 20, and 40; and endorsed revised

versions of the Ordinances – with the exception of Ordinance E3 which had been endorsed separately by the Senate Business Committee in October 2015 [minute 15/71].

Approved: For onward presentation to the Court.

5. Reports from the University Executive and Boards

15/79 University Executive

Received: A report of the meetings held on 3 July 2015, 27 August 2015, and 24 September 2015 [SENP/15/52].

Noted: The

- a. results of the 2015 employee engagement survey;
- b. draft research strategy for the Dubai and Malaysia campuses and continuing work to develop the global nature of the University's research activities;
- c. success of the School of Mathematics and Computer Sciences in its Athena SWAN application for Bronze Award status; the Senate noted that the School of Engineering and Physical Sciences had not been successful in its application on this occasion but that it would use the feedback received to develop a further application; and
- d. record of academic staff appointments, promotions, and leavers over the period 1 March 2015 to 31 August 2015.

15/80 Learning and Teaching Board

Received: A report of the meetings held on 6 May 2015, 10 June 2015, and 16 September 2015 including a report of the Board's annual strategic review for 2014-15 [SENP/15/53].

Noted: The annual strategic review had identified areas for development in 2015-16 that would support the continuing implementation of the Learning and Teaching Strategy.

15/81 Research and Knowledge Exchange Board

Received: A report of the meetings held on 15 May 2015, 18 June 2015, and 8 September 2015 [SENP/15/54].

Noted: That

- a. more than £40m in research awards had been received in 2014-15;
- b. an open data working group had been established; and
- c. a working group had been established to support preparations for the 2020 Research Excellence Framework.

Agreed: That to support preparations for the 2020 Research Excellence Framework the Board should develop preparedness plans similar to those that had been developed for the 2014 Research Excellence Framework.

6. Date of Next Meeting

Noted: That the next meeting of the Senate would be held on 2 December 2015.

Signed and Dated:

Professor Richard A Williams, Principal and Chair of the Senate

THE SENATE

Minutes: 2 December 2015

In the Chair: Professor G Hogg

Present Also:

Prof J Sawkins	Mr A Hanif
Prof D Hand	Mr A Harper
Prof L Galloway	Dr H Hastie
Prof J Ritchie	Dr B Jamieson
Prof G Gibson	Prof K McKendrick
Dr P Morris	Dr Y McLaren-Hankin
Prof G Pender	Dr G Medero
Prof P John	Prof G Michaelson
Prof A Macdonald	Dr R Mochrie
Ms H Frances	Prof R Ocone
Ms M Matoshi	Dr A Paterson
Dr D Ball	Prof I Perez
Prof P Corbett	Ms J Priest
Dr A Forster	Dr J Richards
Prof I Galbraith	Mr B Roberts
Dr S Gao	Dr D Sun
Prof N Gilbert	Prof N Taylor
Dr A Gow	Dr R Van Dijke
Dr M Gul	

In Attendance:

Ms AM Dalton	Mr C Priest (Observer)
Mr M Roch	Mr B Dodgson (Clerk)

Apologies:

Prof RA Williams	Dr L Galbrun
Prof J Jones	Dr L Georgieva
Prof R Craik	Dr F Ghaith
Prof A Kaka	Dr S Houston
Prof K Lumsden	Dr S Keith
Prof S McLaughlin	Dr T Lansdown
Prof R MacIntosh	Prof O Laghrouche
Prof F Waldron	Dr J Ma
Dr C Annabi	Mr D Mothiram
Dr A Bell	Ms V Northway
Dr F Bosche	Dr G Streftaris
Dr G Buckingham	Dr O Ogwuda
Dr A Cuthbertson	Dr M Winters

* Indicates member participating remotely

**MINUTE REF
M15/82**

WELCOME AND ANNOUNCEMENTS

The Chair of the Ordinances and Regulations Committee proposed that, in the absence of the Principal and the Vice-Principal, the Deputy Principal (External Relations) should act as Chair for the meeting. The Senate approved the proposal.

The Chair welcomed to the meeting the members of the Senate and those colleagues who were in attendance.

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Noted Those members who had submitted to the Clerk their apologies for the meeting. The Senate noted that those members who were based in Dubai were unable to participate as the meeting coincided with a public holiday in the United Arab Emirates; it had not been possible to reschedule the meeting, but future meetings would be scheduled to avoid coinciding with public holidays.

M15/83 MINUTES OF THE LAST MEETING

Received The minutes of the meeting held on 7 October 2015.

Agreed That minute 15/65 should be amended to clarify that student concerns regarding the reorganisation of the School of Life Sciences had been raised through the Student Union.

Agreed That minute 15/66 should be amended to clarify the role of the Academic Council (West London College).

Approved The minutes were approved as a correct record subject to the agreed amendments to minutes 15/65 and 15/66.

M15/84 MATTERS ARISING

Noted Arising from minute 15/67, the Senate noted that the effectiveness review of the Senate and the Senate committees was underway. The review team was interviewing chairs of the committees and boards which reported to the Senate, interviews with Heads of Schools were planned, and an online survey was being used to capture the views of members of the Senate and Senate committees. It was anticipated that the Senate would receive an update report early in 2016 and that the review would be completed by spring 2016.

M15/85 REPORT FROM THE CHAIR

Received A verbal report from the Principal and Chair of the Senate.

Noted That short online summaries of the meetings of the Senate and the Court would be posted to the University's website to help raise the profile of the work of these bodies.

That in November 2015 graduation ceremonies had been held at the Edinburgh, Dubai, and Malaysia campuses as well as in Singapore. A graduation ceremony had been held earlier this day in Hong Kong.

That Professor Beatrice Pelloni, currently of the University of Reading, had been appointed as Head of the School of Mathematical and Computer Sciences and would take up her appointment in April 2016.

M15/86 SCHOOL OF LIFE SCIENCES: UPDATE FROM THE STEERING GROUP

Considered A verbal report on proposals to reorganise within other Schools the academic activities of the School of Life Sciences.

Noted That in October 2015 the Senate had agreed in principle that the academic activities of the School of Life Sciences should be reorganised within other Schools and that the School of Life Sciences should be disestablished [minute 15/65]. The Senate had agreed in principle that the School's psychology department should be reorganised within the School of Management and Languages; the academic unit created as a result of that process would be a reconstituted School rather than a new School, but it would be given a new name to reflect its reconstituted form. The Senate had agreed that working groups should be established to consider how the School's biological sciences department could be reorganised within other Schools and that

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the steering group should in December 2015 present recommendations for the endorsement of the Senate.

That following a meeting of the Combined Joint Negotiating Consultation Committee held in November 2015 it had been agreed that the making of a final decision should be deferred to allow additional time for consultation. It was intended that the steering group would now present recommendations for the endorsement of the Senate in January 2016.

The Senate questioned whether the number and constitution of Schools following the reorganisation of the academic activities of the School of Life Sciences would reflect the full variety of the University's academic disciplines and whether some disciplines would be masked in the new structure. The Senate questioned whether the current reorganisation reflected an overall plan, whether there was a risk that it would result in less diversity of academic activity, and whether the processes of smaller academic units would be lost as part of their reorganisation within a larger School. The Senate noted that, although the University did not have a defined process for establishing or disestablishing a School or other academic unit, the working groups were acting on the Senate's decision to approve, in principle, the disestablishment of the School of Life Sciences and were working to identify the best way of reorganising the School's academic activities. The Senate noted that both the current effectiveness review and the Academic Registrar's review of the Registry had highlighted variations in academic processes across Schools and that greater consistency would support coherency and efficiency. It was noted that the review of the University's academic regulations proposed by the Ordinances and Regulations Committee could help to achieve greater consistency in approach.

That the recommendations being developed by the working groups and which would be presented to the Senate by the steering group would be aligned to criteria which had been developed and approved by the working groups. The Senate questioned whether the criteria covered teaching quality and student experience as well as improved management structures and research intensification. It was noted that teaching quality and student experience had always been a key criteria in considering the reorganisation of the School's academic activities. The Senate noted that should a similar exercise be needed again, the Senate would welcome the opportunity to consider in advance of a decision the criteria to be used. The Senate noted that the criteria which had been used in the current process would be reported in January 2016 when the steering group presented recommendations for the endorsement of the Senate.

M15/87 LEARNING SPACES AND SYSTEMS: DEVELOPMENTS

Considered A verbal report on the programme of planned investments in campus learning spaces and academic and corporate information systems.

Noted That architects had been appointed to undertake an options appraisal with respect to the Edinburgh campus library building. It was expected that the appraisal report would be completed in spring 2016.

That recently refurbished learning spaces on the Edinburgh campus were being used intensively. The Senate noted that in some cases the capacity of individual rooms had been reduced as a result of refurbishment, but that the refurbished rooms offered greater flexibility in the types of teaching models they could accommodate and that they would support innovative models of teaching delivery. It was recognised that there was still some way to go with the refurbishment programme and that, in the meantime, it would be necessary to make use of rooms which were not suitable for some subjects or which were in need of new equipment. Substantial progress had though been made and developments such as the opening of the James Watt Study Centre had proved extremely popular with students.

That a governance structure was now in place for the delivery of the planned information systems developments. This work would be overseen by a portfolio board chaired by the Secretary of the University and individual projects would be coordinated by an academic systems sub-group and a corporate systems sub-group. There would be around twelve

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workstreams some of which were already underway while others would commence in the 2016-17 academic year. The Senate noted that work to develop the underlying enabling technology would underpin several of the other workstreams and that of these priority would be given to development of the student admissions systems.

The Senate questioned whether tele-conferencing systems which supported inter-campus communications should be accorded a higher priority within the development programme. The Senate noted that such systems were part of the estates capital investment programme rather than the information systems development programme. It was noted that reliable inter-campus communications for meetings and other similar events were dependent on fixed equipment and that this was now in place in many of the main meeting rooms on the Edinburgh campus. There was now a need to identify other rooms where built-in tele-conferencing infrastructure was needed but also a need to consider broader issues such as the scheduling of meetings to ensure that meetings took place at times which were appropriate for colleagues regardless of the campus at which they might be based.

The Senate sought reassurance as to the possible risks which could arise from commencing multiple workstreams within the proposed timeframe. It was noted that the resources for these developments had become available owing to a reallocation of resources originally allocated to the iHR system development and that this presented an opportunity to deliver much needed system developments and a consolidation of systems that would support efficiency of operations across the University's campuses. The Senate noted that many of the projects were self-contained and that this reduced the risk that problems with one workstream would have an impact on other workstreams. Additionally, the workstreams involved strong teams that were academically-led but included key colleagues from within Information Services and the Registry while the University's established project and risk management methodologies provided further assurance as to the University's ability to complete these projects successfully.

Agreed That the Senate should receive an update report in May 2016.

M15/88 REPORT ON RECENT IT DISRUPTION

Noted That on 18 November 2015 there had been an unplanned distribution of new software resulting in disruption to around 370 University computers including some 250 staff computers. The Senate noted that this had been a serious incident arising from human error and that it had resulted in the loss of some files on the computers affected. All computers were now operational and work was underway to resolve any outstanding issues. The Senate noted that staff affected by the disruption had been contacted as soon as possible following the incident and that there had been further notices to all staff on 20 November 2015 and 27 November 2015.

M15/89 REPORTS TO THE SENATE

That for this meeting and subsequent meetings the Senate would receive the full minutes of the committees and boards which report to it rather than an edited report. The Senate noted that minutes would be presented with a cover sheet indicating matters which the Senate was invited to endorse or approve; matters which the Senate was invited to note; and other matters which had been considered.

M15/90 SENATE BUSINESS COMMITTEE [Paper: SENP/15/055]

Received The minutes of the meeting held on 26 November 2015 including a report of business which the Committee had approved by correspondence and a report of honorary degrees approved for conferral on behalf of the Senate by the Honorary Degrees Working Group.

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Noted That the Committee, on behalf of the Senate, had in November 2015 approved the conferral of honorary titles.

M16/091 UNDERGRADUATE STUDIES COMMITTEE [Paper: SENP/15/056]

Received The minutes of the meeting held on 4 November 2015.

Noted That the Committee had approved the withdrawal of the BEng in Automotive Engineering with Diploma in Industrial Training programme.

M15/092 POSTGRADUATE STUDIES COMMITTEE [Paper: SENP/15/57]

Received The minutes of the meeting held on 20 October 2015.

Noted That the Committee had approved two new programmes – the MSc in High Speed Train and Track Systems and the MSc in Petroleum Engineering Project Management. The Senate noted that the Committee had approved the withdrawal of the MSc in Environmental Interactions of Marine Renewable Energy programme.

Noted That the Committee had approved the appointment of external examiners for specified taught postgraduate programmes and approved the award of research degrees including the award of the degree of Doctor of Philosophy jointly with the Ecole de Mines de Paris.

M15/093 QUALITY AND STANDARDS COMMITTEE [Paper: SENP/15/58]

Received The minutes of the meeting held on 14 October 2015 including the Committee's terms of reference for the 2015-16 academic year.

Noted The Committee's approval of changes to the academic review process for programmes delivered at the Malaysia campus.

The Committee had endorsed amendments to Regulation 9 (Assessments and Examinations) and the amended regulation had in November 2015 been approved, on behalf of the Senate, by the Senate Business Committee. The Senate noted that the amended regulation prohibited students from leaving an examination in the first hour or the final 30 minutes and restricted the bringing of drinks into an examination venue to clear, non-alcoholic, and non-carbonated drinks with a volume up to 500ml. The amendments were designed to reduce opportunities for academic dishonesty and had been proposed in response to concerns raised by students through the Student Union. The Senate noted that some students had subsequently questioned the need for the changes and that there may be a need to communicate the rationale for amending this regulation.

Endorsed The Committee's recommendation that the University should continue in its current practice of not recording on certificates and transcripts the details of where the programme was delivered. The Senate agreed that this practice reflected the University's approach that a programme would be of the same academic standards regardless of where it was delivered. The Senate noted that the role of the Undergraduate and Postgraduate Studies Committees was to ensure that new programmes for delivery across multiple campuses were approved only where they would be delivered to the same standards at each campus. It was noted that there could be differences in respect of external accreditation and cases where a programme delivered across multiple campuses was accredited only for delivery at a specific location. It was noted that different forms of the programme title would not be used to distinguish differences in accreditation status, but that care was needed to be clear as to a programme's accreditation status and to be clear where a programme was accredited only for delivery at a specific location. The Senate noted that more UK professional, statutory, and regulatory bodies were moving to a position where they would examine UK university programmes delivered internationally; the University had been a leader in encouraging that approach and

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engagement between its Schools and accrediting bodies had been of real value in this respect. The University would continue to work with accrediting bodies rather than approve different forms of programme titles or similar means to distinguish a programme's accreditation status.

Approved The Committee's terms of reference for the 2015-16 academic year.

M15/094 INFORMATION SERVICES COMMITTEE [Paper: SENP/15/59]

Received The minutes of the meeting held on 1 October 2015.

Noted That academic staff were reminded of the need to deposit copies of research papers and other research outputs in the University's electronic repository (PURE). Academic staff were reminded that only deposited outputs would be eligible for submission in the next Research Excellence Framework exercise and that deposit in an institutional repository was now a requirement of many research funders. The Senate noted that the Research and Knowledge Exchange Board had established an Open Access/Open Data Working Group and that this would be looking for ways to make the process for depositing research outputs easier for users.

Noted The Senate questioned the take-up of "gold" open access (that is, access through the publisher's website for which an article processing charge is normally payable by the researcher). It was noted that for the past three years, around £180,000 had been spent each year to support University's researchers with the costs associated with gold open access and that the average cost had been around £2,000 for each publication. The Senate noted that "green" open access was the University's preferred option (that is, access through a repository such as PURE). It was noted that financial support for gold open access was available only for Research Council funded work and that green open access would normally be the only option with respect to work supported by other funders.

M15/095 ORDINANCES AND REGULATIONS COMMITTEE [Paper: SENP/15/60]

Received The minutes of the meeting held on 28 October 2015 including the Committee's terms of reference for the 2015-16 academic year.

Endorsed Amendments to Ordinance B9 (Joint Committees of the Court and the Senate) and Ordinance C4 (Standing Committees of the Senate). The Senate noted that the amendments to Ordinance B9 would make the requirements with respect to voting and quoracy consistent with those prescribed in the Statutes; the amendments to Ordinance C4 would give Court-appointed members the same standing as Senate-appointed members with respect to quoracy. The Senate agreed that the amended Ordinances should be presented to the Court for approval.

Approved Minor amendments to Regulation 48 (Higher Taught Masters Degrees) and the rescinding of Regulation 26 (Traffic Control and Parking). The Senate noted that Regulation 26 had from August 2015 been superseded by the Policy on Traffic Management and Parking on the Edinburgh Campus.

Approved The Committee's terms of reference for the 2015-16 academic year. The Senate approved the Committee's minutes for onward presentation to the Court.

M15/096 THE UNIVERSITY EXECUTIVE [Paper: SENP/15/061]

Received A report of the meetings held on 22 October 2015 and 10 November 2015.

Noted The contents of the report including the analysis of research proposals and awards at September 2015.

PRIVATE AND CONFIDENTIAL

Noted That in November 2015 the UK government had published its green paper on higher education – “Fulfilling Our Potential: Teaching Excellence, Social Mobility, and Student Choice”. The green paper had contained proposals to introduce a Teaching Excellence Framework; further widen participation to students from disadvantaged backgrounds, particularly those from ethnic minority backgrounds; establish an Office for Students to champion value for money and student interests; and enable students to choose from a wider range of higher education providers by making it easier for institutions to gain degree awarding powers and university status. Members of the Senate were encouraged to consult the green paper and the questions asked in the associated consultation and to report feedback to the Deputy Principal (Learning and Teaching); feedback would be used to prepare the University’s response to the consultation which would be agreed and submitted by the Learning and Teaching Board. The Senate noted that, although higher education was a devolved matter, the green paper would have implications for Scottish universities and noted also the need to ensure alignment between the University’s key performance indicators and the metrics to be used for the Teaching Excellence Framework.

M15/097 LEARNING AND TEACHING BOARD [Papers: SENP/15/062 and SENP/15/063]

Received The minutes of the meetings held on 21 October 2015 and 11 November 2015.

Noted The contents of the minutes and, arising from minute 114, that the Board’s Retention Working Group had completed its work and had identified four key principles which would underpin the development by the Board of a University student retention strategy and operational plan. The Board had agreed that, in advance of the approval of the strategy and operational plan, a new working group chaired by the Deputy Principal (Learning and Teaching) would focus on measures which could be introduced quickly to support improved student retention rates. The Senate noted that it was planned that such measures would include the:

1. development of a consistent University-wide approach to student mentoring;
2. analysis of courses with higher than average failure rates, with a focus on first year undergraduate students from SIMD 0-40 domiciles, to better understand the reasons for higher failure rates and possible remedial measures with respect to this specific category of students;
3. development of an online “thinking of leaving” notification system whereby students who indicated that they were thinking of withdrawing from their programme would be contacted within 48 hours and offered support and guidance.

The Senate questioned whether students would be willing to use a notification system of the type proposed and suggested that they might be more willing to speak with the Student Union. The Student Union President advised that the Student Union agreed that students intending to withdraw from their programme should continue to notify the University, but that the Student Union had a role in providing advice and guidance to such students. The Senate noted that it was hoped that students using such a system would be more likely to continue with their programme if they received a quick response and were directed to appropriate sources of support and guidance.

M15/098 RESEARCH AND KNOWLEDGE EXCHANGE BOARD [Paper: SENP/15/064]

Received The minutes of the meeting held on 8 November 2015.

Noted The contents of the minutes and, arising from minute 15-09/05, the results of the 2015 Postgraduate Researcher Experience Survey.

PRIVATE AND CONFIDENTIAL

M16/099 DATE OF NEXT MEETING

Noted That this had been the final meeting of the Senate in 2015 and that the next meeting of the Senate would be held on 27 January 2016. The Chair wished all members an enjoyable Christmas break.

Signed by Chair

Date

THE SENATE

Minutes: 27 January 2016

- In the Chair: Professor Richard A Williams
- Present Also:
- | | |
|----------------------------|------------------------------|
| Professor Julian Jones | Dr Mehreen Gul |
| Professor Ammar Kaka | Mr Amos Haniff |
| Professor Gillian Hogg | Dr Helen Hastie |
| Professor John Sawkins | Dr Stephen Houston |
| Professor James Ritchie | Dr Barbara Jamieson |
| Professor Gavin Gibson | Professor Omar Laghrouche |
| Professor Robert MacIntosh | Dr Terry Lansdown |
| Professor S McLaughlin | Dr Jingsheng Ma |
| Dr Peter Morris | Professor Kenneth McKendrick |
| Professor Gareth Pender | Dr Yvonne McLaren-Hankin |
| Professor Fiona Waldron | Dr Gabriela Medero |
| Professor Phillip John | Professor Greg Michaelson |
| Ms Hannah Frances | Dr Robbie Mochrie |
| Dr Carrie Annabi* | Mr Dilip Mothiram* |
| Dr Derek Ball | Ms Vanessa Northway* |
| Dr Alexander Bell | Professor Raffaella Ocone |
| Professor Patrick Corbett | Dr James Richards |
| Dr Alan Forster | Dr George Streftaris |
| Professor Ian Galbraith | Dr Danmei Sun |
| Dr Lilia Georgieva | Professor Nicholas Taylor |
| Dr Fadi Ghaith* | Dr Rink Van Dijke |
| Dr Alan Gow | Dr William Wallace |
- In Attendance:
- | | |
|---------------------|--------------------------|
| Professor Ian Wall | Mr Richard McGookin |
| Ms Ann Marie Dalton | Mr Mike Roch |
| Ms Sue Collier | Mr Brett Dodgson (Clerk) |
| Mr Paul Travill | |
- Apologies:
- | | |
|---------------------------|--------------------------|
| Professor Robert Craik | Dr Sara Keith |
| Professor Duncan Hand | Dr Olisanwendu Ogwuda |
| Professor Laura Galloway | Dr Audrey Paterson |
| Ms Miranda Matoshi | Professor Isabelle Perez |
| Dr Frederic Bosche | Ms Jane Priest |
| Dr Laurent Galbrun | Dr Shumei Gao |
| Professor Nick Gilbert | Dr Alan Cuthbertson |
| Professor Angus Macdonald | Mr Bruce Roberts |

* Indicates member participating remotely

MINUTE REF
M16/001

WELCOME AND ANNOUNCEMENTS

The Chair welcomed to the meeting the members of the Senate, those colleagues who were in attendance, and Professor Ian Wall attending as a member of the Court.

Noted Those members who had submitted to the Clerk their apologies for the meeting.

PRIVATE AND CONFIDENTIAL

M16/002 MINUTES OF THE LAST MEETING [Paper SENP/16/001]

Received The minutes of the meeting held on 2 December 2015.

Approved The Senate approved the minutes as a correct record.

M16/003 MATTERS ARISING

Noted Arising from minute 15/84, the Senate noted that the Secretary of the University intended to present to the Senate in March 2016 the initial report of the effectiveness review of the Senate and the Senate committees. The Secretary of the University thanked those members of the Senate who had responded to the effectiveness survey.

M16/004 REPORT FROM THE CHAIR

Received A verbal report from the Principal and Chair of the Senate.

Noted The Principal drew attention to a number of recent achievements including the appointments of Professor David Lane and Professor Steve Chapman as Commanders of the Most Excellent Order of the British Empire; the award of the Queen's Anniversary Prize for Innovation to the Institute for Petroleum Engineering; and the announcement that both the School of Engineering and Physical Sciences and the School of Mathematics and Computer Science had received Athena SWAN bronze awards.

The Principal noted that 2016 marked the 50th anniversary of the University being granted its Royal Charter and achieving university status. A number of events to mark the anniversary would take place in the UK, Dubai, and Malaysia and these would include a special summer staff party to be held at the Edinburgh campus 4 June 2016.

The Principal invited the Senate to join with him in thanking Sir Bob Reid who in December 2015 had stood down as Chair of the Edinburgh Business School. The Principal noted that Dr Shonaig Macpherson had been appointed as Acting Chair.

The Principal noted that he had invited the Deputy Principal (Learning and Teaching) to look at ways in which the University could improve student retention and the mentoring and support of undergraduate students. The Principal provided the Senate with an update on student recruitment for the 2016-17 academic year and noted that at a future meeting the Senate would be invited to consider student programmes, admissions systems, and processes.

Finally, the Principal drew attention to external developments including expected reductions in the university sector's funding from the Scottish Funding Council and the progress of the Higher Education Governance (Scotland) Bill through the Scottish Parliament. The Principal concluded by noting that at a future meeting the Senate would be invited to consider strategic issues relating to the University's future vision.

M16/005 SCHOOL OF LIFE SCIENCES: RECOMMENDATIONS FOR REORGANISATION [Paper SENP/16/002]

Considered A paper setting out a proposal to reorganise within other Schools the academic activities of the School of Life Sciences.

Noted That the Senate in October 2015 had agreed in principle that the School of Life Sciences should be disestablished and that, firstly, its psychology department should be reorganised within the School of Management and Languages and, secondly, that working groups should be established to prepare recommendations as to how its biological sciences department might be reorganised within other Schools.

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The working groups, through a coordinating steering group chaired by the Deputy Principal (External Relations), had in December 2015 presented their findings to the University Executive. The University Executive had agreed that the Senate should be invited to endorse recommendations that:

1. environmental science and marine science research activities (including those research activities undertaken within the International Centre for Island Technology) should be reorganised within the School of Energy, Geoscience, Infrastructure, and Society;
2. food and drink research activities (including those research activities undertaken within the International Centre for Brewing and Distilling) and health sciences research activities should be reorganised within the established research institutes within the School of Engineering and Physical Sciences – namely, the Institute of Mechanical, Process, and Energy Engineering (food and drink research activities) and the Institute of Biological Chemistry, Biophysics, and Bioengineering (health sciences research activities);
3. all biology undergraduate programmes and environmental and marine science taught postgraduate programmes should be located together within the School of Energy, Geoscience, Infrastructure, and Society; and
4. other taught postgraduate programmes and research degree supervision and training should be aligned with research activities as described in (1) and (2).

The Senate considered the recommendations and, in the course of that discussion, noted that:

1. the reorganisation would present a number of opportunities in respect of both student experience and research capacity consistent with the University's Strategy;
2. biological sciences would continue to be an important part of the University's academic activities and the reorganisation provided opportunities to develop and enhance biological sciences taught programmes and revitalise its disciplinary identity; it would be important that the reorganisation process and its outcomes were monitored to assess their effectiveness;
3. the recognised trades unions had been fully consulted as part of the development of the recommendations and that there had been representatives of the recognised trades unions on the working groups; the Student Union had also been represented on the learning and teaching working group and had been pleased with the recommendations relating to learning and teaching;
4. the working groups had not made any recommendations as to the units of assessment to which individual members of staff would be assigned in the next Research Excellence Framework exercise; a Research Excellence Framework steering group had been established to coordinate preparations for that exercise;
5. the physical separation of academic activities was not expected to act as a barrier to interdisciplinary working and that, in the near future, the opening of the Sir Charles Lyell Centre would facilitate some co-location of cognate activities and that later phases of the current capital investment plan would focus on enabling interdisciplinary research;
6. following the reorganisation, it would be a decision for the relevant Schools as to whether the University should seek to join the Scottish Universities Life Sciences Alliance, but that more important in the immediate term was the need to maintain the University's distinctiveness in those areas where it had specific strengths and expertise and that a decision to join the Alliance would be dependent on there being a clear understanding of the benefits that could arise from this;

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Endorsed The Senate endorsed the recommendations and agreed that the Court should be invited to approve these. The Senate noted that the Principal would lead a meeting with staff from the School of Life Sciences to advise them of the Senate's decision. Letters would then be sent to all affected staff with indicative advice on the School in which they would be based from September 2016.

The Senate agreed that the Deputy Principal (External Relations) should develop a process and schedule by which the reorganisation would be systematically monitored and evaluated. The review would address both the extent to which the reorganisation had achieved its objectives as well as any lessons that might be learned for managing change within the University. It was agreed that the Quality and Standards Committee should consider the implications of the reorganisation for the rolling programme of academic quality assurance reviews and whether those reviews might inform the overall review of the success of the reorganisation.

M16/006 DEAN OF THE UNIVERSITY (SCIENCE AND ENGINEERING): EXTENSION TO TERM OF OFFICE [Paper SENP/16/003]

Considered A paper setting out a proposal to extend the term of office of the Dean (Science and Engineering) from 31 March 2016 to 31 July 2016.

Noted That the current effectiveness review of the Senate and Senate committees would consider the roles of the Deans of the University and that the extension would provide time for the review to be completed. The current Dean (Science and Engineering) would, following the end of the extension to the term of office, be eligible to seek by election a further three year term of office.

Approved The Senate approved an extension to the term of office of the Dean (Science and Engineering) from 31 March 2016 to 31 July 2016 and thanked the Dean (Science and Engineering) for his work in support of the University's academic governance processes.

M16/007 STUDENT ACADEMIC APPEALS: REGULATIONS AND PROCEDURES [Paper SENP/16/005]

Considered A revised version of Regulation 36 (Student Academic Appeals), a revised version of the associated Policy and Procedures, and nominations for the role of Assessor of stage two academic appeals.

Noted It was proposed that stage two academic appeals, which had previously been considered by the Senior Dean, should be considered by a pool of Assessors appointed by the Senate. Assessors would be members of academic staff with experience of handling stage one academic appeals.

Approved The Senate approved the revised Regulation 36, the revised Policy and Procedures, and the nominated Assessors. The Senate thanked the Deputy Principal (External Relations) and the Deputy Principal (Learning and Teaching) who had been considering stage two academic appeals since the Senior Dean had demitted that office in 2015.

M16/008 SENATE BUSINESS COMMITTEE [Paper SENP/16/006]

Received The minutes of the meeting held 21 January 2016.

Noted Arising from minute 16/006, that an error in the record of honorary titles approved for conferral would be corrected in the approved version of the minutes.

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M16/009 UNDERGRADUATE STUDIES COMMITTEE [Paper SENP/16/007]

Received The minutes of the meeting held 17 December 2015.

Noted That the Chair, on behalf of the Committee, had approved the introduction from September 2016 of the BSc Psychology programme at the Dubai campus.

M16/010 POSTGRADUATE STUDIES COMMITTEE [Paper SENP/16/008]

Received The minutes of the meeting held 8 December 2015.

Noted That the Chair, on behalf of the Committee, had approved the introduction from September 2015 of the MSc in Urban and Regional Planning programme at Approved Learning Partners and, from September 2016, of the MSc Network Security programme at the Edinburgh and Dubai campuses.

Noted That the Committee had approved the appointment of external examiners for specified taught postgraduate programmes and approved the award of research degrees.

M16/011 QUALITY AND STANDARDS COMMITTEE [Paper SENP/16/009]

Received The minutes of the meeting held 16 December 2015.

Noted Arising from minute 15/70, the Senate noted that the Committee had considered the teleconferencing needs of bodies such as Boards of Examiners and academic appeals panels. The Senate agreed that the enhancement of teleconferencing facilities for academic governance purposes should be considered as the University's capital investment programme was developed.

M16/012 THE UNIVERSITY EXECUTIVE [Paper SENP/16/010]

Received A briefing report of the meetings held in December 2015 and January 2016.

Noted The academic-related matters which had been considered by the University Executive, including the future allocations of James Watt PhD studentships; the allocation of funding to support Research Council capital equipment bids; the schedule for processes relating to the 2016 academic promotions round; and the brief for an initial review of virtual learning environments which would inform a subsequent thematic review of technology enhanced learning to be led by the Learning and Teaching Board.

M16/013 LEARNING AND TEACHING BOARD [Paper SENP/16/011]

Received The minutes of the meeting held 9 December 2015.

Noted That the 2016 National Student Survey had opened and that Schools had an important role in encouraging the participation of final year undergraduates. The Student Union would support the University's efforts to promote the survey and achieve a high response rate.

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M16/014 DATE OF NEXT MEETING

Noted That the next meeting of the Senate would be held 23 March 2016.

Signed by Chair

Date

THE SENATE

Minutes: 23 March 2016

In the Chair:	Professor Julian Jones	
Present Also:	Professor John Sawkins Professor Laura Galloway Professor James Ritchie Professor Gavin Gibson Professor Robert MacIntosh Dr Peter Morris Professor Fiona Waldron Professor Angus Macdonald Professor Phillip John Ms Hannah Frances Dr Derek Ball Dr Frederic Bosche Dr Alan Forster Professor Ian Galbraith Professor Nick Gilbert Dr Alan Gow Dr Mehreen Gul	Dr Helen Hastie Dr Barbara Jamieson Dr Jingsheng Ma Dr Yvonne McLaren-Hankin Professor Greg Michaelson Dr Robbie Mochrie Mr Dilip Mothiram* Ms Vanessa Northway* Dr Olisanwendu Ogwuda* Dr James Richards Mr Bruce Roberts Dr George Streftaris Dr Danmei Sun Professor Nicholas Taylor Dr Rink Van Dijke Dr William Wallace
In Attendance:	Ms Rio Watt Ms Ann Marie Dalton Mr Paul Travill	Mr Richard McGookin Dr Margaret King Mr Brett Dodgson (Clerk)
Apologies:	Professor Richard A Williams Professor Robert Craik Professor Ammar Kaka Professor Gillian Hogg Professor Duncan Hand Professor Stephen McLaughlin Professor Gareth Pender Ms Miranda Matoshi Dr Carrie Annabi Dr Alexander Bell Professor Patrick Corbett Dr Alan Cuthbertson Dr Lilia Georgieva Dr Fadi Ghaith	Dr Laurent Galbrun Dr Shumei Gao Mr Amos Haniff Dr Stephen Houston Dr Sara Keith Professor Omar Laghrouche Dr Terry Lansdown Professor Kenneth McKendrick Dr Gabriela Medero Professor Raffaella Ocone Dr Audrey Paterson Professor Isabelle Perez Ms Jane Priest

* Indicates member participating remotely

MINUTE REF
M16/015

WELCOME AND ANNOUNCEMENTS

The Chair welcomed to the meeting the members of the Senate, those colleagues who were in attendance, and Ms Rio Watt attending as a member of the Court.

M16/016 **MINUTES OF THE LAST MEETING [Paper SEN/16/013]**

Received The minutes of the meeting held on 27 January 2016.

Approved The Senate approved the minutes as a correct record.

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M16/017 MATTERS ARISING

Noted Arising from minute 16/003, the Senate noted that, in the absence of the Principal, a report on the current effectiveness review of the Senate and its committees would now be presented at the meeting to be held in May 2016. It was intended that the consideration of the report and its recommendations would be the focus of that meeting.

Arising from minute 16/005, the Senate noted that the Court had approved the recommendation of the Senate that the School of Life Sciences should be disestablished and that its academic activities should be reorganised within other Schools. It was noted that the associated work to develop proposals with respect to the reorganisation of the School's professional services staff was nearing completion and that it was intended that recommendations would be presented to the University Executive in April 2016.

M16/018 REPORT FROM THE CHAIR [Paper SEN/16/014]

Received A report from the Principal and Chair of the Senate.

Noted The Chair, on behalf of the Principal, invited the Senate to note a number of ongoing developments within the UK higher education sector.

The Chair drew the attention of the Senate to the UK Government Green Paper on Higher Education and noted that, among the most significant proposals that it contained, was the introduction of a Teaching Excellence Framework equivalent to the Research Excellence Framework. It was noted that legislative changes could affect the recruitment by Scottish universities of students from other parts of the UK. It would therefore be important that Scottish universities continued to contribute to discussions on relevant matters arising from the Green Paper. Other changes in the rest of the UK were also likely to have an impact on Scottish universities and the Chair highlighted the lifting of the cap on student places at English universities. This could remove the incentive for undergraduate applicants in England to include a non-English university in their application choices and so had the potential to disrupt the market share of English students applying to universities in other parts of the UK.

The Chair noted that in February 2016 the Scottish Funding Council had announced its initial decisions on funding Outcome Agreements for the 2016-17 academic year. Compared with an overall reduction in funding from 2015-16 to 2016-17 of 3.1% the reduction for the University was 0.8% - the least unfavourable of the mainstream Scottish higher education institutions. It was noted that the fourth and final tranche of additional funded places for widening access schemes had been withdrawn and that this complicated the picture. The University Executive had agreed that the University should continue to fulfil expectations with regards to widening access recruitment subject to a review in 2017-18.

The Chair drew the attention of the Senate to the passing by the Scottish Parliament of the Higher Education Governance (Scotland) Bill. The main implications of the Bill would be with respect to the composition of the Court and the way in which the Chair of the Court was recruited and appointed. The Bill would though introduce other changes effecting academic governance including new requirements for the number of student members of the Senate. It was thought that the Bill could receive royal assent in April 2016 but that its enactment would then be deferred until the completion of elections in May and June 2016.

The Chair noted that the University's Athena SWAN award would run until the end of 2016 and that plans were being developed to seek the renewal of the award. It was noted that staff were encouraged to contribute to the renewal process as appropriate.

The Chair noted that a series of open meetings would be held in April and May 2016 and that these discussions would form the starting point for the development of the University's next Strategic Plan. All staff were encouraged to attend these meetings and it was noted that an additional meeting of the Senate was planned for June 2016 to continue these discussions.

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Finally, the Chair noted that the Principal's report included a briefing report from the University Executive and that henceforth the Senate would no longer receive this briefing report as a separate paper.

M16/019 RESEARCH CULTURE AND PREPARATIONS FOR THE RESEARCH EXCELLENCE FRAMEWORK EXERCISE

Considered A presentation on preparations for the next Research Excellence Framework (REF) exercise.

Noted That a Steering Group had been established to coordinate the University's preparations for the next REF exercise and that the Steering Group would report to the University Executive by way of the Research and Knowledge Exchange Board. The Steering Group would make recommendations to the University Executive on the University's REF submission strategy, targets, and priorities for enabling resources. The Steering Group would also lead on initiatives to enhance the support available to academic staff such as workshops on impact case studies and on research publication strategies. It was intended that the membership of the Steering Group would evolve to include REF panel members, Unit of Assessment coordinators, and others. Each School would have its own REF Oversight Group which would support the Steering Group. Initial activities for the Oversight Groups would be a detailed analysis of performance in the last REF exercise, an assessment of progress towards the next REF exercise, and the development of impact case studies and it was noted that some of this work was already underway. It was noted that the Oversight Groups would have an analogous, but not identical, form in each School.

Noted That there were a number of key questions which the Steering Group and the Oversight Groups would need to address and that this work provided an opportunity both to analyse the University's performance in the last REF as well as to identify lessons which could be learned from other universities which had performed well. It was noted that there had for some Units of Assessment been variances between the predicted and actual outcomes and that there could be scope to consider how to achieve greater consistency in the calibration of submissions.

Noted That there could be opportunities to include more early career researchers in REF submissions. It was noted that this could be done only where the individuals were eligible for inclusion and that the last REF exercise had excluded individuals who were employed to carry out another individual's research programme rather than as independent researchers in their own right. Early career researchers who were on a trajectory to becoming independent researchers before the next REF exercise would need to be identified early on and, through Performance and Development Reviews, provided with appropriate guidance and support.

Noted That the UK Government had in 2015 announced a review of the REF and that it was expected that this review was due to be completed by summer 2016. It was understood that, in response to the call for evidence for that review, a number of research-intensive universities had called for REF submissions to include all eligible academic staff. It was noted that any changes in relation to the inclusion of eligible academic staff would affect submission strategies.

Agreed That the University's grant from the Scottish Funding Council, despite a significant reduction in funding for the sector as a whole, had in large part been sustained owing to its strong performance in the last REF exercise. It was therefore critical that the University prepare effectively for the next REF exercise. It was noted that it was intended that an assessment of progress towards the next REF exercise would be completed over April and May 2016 and that the Steering Group would present an interim report to the Court in June 2016. It was noted that enhancement activities would be launched between July and September 2016.

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M16/020 STUDENT RETENTION STRATEGY

- Considered** A presentation on the Student Retention Strategy.
- Noted** That the proportion of full-time first year undergraduate entrants at the Scottish campuses who had progressed to the second year of their programme had fallen to 89% in 2014-15 after two years of improvement. Although the size of the fall had not been significant, it was recognised that behind these numbers were individuals who, for whatever reasons, had been unable to continue with their programme.
- Noted** That the Learning and Teaching Board had in May 2015 established a Retention Working Group to develop an institutional approach to student retention. The resulting Student Retention Strategy had been approved by the Board in December 2015. The Strategy had been developed around four key principles: that the Strategy should aim to improve the student experience across the University; that student retention was a responsibility for the whole University; that there should be no unnecessary impediments to students seeking to change programmes; and that achieving improved performance in respect of student retention should be widely embedded in University processes and functions. The Board had agreed that, although the Schools and the Student Induction and Transition Office had introduced a number of initiatives relating to retention, an institutionally managed and coordinated approach was necessary to achieve sustained improvements in retention. In March 2016 the Board had approved an Operational Plan to support the delivery of the Student Retention Strategy and facilitate the coordinated approach that was envisaged. The Operational Plan defined a number of priority areas for action over the next five years but it was intended that the Plan would continue to evolve over that period.
- Noted** That some cases of withdrawals and non-progression could be avoided if students understood their options with respect to programme transfers. Such transfers were more difficult between highly specialised degree programmes and the availability of the Combined Studies degree would continue to be important not just as an academic route in its own right but also as a means to retain students who might not be able to transfer to another named degree programme. It was noted that a recent academic review of the Combined Studies programme had received very positive feedback from current students and that consideration could be given to making the combined studies degree available at the international campuses. The extent to which transfers between named degree programmes might be a consideration in the design of such programmes was suggested as another possible area of development but it was noted that this might require changes to the financial model for service teaching.
- Noted** That improving understanding of the reasons why students withdrew from their programmes was a key part of the Strategy. There had been improvements in identifying trends across particular sections of the student cohort and, in particular, in identifying groups such as international students, mature students, and students from SIMD1-40 domiciles where withdrawals and non-progression were more common. It was noted that further improvements were needed in understanding issues at the level of Schools and individual students. It was intended that tools such as exit interviews could be used to improve that understanding and inform the development of new support initiatives.
- Noted** That the reasons why a student might withdraw from or not progress within their programme were often complex and, in many cases, not primarily academic in nature. It was noted that student support services were accessible at all of the campuses and that, where a student was experiencing difficulties that were not primarily academic in nature, they provided the most appropriate point of contact. It was therefore important that students who might be experiencing non-academic difficulties were referred to the appropriate support services as early as possible. It was believed that, among the non-academic reasons for withdrawals, the pressure of combining a full-time programme with paid employment was increasingly common. It was noted that, in such cases, students might be counselled to consider part-time study options.

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Noted That, alongside the Student Retention Strategy, the Learning and Teaching Board had approved a new graphic to illustrate the University's Graduate Attributes. It was noted that the Graduate Attributes had originally been approved by the Board in April 2013. The attributes applied to graduates of undergraduate and taught postgraduate programmes and were designed to ensure that a Heriot-Watt University graduate was readily identifiable and distinct from the graduates of other universities. It was not intended that applicants would necessarily demonstrate these attributes, but the Graduate Attributes were used in materials for applicants to communicate how they could expect to develop personally and academically over their programme of study.

M16/021 CHAIR OF THE QUALITY AND STANDARDS COMMITTEE: TERM OF APPOINTMENT [Paper SEN/16/015]

Considered A paper setting out a proposal that the term of appointment for the current Chair of the Quality and Standards Committee should be extended to 31 July 2016. [The Chair of the Quality and Standards Committee withdrew from the meeting for the consideration of this proposal].

Noted That the current Chair of the Quality and Standards Committee would complete their term of appointment at 31 March 2016. It was proposed that the term of appointment should be extended pending the completion of the current effectiveness review of the Senate and its committees.

Approved That the term of appointment for the current Chair of the Quality and Standards Committee should be extended to 31 July 2016. The current Chair of the Quality and Standards Committee accepted the extension to the term of appointment and the Senate extended its thanks for his continuing contribution to the University's academic quality assurance processes.

M16/022 STUDENT DISCIPLINE POLICY AND PROCEDURES [Paper SEN/16/016]

Considered The Student Discipline Policy and Procedures including proposed amendments.

Noted That the amendments to the Policy and Procedures were designed to ensure that they were fully consistent with the Regulations. The amendments had been endorsed by the University Discipline Committee.

Approved The Student Discipline Policy and Procedures as amended.

M16/023 SENATE BUSINESS COMMITTEE [Paper SEN/16/017]

Received The minutes of the meeting held 17 March 2016.

Noted That the Committee, on behalf of the Senate and on the recommendations of the relevant Boards of Examiners, had approved the conferral of degrees and other awards in respect of students who had completed an approved programme of study and had satisfied the conditions for the award.

M16/024 UNDERGRADUATE STUDIES COMMITTEE [Paper SEN/16/018]

Received The minutes of the meeting held 10 February 2016.

Noted The report of business conducted by the Committee.

PRIVATE AND CONFIDENTIAL

M16/025 POSTGRADUATE STUDIES COMMITTEE [Papers SEN/16/019 and SEN/16/020]

Received The minutes of the meetings held 19 January 2016 and 1 March 2016.

Noted Arising from minute 16/3, that the Committee had endorsed amendments to Regulation 6 (Degree of Doctor of Philosophy) and Regulation 43 (Degree of Doctor of Philosophy by Published Works) [see minute 16/029 below]. With respect to Regulation 43, it was noted that the degree of Doctor of Philosophy by Published Works was distinctive from the degree of Doctor of Science and that, in particular, published works submitted for the degree of Doctor of Philosophy by Published Works were expected to have a clear focus and form a coherent whole whereas published works submitted for the degree of Doctor of Science could be broader in scope. Additionally, candidates for the degree of Doctor of Philosophy by Published Works were expected to meet the ordinary requirements for a doctoral qualification – namely, a contribution to the knowledge of the subject and evidence of originality – whereas candidates for the degree of Doctor of Science were required to demonstrate that they had made a substantial contribution to learning and had established themselves as an authority in their field of study.

Noted Arising from minute 16/3, that the Chair, on behalf of the Committee, had approved a Memorandum of Understanding with the University of Lisbon with respect to a new joint Doctor of Philosophy degree programme.

Noted Arising from minute 16/14, that the Chair, on behalf of the Committee, had approved the introduction from September 2016 of the MA in Knitwear programme at the Galashiels campus and the MA in Interior Architecture and Design programme at the Galashiels and Dubai campuses.

Noted Arising from minute 16/20, that the Committee had approved the appointment of external examiners for specified taught postgraduate programmes.

Noted Arising from minutes 16/9 and 16/22, that the Committee had, on behalf of the Senate and on the recommendations of the relevant examiners, approved the conferral of research degrees in respect of research students who had completed an approved programme of study and had satisfied the conditions for the award.

Noted Arising from minute 16/23, that the Committee has approved the withdrawal from September 2016 of the MSc in Applied Psychology programme.

M16/026 QUALITY AND STANDARDS COMMITTEE [Paper SEN/16/021]

Received The minutes of the meeting held 17 February 2016.

Noted Arising from minutes 16/4 and 16/5, that the Committee had approved the reports of academic reviews in physics and actuarial mathematics and statistics. The Committee had also approved the action plans proposed by the relevant Schools following the reviews. The Chair of the Committee expressed his thanks for the expeditious turnaround of the reports.

Noted Arising from minute 16/12, that the Committee had agreed that the schedule of academic reviews would need to be revised following the decision to disestablish the School of Life Sciences.

Noted Arising from minute 16/13, that the Committee had two vacancies in its membership for Senate-appointed members. The Clerk to the Senate noted that plans to fill vacancies in the membership of the Senate committees, including the Quality and Standards Committee, had been prepared and that it was intended that recommendations for appointments would be presented for the approval of the Senate at its meeting to be held in May 2016.

PRIVATE AND CONFIDENTIAL

M16/027 INFORMATION SERVICES COMMITTEE [Paper SEN/16/022]

Received The minutes of the meeting held 13 January 2016 including the Committee's terms of reference as amended for the 2015-16 academic year.

Noted That to support fulfilment of requirements with respect to open access to research outputs and data, workshops on managing research data had been introduced for academic staff and relevant professional services staff. All staff with an Office 365 account also had access to OneDrive, providing one terabyte of storage space and enabling researchers to work on files in collaboration with individuals or groups both within and outside of the University.

Approved The Committee's terms of reference as amended for the 2015-16 academic year subject to the removal of a reference to the Senior Dean and the amendment of the requirements for quoracy and voting to ensure these were consistent with the Ordinances.

M16/028 ACADEMIC COUNCIL (DUBAI) [Paper SEN/16/023]

Received The minutes of the meeting held 16 December 2015.

Noted The report of business conducted by the Academic Council.

M16/029 ORDINANCES AND REGULATIONS COMMITTEE [Paper SEN/16/025]

Received The minutes of the meeting held 17 February 2016.

Noted That the Committee had endorsed amendments to Regulation 6 (Degree of Doctor of Philosophy); Regulation 43 (Degree of Doctor of Philosophy by Published Works); and Regulation 53 (Foundation Programme (Malaysia)) and agreed that it should be recommended to the Senate that the amendments should be approved.

Noted That the Committee had endorsed proposals to remodel the University's academic regulations. It was intended that the remodelled regulations would be developed over 2016 and, subject to approval from the Senate, introduced with effect from the start of the 2017-18 academic year.

Approved Regulation 6 (Degree of Doctor of Philosophy); Regulation 43 (Degree of Doctor of Philosophy by Published Works); and Regulation 53 (Foundation Programme (Malaysia)) as amended.

M16/030 LEARNING AND TEACHING BOARD [Papers SEN/16/027 and SEN/16/031]

Received The minutes of the meetings held 20 January 2016 and 2 March 2016.

Noted The report of business conducted by the Board.

M16/031 RESEARCH AND KNOWLEDGE EXCHANGE BOARD [Papers SEN/16/028, SEN/16/029, and SEN/16/030]

Received The minutes of the meetings held 11 December 2016, 13 January 2016, and 15 February 2016.

Noted The report of business conducted by the Board.

PRIVATE AND CONFIDENTIAL

M16/032 STUDENT ACADEMIC APPEALS: 2014-15 REPORT [Paper SEN16/032]

Received A report of student academic appeals received in the 2014-15 academic year.

Noted That there had been an increase in the number of stage one appeals in comparison with 2013-14; the number of stage two appeals had not changed significantly. The Senate noted the proportion of appeals that had been completed within 30 days. The Chair expressed his thanks to all colleagues who contributed to the academic appeals processes.

M16/033 DATE OF NEXT MEETING

Noted That the next meeting of the Senate would be held 11 May 2016.

Signed by Chair

Date

In the Chair:	Professor Richard A Williams	
Present Also:	Professor Julian Jones Professor Robert Craik Professor Ammar Kaka Professor Gillian Hogg Professor John Sawkins Professor Laura Galloway Professor James Ritchie Professor Robert MacIntosh Professor Stephen McLaughlin Dr Peter Morris Professor Fiona Waldron Professor Angus Macdonald Professor Phillip John Ms Hannah Frances Ms Miranda Matoshi Dr Carrie Annabi* Dr Frederic Bosche Dr Alan Forster Dr Laurent Galbrun Dr Lilia Georgieva	Dr Fadi Ghaith Professor Nick Gilbert Dr Alan Gow Dr Barbara Jamieson Professor Omar Laghrouche Dr Terry Lansdown Dr Jingsheng Ma Dr Gabriela Medero Dr Stephen Houston Professor Greg Michaelson Dr Robbie Mochrie Mr Dilip Mothiram* Ms Vanessa Northway* Professor Raffaella Ocone Professor Isabelle Perez Dr James Richards Mr Bruce Roberts Dr George Streftaris Professor Nicholas Taylor Dr William Wallace
In Attendance:	Professor Gavin Gibson Ms Ann Marie Dalton Mr Paul Travill Ms Sue Collier	Mr Mike Roch Mr John McDermott Mr Brett Dodgson (Clerk)
Apologies:	Professor Duncan Hand Professor Beatrice Pelloni Professor Gareth Pender Dr Derek Ball Dr Alexander Bell Professor Patrick Corbett Dr Alan Cuthbertson Professor Ian Galbraith Dr Shumei Gao Dr Mehreen Gul Mr Amos Haniff	Dr Alan Harper Dr Helen Hastie Dr Sara Keith Dr Yvonne McLaren-Hankin Professor Kenneth McKendrick Dr Olisanwendu Ogwuda Dr Audrey Paterson Ms Jane Priest Dr Danmei Sun Dr Rink Van Dijke Dr Marion Winters

* Indicates member participating remotely

**MINUTE REF
M16/034**

WELCOME AND ANNOUNCEMENTS

The Chair welcomed to the meeting the members of the Senate, including the Vice-Principal (Dubai) and the Vice-Principal (Malaysia), and those colleagues who were in attendance.

Noted

That the Student Union 2015-16 sabbatical officers would complete their terms of office at 31 May 2016. The Senate thanked the sabbatical officers for their work for the University and its students and, in particular, the President and the Vice-President (Community) for their contributions to the work of the Senate.

Noted That there had been a call for expressions of interest from academic staff wanting to join the elected membership of the Senate from 1 August 2016. Elections would be held where the number of expressions of interest received from a School exceeded the number of vacancies in the elected membership for that School. Members of the Senate were invited to encourage colleagues to consider submitting an expression of interest. It was also intended that the Senate Nominating Working Group would shortly present recommendations in respect of vacancies in the membership of the Senate committees and that, if possible, recommendations would be presented for approval at the next meeting of the Senate.

M16/035 MINUTES OF THE LAST MEETING [Paper SEN/16/033]

Received The minutes of the meeting held on 23 March 2016.

Approved The Senate approved the minutes as a correct record.

M16/036 MATTERS ARISING

Noted There were no matters arising from the minutes that were not already on the agenda as circulated.

M16/037 REPORT FROM THE CHAIR [Paper SEN/16/034]

Received A report from the Principal and Chair of the Senate.

Noted The Chair invited the Senate to note a number of ongoing developments within the UK higher education sector as well as achievements and distinctions within the University community.

The Chair drew the attention of the Senate to the publication by the Scottish Funding Council of the final funding allocations for university outcome agreements in the 2016-17 academic year. It was noted that the University's final allocation was somewhat better than the indicative allocation announced in February 2016 as the Scottish Funding Council had reinstated support for the final tranche of the additional places scheme for widening access and college articulation. The costs associated with the reinstatement of this support would be managed over the 2016-17 and 2017-18 financial years and it was therefore possible that this could have implications for future outcome agreement allocations. It was noted that the University's allocation had increased by around 1% from 2015-16 but that, as the cost base across the sector was increasing by around 6%, the University and the sector as a whole would continue to face significant financial pressures.

The Chair noted that in March 2016 the Scottish Government's Commission on Widening Access had published its final report and that this included a number of recommendations to achieve equality of opportunity in terms of access to Scottish universities. It was noted that the University had in recent years significantly enhanced its focus on increasing the number and proportion of Scottish students from backgrounds under-represented in higher education, but that the findings of the review could result in the University being challenged to do more and to take a more strategic approach to widening access.

The Chair drew the attention of the Senate to the growing number of English universities offering degree apprenticeship programmes. It was noted that such programmes provided these universities with a new revenue stream as well as a vehicle by which they could develop new and stronger relationships with employers and fulfil objectives relating to widening access.

The Chair noted the likelihood that the UK government would in the near future publish a White Paper on higher education and that this would include proposals to introduce a Teaching Excellence Framework. The Chair encouraged members of the Senate to read a recent article for the Higher Education Academy by Professor Frank Coton, Vice Principal (Academic and Educational Innovation) at the University of Glasgow. The article highlighted the need for the

involvement of the Scottish higher education sector in technical consultations on the development of the Teaching Excellence Framework and the dangers that it might face if Scottish universities did nothing.

Finally, the Chair noted that over the course of April and early May a number of open meetings had been held under the heading of “Thinking About Our Future”. The meetings had provided an opportunity for staff from across the University to come together to reflect on the changing external environment, review the University’s progress, and discuss the choices ahead. To build on the discussions at these meetings there would be an additional meeting of the Senate in June 2016 and this would be followed by a number of focussed workshops to develop specific recommendations for consideration in October 2016.

M16/038 ENHANCEMENT-LED INSTITUTIONAL REVIEW: FOLLOW-UP REPORT [Paper SEN/16/035]

Received The draft follow-up report to the 2015 Enhancement-Led Institutional Review.

Noted That the report described progress made by the University towards addressing areas for development which had been identified through the 2015 Enhancement-Led Institutional Review. The report would be considered in detail by the Learning and Teaching Board and the Quality and Standards Committee before being presented to the Court which would be invited to approve the report for submission to the Quality Assurance Agency.

M16/039 FOUNDATION PROGRAMME (MALAYSIA): ADMISSION OF STUDENTS WITH PROVISIONAL GRADES [Paper SEN/16/036]

Received A report on the admission in 2015 of students to the Foundation Programme (Malaysia) on the basis of provisional IGCSE grades and the decision of the University Executive to approve the continuation of this arrangement in 2016.

Noted That the University Executive, on the basis of a successful pilot of this arrangement in 2015, had agreed that the University should continue in 2016 to admit students to the Foundation Programme (Malaysia) on the basis of provisional IGCSE grades. The University Executive had further agreed that the number of students admitted on the basis of provisional grades should be capped at 10% of the total intake.

Agreed The Senate agreed that the programme team should monitor the number and performance of students admitted on the basis of provisional grades in 2016 and present a report on this to the relevant Senate committee.

M16/040 REGULATION 46 (ACCREDITATION OF PRIOR LEARNING): AMENDMENTS [Paper SEN/16/037]

Considered Regulation 46 (Accreditation of Prior Learning) including proposed amendments.

Noted That the Ordinances and Regulations Committee had in April 2016 endorsed amendments to Regulation 46 (Accreditation of Prior Learning) and agreed that the Regulation as amended should be presented to the Senate for approval. The most significant change was the use of the term “Recognition of Prior Learning” in place of “Accreditation of Prior Learning” to reflect changes in the terminology used by the Quality Assurance Agency and the Scottish Credit and Qualifications Framework.

Approved The Senate approved Regulation 46 as amended and agreed that references to “Accreditation of Prior Learning” in other regulations should be amended to make them consistent with Regulation 46.

M16/041 MIDPOINT REVIEW OF THE EFFECTIVENESS OF THE SENATE AND THE SENATE COMMITTEES [Paper SEN/16/038]

Considered A report on the midpoint review of the effectiveness of the Senate and the Senate committees.

Noted That the review had concluded that, overall, the academic governance of the University could be judged to be reasonably effective. To enable the University to build on existing strengths and address identified weaknesses the review board had made a number of recommendations which the Senate was invited to consider: the adoption of a number of general principles to enhance academic governance; modifications in relation to the composition of the Senate and the structure of the committees reporting to the Senate; and procedural changes to support the effective operation of the Senate.

The Chair invited the Senate to express its views on what would be the characteristics of an effective Senate and what this would feel like, including in the tone of its meetings. The Senate considered the general principles to enhance academic governance and welcomed the opportunity for fuller discussion on strategy. In considering the findings of the review, the Senate considered its effectiveness as a decision making body, and features which could inhibit that effectiveness – such as the difficulty in finding an appropriate balance between routine business and substantive discussion on matters of academic principle; challenges in ensuring the Senate was representative of staff and students based outside the UK; and the lack of induction for new Senate members.

It was noted that further work would be needed to review the role of the Deans of the University and that this work would continue in parallel with the development of the proposals arising from the review of the effectiveness of the Senate and the Senate committees.

Approved The Senate approved the adoption of the proposed general principles to enhance academic governance.

Agreed The Senate agreed that:

1. the proposed procedural changes should be introduced for the start of the 2016-17 academic year or as early as possible in the 2016-17 academic year; it was agreed that the review board should present to the Senate full recommendations for consideration where the approval of the Senate was needed and that, in respect of changes where the approval of the Senate was not needed, these should be introduced by the review board on behalf of the Senate;
2. the review board should develop for the Senate a Statement of Primary Responsibilities and a Statement of Delegated Authorities and that these should be presented for the consideration of the Senate at its first meeting of the 2016-17 academic year;
3. the review board should continue to develop proposals with respect to the composition of the Senate and the structure of the committees reporting to the Senate and test these against the general principles to enhance academic governance and the University's academic processes and business needs; it was agreed that the review board should present to the Senate full recommendations for consideration over the course of the 2016-17 academic year;
4. the review board should issue to members of the Senate and the Senate committees a further invitation to join the review board and should co-opt one of the Heads of Schools.

M16/042 SENATE BUSINESS COMMITTEE [Paper SEN/16/040]

Received The minutes of the meeting held 5 May 2016.

Noted That the Committee, on behalf of the Senate and on the recommendations of the relevant Boards of Examiners, had approved the conferral of degrees and other awards in respect of students who had completed an approved programme of study and had satisfied the conditions for the award.

M16/043 UNDERGRADUATE STUDIES COMMITTEE [Paper SEN/16/041]

Received The minutes of the meeting held 9 March 2016.

Noted Arising from minute 16/13, that the Chair, on behalf of the Committee, had approved the appointment of external examiners for specified undergraduate programmes.

M16/044 POSTGRADUATE STUDIES COMMITTEE [Paper SEN/16/042]

Received The minutes of the meeting held 12 April 2016.

Noted Arising from minute 16/29, that the Chair, on behalf of the Committee, had approved the appointment of examiners for specified research students.

Arising from minutes 16/31 and 16/32, that the Chair, on behalf of the Committee, had approved the appointment of supervisors for specified research students.

Arising from minute 16/33, that the Chair, on behalf of the Committee, had approved the appointment of external examiners for specified taught postgraduate programmes.

M16/045 INFORMATION SERVICES COMMITTEE [Paper SEN/16/043]

Received The minutes of the meeting held 3 March 2016.

Noted The report of business conducted by the Committee.

M16/046 ORDINANCES AND REGULATIONS COMMITTEE [Paper SEN/16/045]

Received The minutes of the meeting held 20 April 2016.

Noted Arising from minute 16/21, that the Committee had endorsed amendments to Regulation 46 (Accreditation of Prior Learning) and agreed that the Regulation as amended should be presented to the Senate for approval [see minute 16/040 above].

M16/047 LEARNING AND TEACHING BOARD [Paper SEN/16/046]

Received The minutes of the meeting held 6 April 2016.

Noted The report of business conducted by the Board.

M16/048 RESEARCH AND KNOWLEDGE EXCHANGE BOARD [Paper SEN/16/047]

Received The minutes of the meeting held 15 March 2016.

Noted The report of business conducted by the Board.

M16/049 DATE OF NEXT MEETING

Noted That the next meeting of the Senate would be held 1 June 2016.

Signed by Chair

Date

THE SENATE

Minutes: 1 June 2016

In the Chair:	Professor Richard A Williams	
Present Also:	Professor Gillian Hogg Professor John Sawkins Professor Laura Galloway Professor James Ritchie Professor Stephen McLaughlin Dr Peter Morris Professor Gareth Pender Professor Fiona Waldron Professor Angus Macdonald Professor Phillip John Ms Hannah Frances Dr Derek Ball Dr Alexander Bell Professor Patrick Corbett Dr Alan Forster Professor Ian Galbraith Dr Shumei Gao Dr Lilia Georgieva Dr Fadi Ghaith* Professor Nick Gilbert Dr Alan Gow	Dr Mehreen Gul Mr Amos Haniff Dr Stephen Houston Dr Barbara Jamieson Dr Sara Keith Professor Omar Laghrouche Dr Jingsheng Ma Dr Yvonne McLaren-Hankin Professor Kenneth McKendrick Dr Gabriela Medero Professor Greg Michaelson Dr Robert Mochrie Mr Dilip Mothiram* Ms Vanessa Northway Professor Raffaella Ocone Dr Olisanwudu Ogwuda* Professor Isabelle Perez Mr Bruce Roberts Dr Danmei Sun Dr William Wallace
In Attendance:	Professor Gavin Gibson Mr Paul Travill Ms Sue Collier Mr Richard McGookin Mr Mike Roch	Mr Diarmuid Cowan Ms Sheona Dorian Dr Margaret King Mr Brett Dodgson (Clerk)
Apologies:	Professor Julian Jones Professor Robert Craik Professor Ammar Kaka Professor Duncan Hand Professor Robert MacIntosh Professor Beatrice Pelloni Ms Miranda Matoshi Dr Carrie Annabi Dr Frederic Bosche Dr Alan Cuthbertson Dr Laurent Galbrun	Dr Alan Harper Dr Helen Hastie Dr Terry Lansdown Dr Audrey Paterson Ms Jane Priest Dr James Richards Dr George Streftaris Professor Nicholas Taylor Dr Rink Van Dijke Dr Marion Winters Ms Ann Marie Dalton

* Indicates member participating remotely

MINUTE REF
M16/050

WELCOME AND ANNOUNCEMENTS

The Chair welcomed to the meeting the members of the Senate and those colleagues who were in attendance.

M16/051 MINUTES OF THE LAST MEETING

Noted That the minutes of the meeting held 11 May 2016 had been circulated to members and would be presented for approval at the next meeting of the Senate. Members of the Senate were invited to notify the Clerk of any errors in the record of those members present.

M16/052 MEMBERSHIP OF THE SENATE

Noted Those members who would demit membership of the Senate at 31 July 2016:

- Dr Alexander Bell
- Dr Barbara Jamieson
- Professor Phillip John
- Dr Terry Lansdown
- Dr Robert Mochrie
- Mr Bruce Roberts

The Senate thanked the members for their contributions to the work of the Senate. The Senate also thanked Ms Hannah Frances who was attending her final meeting on behalf of the Student Union; the Senate welcomed to the meeting Mr Diarmuid Cowan and Ms Sheona Dorian who had been elected as the next President and Vice-President (Community) of the Student Union.

Noted That elections for vacancies in the membership of the Senate had been held in May 2016 and that a report of the duly elected members would be circulated.

M16/053 REPORT FROM THE CHAIR

Received A verbal report from the Principal and Chair of the Senate.

Noted That a report of recent staff and student distinctions would be circulated.

M16/054 THINKING ABOUT OUR FUTURE: UPDATE REPORT

Considered A presentation on the Thinking About Our Future open meetings.

Noted That the University's external environment was characterised by increasing complexity, uncertainty, and competition. In particular, the University and the wider Scottish higher education sector faced a challenging financial environment and, in this respect, the Senate noted fluctuations in the global economy which had effected key markets, increasing competition for all categories of student, and constraints on grants from the Scottish Funding Council.

Noted That eight Thinking About Our Future open meetings had been held over May 2016 and that these meetings had been well attended and received positively. The meetings had included a review of the University's recent performance as well as a commentary from the Principal on issues which the University would face in the future. It was noted that the meetings had provided a starting point for discussions on some of the factors which would shape the University's next Strategic Plan.

A number of themes had emerged from the discussions at these meetings; one which had emerged at each of the meetings was that the University was a special place which was characterised by its academic specialisms, by its historic connections with industry, and by its unique global position. It was noted that the brand positioning statement adopted by the University in February 2016 had been designed to capture in words the University's special character.

The Senate noted that the University, given the challenging external environment in which it was operating, would need to build on its special character and use its assets to create an even more compelling academic offer. To do this the University would, over the next six months, need to consider what its taught programme offer should like and how these programmes should be delivered. This would involve two main work streams – a review of opportunities to make greater use of technology-enhanced learning and teaching and a review of the University's portfolio of taught postgraduate degree programmes.

M16/055 GLOBAL TECHNOLOGY-ENHANCED LEARNING AND TEACHING

Considered A presentation on a review, led by the Deputy Principal (Learning and Teaching), on opportunities to make greater use of technology-enhanced learning and teaching.

Noted That the University had to date not been systematic in its adoption of innovations in learning and teaching technologies. The increasing use in both schools and universities of new learning technologies and technology-enhanced pedagogies meant that the University, despite the high quality of its academic offer, ran the risk of falling behind competitor institutions and of failing to meet the expectations of students who may have been using such technologies from a young age.

The review that had been commissioned would comprise a fundamental evaluation of current practices and potential opportunities with respect to technology-enhanced learning and teaching. It was intended that the findings of the review would inform developments in the ways in which the University delivered its taught programmes and enable it to realise its latent potential, build on its global position, and be world-leading in its use of technology-enhanced learning and teaching. Work to date had included a thematic review of technology-enhanced learning and teaching and the commissioning of a report on potential opportunities to make greater use of technology-enhanced learning and teaching. This work would be followed by research visits to other institutions which had established reputations for innovation and excellence in learning and teaching. It was noted that the findings of the review would be considered by the Learning and Teaching Board which would make a report to both the Senate and to the University Executive. The findings of the review would also inform the development of the University's Learning and Teaching Strategy and its next Strategic Plan.

M16/056 TAUGHT POSTGRADUATE DEGREE PROGRAMME PORTFOLIO

Considered A presentation on a review, led by the Deputy Principal (External Relations), of the University's portfolio of taught postgraduate degree programmes.

Noted That the University had historically underperformed against its targets for the recruitment of taught postgraduate students and, in particular, against its targets for the recruitment of international taught postgraduate students. This position was in contrast to a number of larger, research-intensive UK universities which, despite similar market pressures, had managed to sustain significant growth in their numbers of taught postgraduate students.

The review would comprise two distinct phases. The first phase would focus on the development of new programmes which could be delivered at scale from the 2017-18 academic year. The second phase would consider the University's portfolio of taught postgraduate degree programmes more broadly and, in particular, opportunities to make greater use of technology-enhanced learning and teaching and ways to ensure that the University offered a distinctive taught postgraduate experience.

M16/057 GROUP EXERCISE

The Chair invited members of the Senate to break into smaller groups for the remainder of the meeting and to consider how the character and distinctive features of a Heriot-Watt University education should be developed to suit the aspirations and needs of a global student base, changes in the University's academic provision and style that might be needed to make these things happen, and how the University could best equip itself for those changes. Each group was invited to keep a written record of its discussions. It was noted that these would be collated and circulated following the meeting.

M16/058 DATE OF NEXT MEETING

Noted That provisional dates for meetings in the 2016-17 academic year had been agreed and these would be circulated once they had been confirmed with the Secretary of the University.

Signed by Chair

Date