

UNIVERSITY OF WARWICK

SENATE

PUBLIC MINUTES OF THE MEETING HELD 14:00, WEDNESDAY 7 OCTOBER 2020

VIA MICROSOFT TEAMS

Present	Professor Stuart Croft	SC	Vice-Chancellor (Chair)
	Professor Katherine Astbury	KA	Representative of the Board of the Faculty of Arts
	Professor Daniel Branch	DB	Representative of the Board of the Faculty of Arts
	Dr Jane Bryan	JB	Representative of the Assembly
	Megan Clarke	MC	Education Officer of the Students' Union
	Professor David Davies	DD	Representative of the Board of the Faculty of Science, Engineering & Medicine (SEM)
	Shingai Dzumbira	SD	Postgraduate Officer of the Students' Union
	Professor Chris Ennew	CE	Provost
	Dr Rebecca Freeman	RF	Dean of Students
	Professor Lorenzo Frigerio	LF	Representative of the Board of the Faculty of Social Sciences (until item 009)
	Robin Green	RG	Librarian
	Professor John Greenlees	JG	Representative of the Board of the Faculty of SEM
	Professor Chris Hughes	CH	Pro-Vice-Chancellor (Education)
	Professor Kate Ireland	KI	Representative of the Board of the Faculty of Social Sciences
	Professor Saul Jacka	SJ	Representative of the Assembly
	Professor Virinder Kalra	VK	Representative of the Board of the Faculty of Social Sciences
	Professor Sudhesh Kumar	SK	Representative of the Board of the Faculty of SEM
	Professor Ranko Lazic	RL	Representative of the Board of the Faculty of SEM
	Professor David Leadley	DL	Representative of the Board of the Faculty of SEM
	Professor Andrew Lockett	AL	Representative of the Board of the Faculty of Social Sciences
	Professor Noortje Marres	NM	Representative of the Board of the Faculty of Social Sciences
	Professor Emma Mason	EM	Representative of the Board of the Faculty of Arts (excluding items 008 and 009)
	Luke Mephram	LM	President of the Students' Union
	Professor Caroline Meyer	CM	Chair, Faculty of Science, Engineering & Medicine
	Professor Rachel Moseley	RM	Representative of the Board of the Faculty of Arts
	Professor Zahra Newby	ZN	Representative of the Board of the Faculty of Arts
	Professor Matt Nudds	MN	Chair, Faculty of Social Sciences
	Dr Stéphanie Panichelli-Batalla	SPB	Representative of the Board of the Faculty of Arts (until partway through item 010)
	Professor Lorenzo Pericolo	LP	Representative of the Board of the Faculty of Arts
	Professor Fabienne Peter	FP	Representative of the Board of the Faculty of Social Sciences
	Professor Penny Roberts	PR	Chair, Faculty of Arts
	Dr Gavin Schwartz-Leeper	GSL	Representative of the Assembly
	Professor Mike Shipman	MS	Pro-Vice-Chancellor (International)
Professor Colin Sparrow	CS	Chair of the Board of Graduate Studies	
Professor Simon Swain	SS	Academic Vice-President	
Professor David Towers	DT	Representative of the Board of the Faculty of SEM	
Paul Trimmer	PT	Representative of the Assembly (until partway through item 010)	
Professor Ema Ushioda	EU	Representative of the Board of the Faculty of Social Sciences	
Professor Azrini Wahidin	AW	Representative of the Board of the Faculty of Social Sciences	
Dr Naomi Waltham-Smith	NWS	Representative of the Assembly	
Professor Derrick Watson	DW	Representative of the Board of the Faculty of SEM	
Jenny Wheeler	JW	Representative of the Assembly	
Attending	Sophie Black	SB	Assistant Registrar (Governance) (minute taker)
	Delyth Chambers	DC	Director of SROAS (for item 009)

Dan Derricott	DD	Assistant Registrar (Education Policy and Quality) (for item 008)
Rosie Drinkwater	RD	Group Finance Director
Professor Jonny Heron	JH	Observing
Helen Hotten	HH	Clerical Officer (Academic Governance) (tech support)
Dr Elizabeth Hough	EH	Assistant Director (Head of Admissions) (for item 009)
Lara McCarthy	LMc	Head of Governance Services (tech support)
Maureen McLaughlin	MMc	Director of Education Policy and Quality (Assistant Secretary)
Rachel Sandby-Thomas	RST	Registrar (Secretary)
Andrew Smith	AS	Finance Director (for item 007)
Sharon Tuersley	ST	Secretary to Council
Dr Chris Twine	CT	Academic Registrar
Professor Gwen Van der Velden	GVdV	Deputy Pro-Vice-Chancellor (Student Learning Experience) (for items 008 to 010)

NOTE: Some items are noted as “Exempt information not included” as they contain information that would be withheld from release to the public because an exemption under the Freedom of Information Act 2000 applies.

Ref	Item
001	<p>Welcome and Apologies for absence</p> <p>Apologies for absence were received from Professor Jon Forster, Professor Rebecca Kearney and Professor Pam Thomas.</p> <p>The Chair welcomed all members and the following to their first meeting:</p> <ul style="list-style-type: none"> • Megan Clarke, Education Officer of the Students’ Union • Shingai Dzumbira, Postgraduate Officer of the Students’ Union • Professor Noortje Marres (Centre for Interdisciplinary Methodologies) • Luke Mepham, President of the Students’ Union • Professor David Towers (Engineering) • Professor Azrini Wahidin (Sociology) • Dr Naomi Waltham-Smith (Centre for Interdisciplinary Methodologies) <p>The Chair also welcomed:</p> <ul style="list-style-type: none"> • Professor Sudhesh Kumar (WMS), returning for a further period of office • Professor Jonathan Heron (Institute for Advanced Teaching and Learning), observing the meeting. <p>The Registrar reported that in line with the Information Classification Policy, the updated information classifications were now being used for Senate business: “Public” (previously “Open”), “Protected” (previously “Restricted”) classified as confidential to members and attendees, and “Restricted” (previously “Reserved”) classified as strictly confidential to non-student members and attendees. It was further noted that the new restricted (old reserved) classification was likely to be used for very limited items and only where absolutely necessary, for example for redundancy cases in a small department, where there is a disciplinary issue, or where the information was extremely sensitive (commercial or personal).</p> <p>The Chair thanked all University staff on behalf of the Senate for their continued effort and support towards the ongoing response to the Covid-19 pandemic.</p>
002	<p>Declarations of Interest</p> <p>No new conflicts of interest were declared.</p>
003	<p>Minutes of meeting held on 1 July 2020</p> <p>The minutes of the meeting held on 1 July 2020 (003-S071020, Protected) were approved.</p>
004	<p>Matters arising from meeting held on 1 July 2020</p> <p>There were no matters arising.</p>
Governance 1	

005	<p>Membership of the Senate 2020-21</p> <p>The report (005-S071020, Public) setting out the Senate membership for 2020-21 and terms of reference was noted.</p>
Chair's Update	
006	<p>Chair's Business</p> <p>The Senate received and noted a report (006-S071020, Protected) providing updates from the Chair under the following headings:</p> <ul style="list-style-type: none"> • Campus reopening • Institutional news • Awards & Promotions • Professional Services structural update • Development & Alumni update.
Strategic Items	
007	<p>Financial Plan Update – Autumn 2020</p> <p>The Provost and Group Finance Director provided a verbal update and presentation on the student number position, as well as a high-level overview of the current draft of the Financial Plan (draft 6).</p> <p>The Provost highlighted key areas for attention as follows:</p> <ul style="list-style-type: none"> • Current admissions and enrolment data suggested significantly improved Undergraduate numbers, especially international. • Postgraduate taught numbers were strong and enrolments were continuing, however many students would not be due on campus until January 2021. • Postgraduate research international numbers were improving. • While enrolment could be taken as a strong signal of intent, significant risks still remained and it was expected that deferrals would be higher than normal. • The campus was relatively quiet, with fewer students than expected. • There had been positive progress with widening participation. <p>The Group Finance Director highlighted as follows:</p> <ul style="list-style-type: none"> • [Exempt information not included] • [Exempt information not included] • [Exempt information not included] • [Exempt information not included] • [Exempt information not included] • The final version of the Plan would be shared with Senate following approval by Council in November. <p>The Group Finance Director thanked colleagues for their tremendous efforts in reducing costs and maximising income, noting however that it would be important to maintain momentum.</p>
Substantive Items	
008	<p>Results of the National Student Survey 2020</p> <p>The Assistant Registrar (Education Policy and Quality) presented the report (008-S071020, Protected) on the results of the National Student Survey (NSS) 2020. The following key points we highlighted:</p> <ul style="list-style-type: none"> • There had been strong engagement with NSS 2020, with 75% of finalists having participated. • The results were mixed from a cohort that had faced a number of challenges during their study (industrial action, exam timetabling and group chat).

	<ul style="list-style-type: none"> • There were a number of areas where students had recognised the University’s sustained investment of resource and energy and where results held up well in the sector, including Learning Resources, Academic Support, Organisation & Management, and Student Voice. • A renewed institutional focus would however be required on fostering a learning community and developing student communications capabilities. These would be key to rebuilding students’ sense of belonging at and confidence in Warwick. <p>In relation to student community and a sense of belonging, the Senate noted that work had commenced over the summer with Directors of Student Experience, with a number of creative ideas coming through. The contribution of personal tutors was also acknowledged.</p> <p>The Senate discussed issues around the results on “Assessment and Feedback” and “Students’ Union” and noted the context, as well as the approach and ongoing work to respond to the student feedback.</p> <p>The Vice-Chancellor expressed thanks on behalf of the Senate to the Assistant Registrar (Education Policy and Quality) for their work at Warwick, and extended congratulations in view of their imminent departure to take up a role in another university.</p>
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009	<p>Emerging Outcomes of the 2019 Admissions Cycle</p> <p>The Assistant Director (Head of Admissions) and the Director (Student Recruitment, Outreach and Admissions Service) (SROAS) presented the report (009-S071020, Protected) on the emerging outcomes of the 2019 admissions cycle. The following key points we highlighted:</p> <ul style="list-style-type: none"> • SROAS teams had experienced an unprecedented set of challenges over the past six months and significant mitigations had been put in place including changes in operations, strategy, and policy. The support from academic and professional services departments as well as senior management was acknowledged. • At Undergraduate level, the University was forecast to exceed its original Home target and to reach within 10% of the Overseas target. The latter represented a significant improvement on previous financial forecasts. • At Postgraduate Taught (PGT) level, the University was forecast to have a shortfall against target on Home and Overseas. The Home forecast was in line with earlier admissions forecasts and 2019 outcomes; the Overseas forecast represented a significant improvement on earlier financial forecasts. • While clearing had been quieter, over 11,000 calls were taken over the period, of which 5,000 on results day. The Clearing/Admissions hotline had been primarily staffed by volunteers from across the institution. • There had been an increase in deferral requests at Undergraduate level since the end of August, in line with UCAS findings for the sector. At PGT level, deferral requests were very significantly higher than the previous year, however, such movement had been anticipated and built into the forecasts. Further data on reasons for deferral would be available in due course. • Admissions figures were now being superseded by enrolment figures. Variation to final enrolments was still possible, due to the unique and changing nature of the current situation. Student Recruitment and Immigration were offering a range of services to support overseas students to get to Warwick and take-up of these services had been high. • A drop in demand from EU students was anticipated in the upcoming admissions cycle, following the Government announcement that EU students would be classed as Overseas for fees purposes for the 2021/22 academic year and beyond and mitigations had been put in place, for example, increased recruitment activity in Europe. • The Warwick Global Undergraduate Excellence Scholarships had recently been launched (open to international fee-paying students) to complement existing Postgraduate scholarship provision. <p>The current positive outcomes were welcomed, with the ongoing risks also being noted.</p> <p>The Senate acknowledged the unprecedented challenges faced over the last six months and extended its thanks to all the SROAS teams, the clearing hotline volunteers and colleagues in departments.</p>
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010	<p>Update from Education Executive: Teaching, Learning and Assessment – Lessons Learned in Lockdown</p> <p>The Pro-Vice-Chancellor (Education), Deputy Pro-Vice-Chancellor (Student Learning Experience) and Director of Education Policy and Quality presented the report (010-S071020, Protected) on the key developments in teaching, learning and assessment (TLA) since lockdown, the main lessons learned from the experience of moving TLA online and the opportunities for maintaining elements of good practice and enhancing provision over 2020-21. The following key points were highlighted:</p> <ul style="list-style-type: none"> • Appreciation was expressed on behalf of the Education Executive to the central and departmental professional services, faculties, academic departments and Students’ Union sabbatical officers for their cooperation, adaptability and dedication towards the significant achievements and developments associated with TLA over recent months. • The main priority for the Education Executive during 2020/21 would be to facilitate and support the design and delivery of a high quality blended student experience, to enable success for continuing and graduating students. • The opportunity existed to further consider a number of shorter and longer term benefits and lessons learned from the lockdown experience, with opportunities around online assessment being one of them. • While an expedient online assessment solution had been delivered, it would be necessary to inculcate a more supportive and inclusive environment to accommodate reasonable adjustments. It was also recognised that refinements would be necessary to enhance the security of the assessment process to preserve academic integrity. <p>Members also noted the framework for transitioning through the Department for Education’s tiers of constraint to move teaching and assessment online and that implications for each academic department had been mapped. The Senate welcomed the update and the significant achievements to date.</p> <p>It was recognised that a permanent and universal approach to assessment would not be appropriate, however the Senate was mindful of the likely necessity of this mode for the current academic year and was supportive of the commitment to the continuation of online assessment as the preferred approach, subject to review as part of the next Institutional Teaching & Learning Review. The importance to the student community of a continued commitment to the diversification of assessment methods was noted.</p> <p>Support was also given to the commitment to, and direction of travel with regard to the further refinement and development of a mandated and harmonised Marks Management system and the wider ramifications of developing a comprehensive approach to end-to-end assessment.</p> <p>DECISIONS:</p> <ol style="list-style-type: none"> 1) The Senate approved the commitment to the continuation of online assessment as the preferred approach, subject to review as part of the next Institutional Teaching & Learning Review. 2) The Senate approved the commitment to, and direction of travel with regard to the further refinement and development of a mandated and harmonised Marks Management system and the wider ramifications of developing a comprehensive approach to end-to-end assessment.
011	<p>Research Update</p> <p>The Deputy Pro-Vice-Chancellor (Research) presented the report (011-S071020, Protected) providing an update on research activities since the last meeting of the Senate, under the following headings:</p> <ul style="list-style-type: none"> • Establishment of a new Research Culture Committee • Establishment of a new Knowledge Exchange Steering Committee • Global Research Priorities Programme • Coventry City of Culture • Research Infrastructure

	The Senate acknowledged the hard work which had taken place to ensure the continuation of research during lockdown and expressed its thanks particularly to the Health & Safety and Estates teams for their work in facilitating the return into laboratories.
Governance II	
012	Standing Orders of the Senate The Senate received and noted the Standing Orders of the Senate (012-S071020, Public). DECISION: The Senate approved the Standing Orders of the Senate.
013	Standing Orders of the Assembly This item was withdrawn.
<i>Items below this line were for receipt and/or approval, without discussion.</i>	
Governance III	
014	Chair's Action Report The report (014-S071020, Protected) was received and noted.
015	Constitution and Membership of Senate Committees 2020-21 The report (015-S071020, Public) was received and noted. DECISIONS: 1) The Senate approved the memberships and terms of reference of Senate and Joint Senate and Council Committees for 2020-21. 2) The Senate approved proposed minor revisions to the terms of reference of the Academic Quality and Standards Committee and the Partnerships Committee.
Committee Reports	
016	Report from the Academic Resourcing Committee The report (016-S071020, Protected) was received and noted.
017	Report from the University Executive Board The report (017-S071020, Protected) was received and noted.
Other	
018	Student and Alumni Deaths The report (018-071020, Public) was received and noted.
019	Any other business a) Panel event: 'What your Disabled Students Want you to Know' Jenny Wheeler reported that a panel event entitled 'What your Disabled Students Want you to Know' would take place on Friday 23 October at 2pm, via Teams. ACTION: Further details of the panel event to be circulated to members of Senate for information [NB circulated immediately after the meeting via email] b) Music Rehearsal Space Jenny Wheeler reported on issues around current availability for music rehearsal space. ACTION: Clarification to be sought on the availability of music rehearsal space.
Next meeting: 14:00, Wednesday 27 January 2021	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
2019-20			
034 – Report from the Education Committee	ACTION: A project plan would be developed which would include further consultation with the Faculty of Arts and presented to the Senate at a future meeting to assist the implementation of the Warwick Core Skills framework and an update on progress provided by the end of the academic year.	PTi, tbc	In progress
106a – Information Management Policies and Regulation 31	ACTION 1: Equality Impact Assessment statement to be added to all the Policies.	Tony Pauley, asap	In progress
	ACTION 2: Report following the six-month review of the Information Management Policies to be brought to the January 2021 meeting of the Senate.	Tony Pauley, January 2021	Now scheduled for March 2021
106b – Revisions to Regulation 27 On-Campus Residential Accommodation and Regulation 23 Student Disciplinary Offences	ACTION 1: A report on Student Conduct to be presented to the Senate annually.	Helen Knee, October 2020	Scheduled
	ACTION 2: A review to be undertaken of University policy and process relating to student drug use and possession.	Helen Knee, Jane Bryan, asap	Ongoing
111a – Revisions to Regulation 10 on Examinations and Regulation 11 Procedure to be Adopted in the Event of Suspected Cheating in a University Test	ACTION: Review of the examination regulations and guidance to be undertaken by the Academic Integrity Sub-group and reported back in due course.	Academic Integrity Sub-group, via Maureen McLaughlin and EPQ, Tbc	Ongoing
2020-21			
010 – Update from Education Executive: Teaching, Learning and Assessment – Lessons Learned in Lockdown	DECISION 1: The Senate approved the commitment to the continuation of online assessment as the preferred approach, subject to review as part of the next Institutional Teaching & Learning Review.		
	DECISION 2: The Senate approved the commitment to, and direction of travel with regard to the further refinement and development of a mandated and harmonised Marks Management system and the wider ramifications of developing a comprehensive approach to end-to-end assessment.		
012 – Standing Orders of the Senate	DECISION: The Senate approved the Standing Orders of the Senate.		
015 – Constitution and Membership of Senate Committees 2020-21	DECISION 1: The Senate approved the memberships and terms of reference of Senate and Joint Senate and Council Committees for 2020-21.		
	DECISION 2: The Senate approved proposed minor revisions to the terms of reference of the Academic Quality and Standards Committee and the Partnerships Committee.		
019 – AOB: Panel event ‘What your Disabled Students Want you to Know’	ACTION: Further details of the panel event to be circulated to members of Senate for information.	Senate Secretariat	Complete
019 – AOB: Music Rehearsal Space	ACTION: Clarification to be sought on the availability of music rehearsal space.	Senate Secretariat via BCRP Team	Complete